

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

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

**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 Renee Weber, Treasurer Dale Haaland, Secretary Liliane Benucci, Directors John Chant, and Jim Graesart. Director Cindy Capps was absent.

**Minutes:** Motion by Chant and seconded by Haaland to approve the March 10, 2020 Meeting Minutes. Passed unanimously.

**NOTE:** This is the first board meeting since March 10, 2020. Reports reflect activity from then until now.

**Correspondence:** .None.

**COMMITTEE REPORTS:**

The Finance committee met on April 9th. Haaland and Myers were in attendance for the meeting. Mark Zirkle was not in attendance. The Finance committee met on May 4<sup>th</sup>. Haaland and Myers were in attendance for the meeting. Mark Zirkle was not in attendance. Mark Zirkle resigned from the committee on May 31<sup>st</sup>. Haaland and Myers met on June 3<sup>rd</sup>. Weber was appointed to the committee. Haaland, Weber and Myers met on July 6<sup>th</sup>. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at these meetings. 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, Clean Cuts \$225 topping and hauling two trees, Mainstreet order checks for checking account approximately \$120, Quality Quick Print July mailing approximately \$350

**Expenses forecasted and paid since the last report:** Diane Hill reimburse garage sale ads \$91.69. Bankers Ins. Group dba First Community Insurance Co. Property & Liability Insurance 1 year premium \$3,976

**Expenses not forecasted and paid since the last report:** City of Deland Sanborn Center \$100 deposit for annual meeting. Lorin Myers reimburse printer ink and rope for fountains \$ 76.95. Clean Cuts \$290 tree topping and dump costs. Tinker Graphics annual domain renewal \$25. Quality Quick Print \$26.63 relabel Storage Facility sign. Postmaster annual PO Box renewal \$92.00.

- No 3 closings are pending.
- One closing was completed since the last meeting.
- Myers returned and reimbursed the HOA \$106.49 for the Solid State Drive for the computer.
- 27 Third quarter assessment Reminder letters were mailed out on April 11<sup>th</sup>. As of today's date no properties are in arrears 3<sup>rd</sup> quarter assessments other than one in long term arrears and one on a payment plan.
- As of today 16 properties are in arrears fourth quarter assessments. Eighteen fourth quarter Reminder letters were mailed on July 11<sup>th</sup> with the note about a payment plan if they contact Myers.

**ARB:** Chant reported the following:

### **Pending Applications**

- On May 28, 2020 notified by Trenton Place that he wants to build one (1) additional room on the back of his home. As of 6/16/2020 no app or permit applied for.
- June 10, 2020 trim paint request on Kings Mountain Road swatch and app received.
- June 10, 2020 trim paint request on a second property on Kings Mountain Road swatch and app received.
- In ground swimming pool and enclosure on Old Church Place. App and drawings received after the project was started. The contractor had contacted Myers a month previous. Permit has been pulled.
- ARB request and plans for a new home on Concord Road was received on July 7, 2020. We have questions regarding the paint and roof color and landscaping before the app is approved. The building plans are thorough.
- July 9, 2020 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 Applications**

- On February 21, 2020 delivered an ARB application to N. Saratoga Road. Inspected 2 trees to be removed – 1 in the back yard and 1 in the side yard. Removal of trees will not affect the visual integrity of the street. On 2/23/2020 received completed ARB application. Removed as of 3/19/20.
- On January 23, 2020 received an application form from Lancaster Road to paint the exterior of her house. The colors are walls chocolate brown with crème trim (color swatches included). Approved by Chant and reviewed by Graesart. As of 3/20/2020 the painting is complete.
- On February 17, 2020 received a call from Lexington Place about replacing their driveway. Received the ARB application, copy of permit. No color consideration – plain concrete. Job completed as of 3/23/2020.
- Metal roof replacement at Lafayette Place. App and color received. Re-roof permit finalized on 5/19/2020.
- On February 7, 2020 received an ARB application and color swatches from Lancaster Road for a fence to finish off fence on fourth side of back yard. A 6 ft. cypress or cedar painted taupe / gray to match the house. Permit is finalized. Fence to come only to back of garage with a gate large enough to pass a truck.
- On 3/23/2020 Myers received ARB application from Princeton Place to remove a large oak tree to the left of her garage. Arborist confirms the tree is decayed and dying.
- On or about 3/2/2020 received notification from Freemans Farm Road that due to an accident the garage door has to be replaced and the garage door frame repaired. As of 3/24/2020 no permit request filed with the county, no ARB application, no color swatch of the replacement garage door.
- On 4/27/20 Kings Mountain Road Palm tree removal with ARB. No permit required.
- Replace existing fence on Burgoyne Road. ARB received but no permit applied for as of 6/16/2020.
- On June 8, 2020 notified by N. Saratoga Road of need for a new roof. Permitted with the county on 5/12/2020. Roof finished on 6/11/2020.
- May 5, 2020 app and architectural drawings received for a fence replacement on Burgoyne Road Completed John Chant 7/6/20.

**Beautification:** Beautification Award Recipients for April, May, June, and July are as follows:

- April: Anne McAninch and John Best at 2834 Concord Road
- May: Stacey and David Alecca at 2866 Shenandoah Road
- June: Al and Nancy Hyman at 1115 Burgoyne Road
- July: Patricia Vincent at 880 Lancaster Road

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

- Myers and Weber met with Mike Graves in March to discuss the Clean Cuts contract renewal with the HOA. A two year contract at the same rate was agreed to and no changes to the written contract were made. Since this meeting, Mike provided current proof of liability and workers' compensation insurance. Weber created Brandywine common area work check sheets in order to improve communication between Mike and the Grounds Chair. These sheets specify all jobs in the Clean Cuts contract and regularly requested tasks which can be checked off as they are done each month. Mike welcomed this tool and agreed to submit the sheets to the Grounds Chair (Weber) prior to each Board meeting. To date, Mike has turned in March, April and May check sheets. However, a short work report for June was done by phone because Mike was having computer problems.
- Islands were weeded and dead plants removed by the Clean Cuts crew ahead of the mulch project which is in progress. In addition to regular grounds maintenance, Clean Cuts was asked to trim trees and was paid for this extra work including hauling and dump costs. There was a leak in the irrigation system at 15A, the timer was set incorrectly, and the control box was overrun with ants. Graves took care of the leak and treated the irrigation control boxes at both entrances for ants. Graves suggested locking the timer boxes since currently anyone could be resetting the timers. Myers manually turned the irrigation off/on depending on the rainfall.
- Weber and Houck reported nine streetlight outages to Duke Energy. All have been repaired including one which required new wiring.
- Once again, Weber had to request April and May service reports from Lake Doctors. In June, Weber alerted Lake Doctors that monthly service reports were not automatically being sent and that this had been ongoing for months. In agreement with the company's billing administrator, the HOA will withhold payment until the service report is received each month. The June report was sent the day of service. All ponds were treated by adding bacteria and blue dye.
- Myers turned off the pond fountains due to low water levels then turned them back on when rain raised the levels. Myers replaced tethering ropes to the fountain in pond 2. David Weber monitored the weir which controls pond levels. The leaves in the channel to the weir need to be cleaned out.
- The following misuses to three HOA common areas were committed by members whose properties adjoin them: cutting tree limbs, clearing trees and natural vegetation to enlarge a yard, and directing a well driller truck to drive on and pump water down a common area for days resulting in ruts on the grounds. Weber and Myers communicated with these members to ensure they understand the purpose of common areas, the Board's responsibility to oversee their condition, and that these areas are not for individual use.
- Myers contacted Volusia County Road and Bridge about dead trees along Brandywine Rd. in the area of ponds 2 and 3. Two trees were cut down and the stumps were ground.
- Weber contacted Volusia County Road and Bridge about a section of road that was deteriorating due to water system repairs and patching. The area was filled in within a few days. Additionally, Weber reported gouges in another road caused by a tree clearing company but these were not repaired.
- Weber contacted Volusia County Road and Bridge concerning the ongoing erosion on both sides of Brandywine Rd. between West Village Green/Lafayette Pl and Shenandoah Rd. The shoulder had dropped 4-5 inches below the level of the pavement making it hazardous for bike riders and pedestrians. In response, two of the stretches were filled with dirt up to the level of the road surface. However, there already have been some signs of erosion due to the lack of vegetation and heavy rains. Weber addressed this same issue with VCR&B some years ago and it appears they cannot offer a permanent solution.
- Myers cut hazardous rebar protruding around the drain pipe in the small retention area at the entrance of Valley Forge/Kings Mountain Rd.
- The Brandywine Condo Association alerted Myers about water flowing back into pond one. Myers determined the drainage system between all the ponds was functioning properly. The COA eventually discovered

there was a leak from an old, unused water system that had been installed to fill the ponds if they went dry. The COA had the pipe capped.

- Weber responded to questions by two members on Valley Forge Rd. who wanted to know who was responsible for trimming the elaeagnus hedge along Brandywine Rd. Weber explained Clean Cuts trims the Brandywine Rd. side and the top of the hedge as a courtesy but because of safety concerns it is the members' responsibility to trim the side of the hedge facing their property.

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

- 44 marked Lot Spaces
- There are currently seven lot spaces available
- Two new items were added
- No changes have been made since the completion of the last ledger in June 2020

**Rules Compliance:** Houck's report included the following:

### **Unresolved from March**

- The house on Concord that had a blue tarp now has a new roof.

### **New Violations**

- On 3/12 Houck sent a letter to a member on Concord Road about several yard fixtures that the committee recommended be relocated or removed. Fixtures were acceptably relocated and/or repurposed.
- On 3/16 Houck sent an email to the property manager of a house on Charleston Place and asked that the pile of roof debris be removed from the yard next to the driveway. Debris was removed a few days later.
- On 3/25 Houck sent a reminder text message to a member on Lexington Road about parking in the driveway and not the yard. Vehicles are being parked in the driveway.
- On 3/26 Houck sent a letter to a member on Burgoyne Road about a commercial vehicle that's been parked in the driveway on a regular basis. Vehicle hasn't returned.
- On 6/1 Houck called Baumgartner Realty about the need for mowing the tall grass on the tennis club property. Both lots were mowed on 6/4.
- On 6/2 Houck sent a letter to a member on Concord Road about a trailer that has been parked in the driveway for an extended period of time. The trailer was removed but replaced with a larger, enclosed trailer. A second letter was sent by first class and certified mail on 6/9, but before receiving it, the owner's daughter called to say that he trailer would be there while someone is doing work on the house until they put it on the market at the end of June. Work is still in process.
- On 6/2 Houck sent a letter to a member on Burgoyne Road about three trailers and a mower that had been parked in the backyard for an extended period of time, along with an inquiry about the time frame for completing the land-clearing and landscaping project. The vehicles were moved for a few weeks, but there was no projected completion date as weather is a factor for when work can be done. On 7/9 Houck sent an email inquiring about the ongoing clearing project (work resumed the week of 7/6) and asked for an estimate for how long the vehicles will be in use in the backyard. There has been no response as of the date of this report.
- On 6/7 Myers contacted a member on Yorktown Place about a roofing sign on the property. Sign was removed.
- On 6/12 Houck sent an email to a member on Saratoga Road about removing two roofing signs in the yard. Signs were removed.

- On 6/17 Houck called the property manager for a residence on Saratoga Road and asked that the lawn be mowed. Mowing was done same day.
- On 6/27 Houck sent an email to a member on Lancaster Road about the lack of a cover or barrier around their above ground pool on the back patio. Pool has been covered.
- On 7/6 Houck called a member on W. Village Green Road about a campaign sign in the front yard. Member removed the sign right away.
- On 7/1 Myers received an email from a member who was concerned about the on-going landscaping project being done at a property on Yorktown Place. Following the removal of an RV and a mower, on 7/5 Myers sent a text message to the owner of the property, asking that the tarp in the driveway be removed, which it was the next day. On 7/8 Houck responded by email to the member who made the original inquiry that since the tarp had been removed, no other violations were observed. The member doing the work said that the project would be completed soon.
- On 7/9 Houck sent an email to the Property Manager for a tenant on Lexington Road asking that she check to see if there are chickens and/or ducks being kept in the backyard. PM contacted the tenant and was told the poultry would be gone by 7/20.

Four appreciation cards were sent out.

**Welcoming Committee:** Hill reported the following:

- March – Renter’s letter & Brandywine information sent via mail to Crystal Wallace at Charleston Place.
- June – Made several attempts to contact new resident, Betty Ryals, in person at her home on Concord Road. After no success, mailed Welcome letter with other Brandywine info including a request form for her information, phone number, email, etc., as we had not received such. Have had no communication. Note: Myers made contact with Mrs. Ryals on July 13.

**Communications:** Myers reported the following:

- Updates were made to the website.
- A member offered to assist and suggested a community cookout after we get past the pandemic. She suggested porta potties, release of liability form.
- A couple of dogs and a cat were re-homed on Facebook over the past couple months.
- There was thought to be an attempted break in at a residence early in May. After VCSO checked there was no evidence that it happened.
- Several complaints regarding speeders have been received. He has contacted our residents by email to call VCSO non-emergency number. The apartments have also been contacted.
- He received a call about someone sleeping under the walking bridge. Apparently the person moved on since he hasn’t been seen again.
- He discussed the July budget mailing. The mailing will go to the printer on July 15th.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**2020/2021 Budget Proposal:** Myers gave a brief summary of the proposed budget and discussed several items specifically. The budget will be voted on at August’s meeting.

**20/21 Officers and Committee Assignments:** In anticipation of the new year, Myers and the Board discussed committee assignments as well as making note of the Board members who are either up for re-election or who are choosing to not to run again. Committees and Officers will be finalized during the November Organizational Meeting.

**Adjournment:** Moved by Benucci, seconded by Chant, to adjourn at 7:46pm. Carried.

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

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