

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

Minutes of the Regular Board meeting of January 12, 2021.

Call to Order: The meeting was called to order by President Myers at 7:00 pm. The location of the meeting was posted and held at 941 Kings Mountain Rd.

Roll Call: - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, and Directors Donna Ortkiese and Tara Kicklighter were present. Directors Dale Haaland and Gregg Gagnon were absent. Member Robert Hogan was present.

Meeting Minutes: Motion by Paulson and seconded by Ortkiese to approve the December 8, 2020 Meeting Minutes as amended. Passed unanimously.

COMMITTEE REPORTS:

The Finance committee met on January 4th, Ortkiese, Weber, Paulson and Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meetings. Highlights of the discussions are found within this report.

Forecasted expenses: Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lake Doctors contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, quality Quick Print January mailing (approximately \$800), Corporation Commission Florida Department of State annual filing \$61.25. Zoom Meeting annual license \$150, Replacement of Beautification Sign approximately \$100, Re-label meeting signs approximately \$150.

Expenses forecasted and paid since the last report: Kracht Law Firm \$293.35. Travelers Insurance Co. \$2,194 annual Crime wrap bond.

Expenses not forecasted and paid since the last report: Lorin Bruce Myers new HOA computer and 1 cert mail \$484.14.

- One closing is pending.
- One property closed since the last meeting.
- The amendment of Officers and Directors was mailed on Nov. 20th to the Florida Corporation Commission. As of today the amendment has not been recorded
- 22 second quarter Reminder letters were mailed on Jan. 9th.
- The annual billing for the Park at Messina was delivered on Dec. 22nd. The payment due date is Feb.1, 2021.
- Myers prepared and mailed the filing and delivery of IRS forms 1096 and 1099 on January 4th.
- As of today there are 19 properties in arrears second quarter assessments.
- CD #1005 matures on Jan. 23rd. The committee recommends purchasing a new CD for 18 months @.70% with the proceeds.
- The committee also recommends the purchase of a new CD for \$10,000 with an 18 months @.70% with funds from the money market.
- Myers purchased a new laptop for the HOA Dec. 14th when the hard drive on the 9 year old laptop was diagnosed as 'failing'.

- Myers signed up for electronic billing for the City of Deland water bills and Duke Energy for the electric bills as the committee recommended. The committee also recommend signing up for auto pay for both accounts pending discussion by the board.
- The committee recommends to continue using free anti-virus and malware software. The purchase of Microsoft Office and Quick Books 2021 version is postponed.

ARB: Quinn;s report indicated the following:

PENDING

Date	Request	Status
1/6/21	Received app to remove large tree Saratoga Road. Work not started.	Rev. by Aichner, APPD by Quinn
11/19/20	Received app to have home painted at Lancaster Road. Main house natural/earth tone, trim white or off white and attached to app. Fence removal/replacement on same app, advised separate app needed for fence removal. Fence done. Paint not.	Rev. by Aichner, APPD by Quinn
11/18/20	Received app to put a shed in the back yard on Burgoyne Place. App completed. Permit being pulled by Lowes. ETA 4-6 weeks, 1-11-21	Rev. by Aichner, Pending Permit.
11/11/20	Received app for Re-roof at Lancaster Road. Permit Issued 11/21/20 Not Started	Rev. by Aichner, APPD Quinn
8/13/20	Received an app, job description and architecture drawings for an in-ground pool and enclosure on Lafayette Place. Permit Issued 9/4/20, Project has begun. Update via text, not completed 1-10-21	Rev. by Graesart, APPD by Chant
8/4/20	Received app and architecture drawings for a new in-ground swimming pool, deck & enclosure on Burgoyne Road. Permit 9/10/20, work in progress.	Rev. by Graesart, APPD by Chant
7/30/20	Received app for replacement screen pool enclosure and resurface of the pool on Burgoyne Road. Update via text, work may start Feb. 1-10-2021	Rev. by Graesart. APPD by Chant
7/7/20	ARB request and plans for a new home on Concord Road. We have questions regarding the paint & roof color and landscaping before the app is approved. The building plans are thorough. Permit approved 9/25/2020 roof description and color have been received and approved. Exterior colors have been received and approved	ARB APP. By Quinn and Aichner

COMPLETED

Date	Request	Status
12/18/20	Received app to re-roof at Lancaster Road. Permit Finaled 11/24/20 Mojave Tan Shingles	Completed
12/15/20	Received app to extend existing fence at Burgoyne Place. Permit and drawing attached. Fence Work completed.	Completed
12/14/20	Received app for window replacements at Lancaster Road. Advised to go ahead with the work, ARB approval not required.	Completed
11/28/20	Received app for re-roof at Lexington Road. ARB Application, permit and proposal received. Confirmed 3-tab shingles in a same shingle color currently on roof. Printed copy of color in hard copy. Roof should start 12/3/2020.	Revd. by Aichner, APPD by Quinn
7/9/20	ARB request for a fence on Concord Road. We received the app, surveyor's diagram and material description of tan color 6' vinyl fence. Completed	Revd. by Myers. APPD by Chant

Beautification: Ortkiese reported the following:

- The Holiday Decoration aware for December 2020 was awarded to Trish Moore of 835 Lancaster Road. There were so many beautiful homes to pick from.
- The January 2021 Beautification Award was given to Regina and Roger Brown of 1040 Valley Forge Road.
- On Monday, January 4th, it was reported that the Beautification Award sign was missing and it has not been found. The HOA is in the process of having another one made.

