

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

Minutes of the Regular Board meeting of July 8, 2014

Call to Order: The meeting was called to order by President Weber at 7:00 pm.

Roll Call: - Directors Weber, Marshall, Hill, Myers, and Benucci were present. Director Howard was absent.

Member Ken Jonas was in attendance.

Minutes: Motion by Myers, seconded by Marshall to accept the June Board Meeting Minutes as amended. Carried unanimous.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ The finance committee met on July 1, 2014. All members were present.
- ✓ Fletcher and Myers met with Lane Insurance on June 27 and reviewed our policies. The Board voted to increase our Single Loss Limit in our Fidelity Bond amount (Myers moved, Benucci seconded, and the vote was unanimous). Myers is waiting for some additional information before a decision can be made on another policy recommended by our agent.
- ✓ The finance committee recommended that Myers turn over a copy of the Quick Books file and a copy of the passwords each month on a zip drive to the Treasurer.
- ✓ One Reserve Fund CD was redeemed. The funds are in the Reserve Fund checking account until next year's funding is available.
- ✓ Myers reviewed the monthly expenses incurred since last meeting, which included Clean Cuts, BV Condo Association, Duke Energy, The Lake Doctors, City of DeLand, Myers' contract, Betty Kelly CPA and reimbursement to Ken Jonas and George Marshall.

Membership: Myers reported that two properties closed last month.

Collections: Myers reported that as of July 8, 2014 there are 20 properties late with 4th quarter dues. Fourth quarter reminder letters will go out on July 12, 2014.

ARB: Marshall's report indicated the following:

- ✓ A new roof was installed on Concord Road, completed and approved by Jonas and Fletcher.
- ✓ Storm shutters were installed at Lancaster Road, completed and approved by Jonas and Schrader.
- ✓ A request for an exterior paint job at Lancaster Road was reviewed by Jonas and Fletcher.
- ✓ A request for fence replacement at Burgoyne Road is waiting on a permit.
- ✓ A request for fence installation at Concord Place is waiting on a permit.

Lawn Care & Beautification: Benucci reported that the Beautification Award for the Month of June was given was given to Virginia Wojcik of 2830 Trenton Place.

Grounds & Maintenance: Jonas submitted the following via email:

The Brandywine Boys (Schrader, Cress, Marshall, Zirkle and Jonas) got together a couple of weeks ago and accomplished two projects:

Repaired a leak in the irrigation line and replaced a couple of sprinkler heads on Zone 1 at the Route 17 entrance.

Repaired the damage to the wood retaining wall in the cul-de-sac on the north end of Valley Forge Rd, caused when an unknown vehicle hit it.

On a separate occasion, Jonas trimmed some low-hanging limbs along the walking path near the sewage pump station and over the bridge.

In light of discussion regarding the condition of the signage at the Brandywine entrances, Jonas presented a drawing/picture of a proposed replacement for the sign at the entrance at Hwy 17. Further discussion revealed that new signage will most likely cost between \$6,000 - \$10,000.

- ✓ Weber reported that she will be contacting Mike from Clean Cuts to discuss issues/concerns regarding the upkeep of the property. Weber will report back to the board with the particulars after they have met.
- ✓ Weber also informed Board that Jonas received an email from Dan Nimlos, Senior Engineering Inspector at the County informing that the shopping center is up-to-date on all outstanding issues regarding drainage.

Storage Lot: Schrader reported via email that as of this date there are 16 units in storage. Activity is as follows:

One motorhome has been permanently removed.
There are no violations at this time.

Rules Enforcement: Hill reported that two non-compliance letters were sent out this month.

Planning Committee: Nothing to report this month.

Welcoming Committee: Weber reported that three tenant welcome letters were sent and that she welcomed Joseph and Tanya Farr of Valley Forge Road.

Communications: Myers reported the following:

- ✓ Monthly updates were made to the website and the Board and Committee Directory was updated.
- ✓ Two sand hill crane ornaments were stolen from the front yard of a residence at the corner of Lancaster and Brandywine Road early in the week of June 23.
- ✓ Members have reported suspicious traffic on Valley Forge Rd. and on Burgoyne Rd. All residents are encouraged to call the sheriff's non-emergency number with observations that could be beneficial to an investigation.

OLD BUSINESS:

- ✓ 2014 – 2015 Budget Proposal: Myers asked if there were any questions regarding the monthly financial reports – there were none. The preliminary 2014 – 2015 budget will be reviewed every month.
- ✓ July Newsletter: Weber reminded the Board members that the July mailing will go out next week.
- ✓ Brandywine HOA Mission Statement Adoption: In the interest of time this item is tabled until next month.
- ✓ Permission for COA (condos) duck removal: In a response from the COA for written permission to allow duck removal at the pond, Benucci moved and Myers seconded the approval. All directors voted for approval with Director Marshall abstaining.
- ✓ Future Actions re Boat Parking Issue: The board **agreed to pay for attorney services if this member continued to be in violation of storage facility rules.**
- ✓ Sharing Brandywine Members’ “Happy News”: Marshall briefly spoke about a message board to be placed in a strategic location, which would contain important community messages/notices. He will research and get back to the Board.
- ✓ Ideas to Increase Attendance at Annual Member Meeting: In the interest of time this item is tabled until next month.

NEW BUSINESS:

- ✓ Myers moved, Marshall seconded, and the Board voted unanimously to accept Holly Rabbits’ resignation.
- ✓ There was discussion regarding election of 2014-2015 Board members. The concern is that five of the seven Board members’ positions will be up for election this November. In order to avoid the possibility of having an extremely inexperienced Board and to align with the intent of the Bylaws, it was suggested that one term be shortened to one year. In the interest of time, this matter will be further discussed at August’s meeting.

Adjournment: Moved by Benucci, seconded by Myers to adjourn at 9: 20pm. Carried. The next Board meeting will be held on August 12, 2014 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary