

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

Minutes of the Regular Board meeting of July 13, 2021.

**Call to Order:** The meeting was called to order by President Myers at 7:00 pm. The meeting was held via ZOOM.

**Roll Call:** - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, Treasurer Donna Ortkiese and Director Tara Kicklighter were present. Members Tisa Houck and Renee Weber were present.

**Meeting Minutes:** Motion by Ortkiese and seconded by Paulson to approve the June 8, 2021 Meeting Minutes as amended. Passed unanimously. Motion by Paulson and seconded by Ortkiese to approve the June 8, 2021 Special Meeting Minutes. Passed unanimously.

**Correspondence:** Benucci reported that she had contacted Road & Bridge regarding stripes that had erroneously been painted on Brandywine Road at the 15A entrance/exit. The stripes have been covered up. Benucci was informed by Myers that the meeting sign placed at the Hwy 17 entrance had been stolen. She filed an on-line police report with the Sheriff's Office and will get a replacement sign from Quality Quick Print.

#### COMMITTEE REPORTS:

**Finance Committee Report, July 2021.** Ortkiese reported:

The Finance committee met on Zoom July 7<sup>th</sup> at 6:30 Ortkiese, Weber, and Myers were present. Paulson and Myers met on July 9<sup>th</sup>. The bank statements were reviewed; the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meeting. Highlights of the discussions are found within this report.

**Forecasted expenses:** Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, VF Culvert repair approximately \$2,000, Pond One retaining wall approximately \$6,200, Quality Quick Print August mailing approximately \$400, Repair outflow in the rear of the Valley Forge retention pond estimated \$100, water usage to establish grass at VF retention pond estimated \$50, Quality Quick Print app. \$100 replace one entrance monthly meeting sign.

- Expenses forecasted and paid since the last report: Clean Cuts \$540 mulch phase two. Daniel Hickey Tree Service \$1,100; Chip Wrecked \$1,200 replace split rail fence around the weir and \$1,300 clean out the culvert under Village Green Rd. Kracht Law Firm \$811.95; claim one lien and one ITF notice
- Expenses not forecasted and paid since the last report: None
- One closing is pending
- Two properties have closed since the last meeting
- The committee had changes on the proposal for the 2021/2022 budget to be discussed under New Business.
- We have been notified of a \$2.00 monthly increase from Lake Doctors to take effect on August 1<sup>st</sup>.
- 16 properties were mailed 30day fourth quarter late assessment notices on July 10<sup>th</sup>.
- As of today 15 properties are in arrears 4<sup>th</sup> quarter assessments
- The committee has updated the 'late assessment' 30 day notice to abide by the Florida statute effective July 1<sup>st</sup>.

- One property was turned over to the attorney to Claim our lien and prepare an Intent to Foreclose demand letter on July 8<sup>th</sup>.
- The committee recommends early withdraw of CD #1004 pending approval of projects under Grounds Maintenance.

**ARB:** Paulson reported for Quinn:

**PENDING**

Date	Request	Status
7-2-21	Freemans Farm Rd Received an app to repaint the front door. 2 colors provided depending on the door that is purchased.	Revd by Graesart APPD by Quinn
6-15-21	Green Mountain Rd Received an app for a new roof. Berry Roofing- black shingles.	Revd by Paulson APPD by Quinn
4/16/21	Burgoyne Rd Received app for replacing fence. Board on Board natural color. BFC to pull permits. <b>128' Completed</b>	Revd by Myers APPD by Quinn

**COMPLETED**

Date	Request	Status
5-26-21	Freemans Farm Rd Received app for removing a tree that is dying. Getting Estimates for removal.	Completed
5/4/21	Lancaster Rd Received app for exterior painting of house in natural color Diversion and application of Air stone siding in natural rust colors, (already installed).	Completed
5-27-21	Saratoga Rd Received app to paint exterior of house and garage. Trim color Evening eclipse/Voyage base color.	Completed
5-24-21	Kings Mountain Rd Received an app for replacement roof & trimming of trees over the roof. RDG Roofing Resawn Shake color shingles.	Completed
5/8/21	Saratoga Rd Received app for replacing fence. Board on Board natural color. Fence Co. to pull permits.	Completed

**Beautification:**

- Houck reported that the Beautification award was presented to Jerry and Diana Hill of 1060 Burgoyne Road.
- An appreciation card for a new fence was mailed to Charles and Martha Underminer on N. Saratoga Road.
- She also informed the Board that Kicklighter would replace Ortkiese on the Beautification committee.

**Grounds & Maintenance:** Myers reported the following:

- Daniel Hickey's Tree Service performed their contract at pond one taking down 5 trees and pulling one tree out of the water.
- Chip Wrecked performed their contracts to replace the split rail fence at the weir and the clean out of the culvert under Village Green Rd.

- One footboard was replaced on the bridge when we were notified it was soft and weak.
- Low overhanging tree limbs on Brandywine Rd. and one fallen tree limb on Saratoga Place were reported to the county on 6/23.
- The irrigation at both entrances was turned off on June 22<sup>nd</sup> when rainfall predictions warranted it.
- One street light was reported to Duke Energy on Burgoyne Rd.
- The fountain on the big pond (3) has been running off schedule. We believe the lightening is affecting it.
- Clean Cuts reported that the drake elm at Valley Forge and Brandywine Rd. was cut back to allow seasonal growth and not hide the street light. Other routine cutting was performed.
- The ongoing problem with the swale/erosion and the storm drain east of West Village Green Rd. on Brandywine Road was reported to the county at least twice.
- The catch basin on the inflow side of the culvert under Village Green Rd. appears to be leaking at the connection to the inflow pipe. Also the retaining wall at the inflow pipe is failing Myers will send out bids before the meeting Tuesday night.
- Lake Doctors treated the ponds for algae, emergent, underwater, terrestrial and floating growth on 5/27. Lake Doctors treated the ponds for all the same minus underwater growth on June 29<sup>th</sup>.
- Chip Wrecked has the permits and plans approved to begin work at the Valley Forge retention pond. He has called to have the utilities located. Then he will begin. When he is done Myers will get a few neighbors together and fix the outflow drainage from the properties next door that is evident in the back of the pond.
- D. Weber continues to manually clean out the inflow to the weir behind pond 3 to allow drainage throughout the pond system.

**Storage Facility:** Campanella's report indicated the following:

- 44 Lot Spaces
- 9 Vacant Spots

32 Total items present in the lot on 01/10/2021 identified as 6 Boats with Trailers, 2 Motor Coaches, 5 Travel Trailers, 1 Pop up trailer, 1 Boat Trailer, 5 Enclosed trailers, 14 open trailers

**Rules Compliance:** Houck reported the following:

### **Unresolved from May**

On 5/27 Houck sent a letter to a member on Burgoyne Road about a trailer that's been parked in the driveway for an extended period of time. Trailer has been moved.

### **New Violations**

- On 6/15 Houck sent a letter to a member on Concord Road about high grass that needs to be mowed. Yard was mowed a few days later.
- On 6/16 Houck called a roofing company about a sign in the yard at a home for sale on Green Mountain Road. Roofer gave permission to put the sign on the porch until he could get it in a few days.
- On 7/12 Houck called Baumgartner Realty about the need to mow the tennis club property.
- On 7/13 Houck called the owner of the Brandywine tennis club and asked that the grass be mowed as soon as possible. He responded that it will be done this week.

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

She sent welcoming letter and Brandywine info on July 10 to four new residents:

- Kings Mountain Road – spoke via phone on 6/7
- Kings Mountain Road – spoke via phone on 6/9
- Lancaster Road – no phone number to contact
- Green Mountain Road – will contact by phone when able

**Communications:** Myers reported the following:

- He received a complaint about fireworks in the meadow on July 3<sup>rd</sup>. He was contacted by 4 properties in the 1000 block of Valley Forge Rd. about trash and debris in their yards and street from fireworks on July 4<sup>th</sup> evening. He was contacted by a neighbor in the 2600 block of Concord Rd. about late night fireworks on the 4<sup>th</sup> of July and debris in the street. He referred them all to VCSO.
- He received a call from a neighbor that someone had poured a can of beans on her mailbox.
- He received a call from a neighbor who said someone was driving a golf cart on Kings Mountain Rd at around 2 am on July 4<sup>th</sup>.
- He discussed the July mailing.
- He contacted Tinker Graphics when an ARB app came through by a bot. A recapture step was added.
- He discussed the August mailing. The mailing will go to the printer the day after the August meeting.

**UNFINISHED BUSINESS: 2021 /22 Draft Budget Proposal** – The Board has added \$500 to the miscellaneous line item to cover additional expenses, as well as \$2.00 monthly for Lake Doctors.

**NEW BUSINESS: Nominating Committee:** Weber, Kicklighter, Ortkiese, Paulson, and Benucci will serve on the nominating committee. At this time there are two seats available, three whose terms are up in November, and one that does not expire until 2022.

**Adjournment:** Moved by Benucci, seconded by Ortkiese, to adjourn at 8:00pm. Carried.

Next Regular Board Meeting – August 10, 2021, at 7:00 pm. on Zoom.

**Respectfully Submitted:** Liliane Benucci – Recording Secretary