Grounds & Maintenance: Hogan reported the following:

- The floodlight outage on the south side of the 15A entrance sign has been repaired as of approximately 1-6-21. Ric Ortkiese
- Five Spruce trees in the common area behind at 2800 Trenton Place were determined to be in need of removal due to disease. The homeowner is making progress in removing the remaining trees and put them out for county pick up.
- The information/costs regarding the easement in the Condos will be evaluated this month, if the requested quotes have been received.
- These two items remain as priorities for evaluation in the near future. There are some cracks in the asphalt path from the foot bridge to Lafayette Place. The retention pond, on the townhome side of Valley Forge at Brandywine, has considerable erosion issues to correct where the runoff spills from the piping into the retention area and a lesser issue where homeowner, downspout runoff has been routed to the retention area.
- The dead tree across from the ponds was cut up 1-4-21 by Clean Cuts
- Water leaks were found at both entrances. They have been repaired and a few sprinkler heads were changed. Clean Cuts
- Clean Cuts provided the following service. Kept both entrances and common areas cut and blown, mowed cul-de-sacs weekly, pulled weeds, trimmed bushes, mowed and picked up storage lot.
- Clean Cuts will also significantly cut back the Illiagnus hedge along Brandywine Rd, backing up to the townhomes. The overall height and width will be reduced by approximately 50%.
- Removed debris that was blocking the water flow from Pond 3 into the channel to the weir. D Weber
- Removed dirt from concrete drain at the bridge. D Weber

Storage Facility: Campanella's report indicated the following:

- 44 Lot Spaces
- 9 Vacant Spots
- 2 Additional vacant spots of unknown disposition / unable to contact owner / bad phone numbers
- 2 Spots are occupied with unverified items / unable to contact owners because of bad phone numbers

33 Total items present in the lot on 01/10/2021 identified as:

- * 7 Boats with Trailers
 - * 2 Motor Coaches
 - * 5 Travel Trailers
 - * 1 Pop up trailer
 - * 1 Boat Trailer
 - * 3 Enclosed trailers
 - * 14 open trailers
- Campanella, Caldwell and Chant went to the lot on 01/10/2021 to conduct an audit. The lot is in good repair, no issues with the fence, lock, or gate. The lot was recently mowed, and trees were trimmed.
 - Four spots are of unknown disposition. Contact has yet to be made with the listed owners since all associated telephone number are bad / disconnected. More follow up will be done this month. Spaces 21 and 22 were consolidated for single use because of its location in the corner of the lot.
 - A recent survey of many listed lot owners revealed that they would voluntarily pay a small annual fee for the purchase and maintenance of trail cameras for the lot, since an operational and maintained surveillance system run by the HOA is not cost effective. More to follow on the trail cams in the coming months.

Rules Compliance: Kicklighter reported for Tisa Houck:

Unresolved from December

The trailer that had been parked in the driveway on Burgoyne Road was removed.

New violations

- On 12/12 Houck called a member on Lancaster Road about a commercial sign left in the yard by the roofer. Sign was removed right away.
- On 1/8 Houck sent a letter to a member on Burgoyne Road about an expired tag on the vehicle in the driveway and a blue tarp that needs to be removed from the top of the shed in the backyard.
- On 1/8 Houck sent a letter to a member on Shenandoah Road about a car that has been parked in the side yard for an extended period of time. Car has been removed.

One Inquiry

On 1/8 Houck received a call from a member on Concord Road requesting approval to install additional decorative fencing along the length of the front of the member's property next to the curb. After the committee members looked at the property and responded to Houck, she sent an email response to the member requesting that no more decorative fencing be installed. The committee felt that a negative precedent would be set and that the county right-of-way may prohibit such installations.

Welcoming Committee: Diane Hill's report indicated the following:

Welcome Letter, Board/Officers & Committee Directory and ARB application mailed to:

- New member: Mr. & Mrs. Evan Futch on Freeman's Farm Road. Spoke previously with Mr. Futch.
- New Member: Mr. Richard Joslin on Kings Mountain Road. Sent to his present address in Cambridge MA.
- New Member: Amanda Rupp, LLC on Concord Road. Mailed to her present address in Osteen, FL.

Communications: Myers reported the following:

- Updates were made to the website.
- He received a phone call about fireworks that he replied there was no grounds for the HOA to get involved but they could call the sheriff.
- Multiple complaints and discussion were posted on Facebook regarding music that was very loud.
- He discussed password protection for the HOA directory on the web site. Benucci moved and Paulson seconded to move forward with password-protecting the HOA web page. Passed unanimously.
- He discussed the inserts for the January mailing.

UNFINISHED BUSINESS:

Virtual Meetings: Paulson outlined the virtual monthly meeting policies and procedures for the board. Paulson moved and Ortkiese seconded to adopt the presented policies and procedures, which the Board will begin following. Passed unanimously.

NEW BUSINESS: None

Adjournment: Moved by Benucci, seconded by Paulson, to adjourn at 8:05 pm. Carried.

Next Regular Board Meeting – February 9, 2021, at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary