

Brandywine Homeowners Association, Inc.
P.O. Box 37, DeLeon Springs, Florida 32130

Minutes of the Regular Board meeting of January 14, 2020.

Call to Order: The meeting was called to order by President Myers at 6:59 pm.

Roll Call: - President Lorin Myers, Vice President Renee Weber, Treasurer Dale Haaland, Secretary Liliane Benucci, Directors John Chant, Cindy Capps, and Jim Graesart were present. Members Tisa Houck and Diane Hill, were present.

Minutes:

- Motion by Chant and seconded by Capps to approve the November 12, 2019 Organizational Meeting Minutes. Passed unanimously.
- Motion by Graesart and seconded by Haaland to approve the December 7, 2019 Special Meeting Minutes. Passed unanimously.
- Motion by Chant and seconded by Graesart to approve the November 12, 2019 Monthly Meeting Minutes. Passed unanimously.

Correspondence: Business cards for a tree service were left with several residents.

COMMITTEE REPORTS:

Financial: Haaland reported the following:

The Finance committee met on January 10th. Dale Haaland, Mark Zirkle and Lorin Myers were in attendance for the meeting. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed. Highlights of the discussions are found within this report.

Forecasted expenses: Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lake Doctor's contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility bill, Valley Forge retention pond repair

- Expenses forecasted and paid since the last report: JLS Holdings \$1.00 fence agreement. Florida Department of State \$35.00 update directors and officers. EA Zebell, PL \$704.20 2, lien demands and 1 parking demand, .3 hour Storage Facility fee recommendations. Travelers annual D&O liability crime bond wrap \$2036.00
- Expenses not forecasted and paid since the last report: E.A. Zebell, PL \$335.80, one Claim of Lien, one 45 day Demand to foreclose and postage. Lorin Bruce Myers \$103.50 IRS forms 1096 & 1099, bailing wire, postage.
- No closings are pending
- Four closings were completed since the November meeting.
- On November 4th two properties were turned over to the attorney for ITL demand letters. One property paid the balance due on 11/27, and one property is still due. That property was turned over to the attorney to record our claim of lien and 45 Demand to foreclose letter, mailed on Jan.3, 2020. On Jan. 11th payment in full was received.

- On 12/23 CD # 1005 was purchased with the proceeds from CD # 1002 and \$1.51 from the savings account.
- On Dec. 23rd the billing was mailed for the annual agreement with The Park at Messina. The total due is \$1,602.54 by Feb 1, 2020.
- As of today's date 12 properties are in arrears second quarter assessments. 16 second quarter Reminder letters were mailed out on Jan. 11th.
- The Engagement letter for Arrington & Mapili CPA's has been received for next year. The finance committee recommends engaging Arrington & Mapili CPS's for a compilation next year.
- A check for \$61.25 was prepared for the Annual Florida State Corporation Commission.

ARB: Chant reported the following:

Pending Applications

- On January 6, 2020 Chant received a request from a resident on Burgoyne Road for a new roof. Same color – dark forest green – three tabs timberline asbestos shingles. Resident informed she needs to complete an ARB form and acquire a permit from the county. Waiting on permit, ARB form, and sample of shingle/ color.
- On November 27, 2019 ARB application not received from a resident at Charleston Place to reroof the house. Myers explained the parameters for the roof and the paperwork we needed back from the resident or their contractor. Permit issued applied for on 12/5/2019. As of 12/11/2019 permit still under review by VCPA office. Visited residence 12/11/2019 and roof not started.
- On October 30, 2019 Chant received a request for an ARB application to rebuild a hurricane damaged fence at a residence on Princeton Place. It is a 6ft. high cedar wood stockade fence approximately 50 ft. in length. Permit applied for on 10/29/2019. Current status as of 12/11/2019 - zoning review. Application approved by Chant and reviewed by Graesart.

Completed Applications

- On December 9, 2019 Myers received a request for a metal roof at Trenton Place. Color “light stone”. Work to run from 12/16 to 12/20 by Double G roofing Inc. Chant approved and Myers contacted Alyshia .Permit was issued as of 12/12/2019. Reviewed by Myers. Final inspection by Chant.
- On November 8, 2019 request received from a resident on Lancaster Road to install 35 ft, of tan PVC fence in back yard. No gate indicated. Job is to be completed on November 22, 2019. Permit acquired by Dave's Fence. Approved by Chant and reviewed by Graesart. Permit received. Visited residence 12/11/2019 and fence complete, final inspection by Graesart.

Beautification: Benucci reported that the monthly beautification award was given to Tiffany Jackson and Daniel Feldspausch at 2604 Old Church Place. It was suggested not to present the award certificate, only the gift certificate in the future. We will only print out the award certificate if someone requests it.

Grounds & Maintenance: Weber reported the following:

- Myers contacted Volusia County Road and Bridge about erosion around the storm water pipe that empties into the retention area at Valley Forge/Kings Mountain Rd. After inspection of the site, it was determined this is not Volusia County's responsibility. In addition, due to residential drain pipes directed to the site, the banks of this retention area are collapsing. The HOA will pursue the most effective way to resolve both of these issues.
- Lake Doctors treated all ponds in November and December and emailed reports in a timely manner.

- Clean Cuts performed regular cool weather maintenance. Weber requested Boston ferns in the N. Saratoga Pl. cul-de-sac islands be thinned and replanted at the Brandywine Rd. end of the island plus in the entry island at Valley Forge/Kings Mountain Rd. This project was completed. Weber compiled a chart to specify and track common area maintenance duties. Hopefully, this can be used to improve communication among the Grounds and Maintenance Committee members and between the committee and Mike Graves.
- Weber contacted Duke Energy about six streetlight outages. Four were repaired. Weber had to show the contracted repairman where to access the two lights at the bridge and lift station. These two lights were replaced with LED fixtures but then went out again within a week. After requesting these lights be repaired a second time, the lights were working.
- Weber met with Regina Brinkle project engineer and Randy Pirkey construction company project leader concerning reparations for the sewer system project in the bridge and lift station area. Weber asked about the placement of sod to direct rain water away from the lift station since this could increase erosion along the concrete walking trail. Mr. Pirkey stated this was done intentionally per the city's instructions. Weber asked about the bare dirt area but was told this is the city's right of way and no sod was directed to be placed there since the growth underneath will appear in the spring. When Weber pointed out this area with one strip of sod bordered by concrete and bare dirt would be difficult for the HOA landscaper to maintain, the response was not to mow the sod until spring. The unattractive plowed up dirt between the city's concrete slab and BW common area woods was the result of tree trimming for the project and was ordered to be left in this condition ("natural state"). Ms. Brinkle agreed small piles of concrete in three different project areas would be removed. Weber relayed a homeowner's displeasure with the way the sod was put down along on his property. Mr. Pirkey responded that this was better than just leaving dirt in this location which consists mostly of low growing weeds not grass. Weber questioned whether the project had impacted a section of the concrete trail from the bridge to Yorktown Pl. that is severely eroded underneath. Mr. Pirkey said no heavy equipment was driven in this area, Ms. Brinkle said they had not cut the vegetation along the trail, and neither acknowledged placing sod in this area was the city's responsibility. (Since this meeting took place, Myers has filled in dirt under the concrete to prevent it from cracking.)
- After Weber pointed out a potential tripping hazard from protruding screws on the walking bridge foot boards, Myers reset the screws.

Storage Facility: Campanella's report indicated the following:

- 45 marked Lot Spaces
- There are currently no spaces available.
- All units inside the lot are current
- There were 4 additions to the lot this past month
- 1 item was removed.
- 1 new resident has contacted my regarding a space, but I have not been able to re contact him as of this writing.
- A waiting list will be generated from this date forward.
- We are also considering combining a few lot spaces to accommodate larger items.

There was a burglary to the lot (**3120 N Woodland Blvd**) this past month (12-31-2019; VCSO Case number 19-27722). An excerpt from the VCSO consolidated report (public record) is as follows:

Deputies responded to an enclosed, overflow parking lot behind the Brandywine shopping plaza in reference to several reported burglaries. Victim's advised that the lot is typically used as storage for larger vehicles and vessels such as RV's, boats and trailers. The lot is enclosed with a chain-link, barbed wire fence with a single point of entry (gate). This area is does not have video surveillance.

Sometime between 1800 hours on 12-30-19 and 12 hours on 12-31-19 unknown person(s) made forced entry into the lot by cutting a hole in the fence on the south end of the property. Once inside, forced entry was made to V1's Thor RV (through the side door), V2's Proline boat (open top boat), and V3's Flagstaff RV (shattered window). Numerous items were taken from each vehicle which totals equate to a grand theft charge to include a Panasonic TV, a coffee pot, an electric can opener, a Sirius XM radio, a 25 foot extension cable, a propane grill, flares, an AM/FM radio, a charcoal grill, a portable screen room, a wooden folding table, a 36 inch Sony TV, a Blu-ray play, and \$30.00. No serial numbers were provided for anything.

In addition to the burglaries, thefts, and vandalisms, there was substantial damage to the chain link fence. The fence was repaired by Myers and Zirkle. I wish to thank them for their hard work and dedication. Regarding the reporting of the incident, Campanella sent out a mass email to all addresses listed for residents with items in the lot, asking them to reply back with questions or concerns. Only a few replies were received. Myers repaired 4 holes in the chain link on Wednesday Jan. 8th.

Rules Compliance: Houck reported the following:

Unresolved from November

- On 9/20 Houck sent a letter to a member on Lexington Road about parking in the yard. On 10/8 Myers sent second violation letters by first class and certified mail about vehicles that continue to be parked in the yard. From 10/22 to 11/5 Houck emailed, texted and sent a letter asking the member to respond with a parking plan. There has been no response and parking in the yard continues. After discussion, the Board decided that Myers would contact our attorney to determine the next course of action, and the parking violation is being pursued.
- On 11/5 Houck sent letters to the property manager and tenant of a home on Charleston Place about a large trailer that had been parked in the backyard for an extended period of time. Trailer was removed.

New Violations in November

- On 11/13 Houck sent an email to Chris Hutchison, head of Volusia Co. Code Compliance, about a member on Valley Forge Road who appeared to be operating a business from the home. Our C&Rs do not allow home businesses, and he determined that our PUD does not allow home businesses. On 11/30 Houck sent a letter informing the member of the apparent violation and requesting that the business cease. Member responded with a letter to the committee that the business at the home was being phased out and client obligations would be completed in a few weeks.
- On 11/19 Houck sent a letter to a tenant (email copy to property manager) on Charleston Place about a variety of vehicles that had been parked in the yard for an extended period of time. All vehicles have been parked in the driveway.
- On 11/19 Houck sent a letter to a tenant (email copy to owner) on W. Village Green Road about a truck that has been parking in the yard for extended periods of time. After an exchange by email, the tenant agreed to park the truck in the driveway.
- On 11/22 Houck sent a letter to a tenant, owner, and property manager of a property on Lexington Road about a vehicle that has been parking in the yard for an extended period of time. Vehicle has been moved to driveway as of 11/25.
- On 11/26 Weber called a mortgage financier about removing a sign next to a For Sale sign in a yard on Saratoga Road. Sign has been removed.

New Violations in December

- On 12/2 Myers called a member on Burgoyne Road about a large piece of yard equipment in the backyard. Equipment has been moved.
- On 12/5 Houck sent a letter to a member on Valley Forge Road about overgrown grass, weeds, and shrubs. Yard maintenance has been done.
- On 12/6 Houck sent a letter to a member on W. Village Green Court about a vehicle that had been parked in the yard for an extended period of time. Vehicle has been moved.
- On 12/12 Houck sent an email to a member on Lancaster Road inquiring about the completion date for a project that includes a commercial vehicle, storage POD, and dumpster that have been in the driveway for an extended period of time. The project is a major update of kitchen, and the vehicles have to be there a few more weeks. Commercial signage was covered.
- On 1/5 Houck sent an email to the Community Director of the Parks at Messina apartments, asking that she communicate with her tenants about the need to pick up dog waste when walking them in Brandywine, especially at the 15-A entrance. She replied that she would do that.
- On 1/5 Houck sent an email to a member on Lexington Road about a vehicle that has been parked in the yard for an extended period of time. On 1/8 Houck sent a text message to the member asking that the email be checked for a message from Brandywine HOA. On 1/10 Houck left a voicemail message about parking in the yard as an HOA violation and a VC code violation. On 1/13 Houck sent a first violation letter. No responses as of this meeting.

Welcoming Committee: Hill's report encompassed November, December, and January.

- Richard Manchester (owner) and Philip Manchester (tenant) on Trenton Place. Hill left a voice mail on 11/23/19, and mailed a welcome letter and other information for both parties on 12/1/19.
- Debra & Trevor Cedar on Lexington Road. Hill spoke with Debra on 12/26/19 and sent a welcome letter and other information on 12/26/19.
- Jose Luis Albarran on Lexington Road. Hill spoke with Luis on 12/26/19 and mailed a welcome letter and other information on 12/26/19.
- Hill met with Mark Underwood on Burgoyne Road on 1/2/20 and gave him a welcome letter and other information in person. He inquired about boat storage and was directed to Mike Campanella.

All were informed of our web site and Facebook page, which some already were aware of. All, when asked, indicated they had received Brandywine information at closing.

Communications: Myers reported the following:

- Updates were made to the website.
- On Nov. 17th he was contacted by a neighbor whose visitor's dog had bitten another neighbor's dog. Both parties were put in touch with each other.
- He received notice of police activity on N. Saratoga Rd. in the first week of December. It was a domestic issue evidently.
- He called VCSO about a suspicious vehicle parked and unoccupied next to the lift station down on the pedestrian/bicycle path on 1/11/19. The next day it was determined to be owned by a McMahon Construction employee.

- He received a complaint about dog waste not being picked up on Brandywine Rd. towards the 15A entrance.
- He sent out a group email when a resident's cat went missing and ultimately found.
- The January mailing was discussed.

UNFINISHED BUSINESS:

Annual yard sale. Confirmed that the yard sale will take place Saturday, March 7, 2020. Hill indicated that approximately two weeks prior, she will start placing ads and notifications on social media.

NEW BUSINESS:

Annual Meeting. Myers asked the Board to start thinking about where and when annual meeting will take place. Aside from this being an election year, there is also the Veteran's Day Parade to consider. Details will be forthcoming.

Adjournment: Moved by Chant, seconded by Haaland, to adjourn at 7:57 pm. Carried.

Next Regular Board Meeting – February 11, 2020 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary