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

Minutes of the Regular Board meeting of June 9, 2015

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

**Roll Call:** - Directors Weber, Robertson, Myers, Marshall, Hill, and Benucci were present. Director Houck was absent. Treasurer Mark Zirkle and member Sue Griffis were also present.

A motion was made by Myers and seconded by Marshall to approve the May 12, 2015 Meeting Minutes as presented. Carried unanimously.

**Correspondence:** Weber reported that she received correspondence regarding common area mowing, street eruptions, solicitation, and algae growth in the pond.

**COMMITTEE REPORTS:**

**Financial/Membership:**

**Financial:** Myers reported the following:

The Finance committee met on June 4<sup>th</sup>. Sorensen was absent. Weber was present.

- ✓ Discussion of the Profit and Loss report, Check detail report, Balance Sheet and AR Aging report.
- ✓ There was an FNMA/Bank foreclosure on one of our properties last month with long term arrears. One Demand/lien for another runs out 6/22 for third quarter dues. Fourth quarter dues are due by July 1<sup>st</sup>.

**Membership: Myers reported the following:**

- ✓ Forecasted expenses: Clean Cuts contract, Lorin Myers contract, City of Deland, Duke Energy, Tinker Graphics, and BV Condo Assn. The Lake Doctors, Orr Signs permit fees and ½ down on Entrance Sign Project, Travelers Ins. monthly payment for Property Liability policy. Mike Orr Signs \$2600 + the cost of permits for the entrance signs project. Reeves Tree Service \$275.00 trimming around pond 3.
- ✓ Not forecasted but paid: Ken Jonas reimbursed for sprinkler supplies 15A entrance; \$43.47, Travelers Ins. 2<sup>nd</sup> of 10 staggered payments on Property Liability policy \$172.41. Postmaster 100 first class forever stamps + \$88.00 for PO box annual rental, Paul, Elkind + Branz \$420.00, county foreclosure + HOA rights to fine. Tinker Graphics \$29.00 annual domain renewal. Reeves Tree Service \$850.00.
- ✓ Quick Books Pro 2015 Plus version expires Oct. 2015. The Plus version was free for 1 year, but since the general consensus is that we don't need it Myers will have it replaced with the standard Pro '15 version (which is free) within the next month.
- ✓ Finance Coordinator contract and Recording Secretary duties contract are still being worked on.

- ✓ Two properties are scheduled to close.
- ✓ We have received a quote from another insurance company for our property liability with increased coverage for our structures and increased deductibles.
- ✓ Recommendations to the Board for the proposal have been made by the Finance Committee, mainly in the areas of Grounds Beautification, Insurance, and Reserve Funds.

**ARB:** Marshall reported the following:

- ✓ Request for tree removal at a residence on Burgoyne Rd. Reviewed and approved by Marshall and Weber.
- ✓ Request for exterior replacement on Kings Mountain Road, reviewed and approved by Marshall and Jonas. Permit on file.
- ✓ Request for shed at a residence on Freemans Farm Rd. Reviewed by Marshall and Jonas. Permit on file.
- ✓ Request for roof replacement at a residence on Kings Mountain Rd. reviewed by Marshall and Jonas. Still need copy of permit.

In light of the recent failure of some residents to procure ARB approval for projects, it was suggested by Weber that Board members inform Marshall if they observe any on-going projects.

**Lawn Care & Beautification:** Benucci reported that the monthly beautification award was given to 2610 Burgoyne Road, owned by John Wolfersteig and Sheila Sanders.

**Grounds & Maintenance:** Jonas reported the following via email:

- ✓ Jonas spent three or four hours in May with Mike Graves repairing and rerouting the irrigation at the 15A entrance. He has had the irrigation running every morning for one hour per zone for two weeks to get the plants established and just reset it on June 5 to just run three days a week for one hour per zone. He will leave it that way for a couple more weeks and then see how everything looks.
- ✓ In addition, Jonas also cut a lot of the vines that were climbing the trees along the sidewalk between the bridge and Valley Forge.
- ✓ He also cleaned up the area along Brandywine Road between Green Mountain and West Village Green and cut it back further in an effort to discourage the vines growing along that area.

**Weber reported the following:**

- ✓ The planting project for the entrance island at 15A and the W. Village Green cul-de-sac was completed on May 21 by Mike Graves and his Clean Cuts crew. The project ran over budget by \$150 due to the cost and number of the plants, the amount of mulch required, and the extent of the irrigation system damage that occurred when the aging bushes were removed. Both areas are greatly improved and give an updated appearance to the neighborhood.

- ✓ There were issues with residents mowing portions of the meadow, which caused confusion for the Clean Cuts crew and resulted in the rest of the meadow becoming overgrown. Mike Graves was contacted about this and the meadow was mowed within days on the regularly-scheduled Brandywine day. He has instructed his crew to mow the entire area, even areas members have claimed for personal use.
- ✓ Many emails, some phone calls, and a meeting between the HOA (Weber, Jonas, Marshall, Schrader) Mike Graves, and Brandywine Village COA reps Holly Rabits and Property Manager Buz Nesbitt took place in order to clarify the mowing and trimming responsibilities around ponds 2 and 3. This issue came about after the COA hired a new lawn maintenance company and a new property survey was conducted as part of the COA fence replacement project. The matter was resolved by a verbal agreement that seemed workable for both the HOA and the COA lawn maintenance companies but did not strictly follow the property lines.
- ✓ A member contacted Weber regarding pavement on Burgoyne Road that had mounded up, cracked, and had caused a youngster on a scooter to fall. Weber provided the owner with the contact information for Volusia County and Bridge. This area is now scheduled to be repaired.

**Storage Lot:** Jerry Hill's report indicated that there are 15 units in the storage area at this time. One key was returned as the unit was removed. One trailer tag is outdated and the owner was notified by phone message.

**Rules Enforcement:** Although Director Hill had nothing to report there, was continued discussion on the Rules Compliance Policy and the fine-tuning of enforcing covenants and restrictions.

**Planning Committee:** Weber reported the following:

- ✓ On May 22, the Volusia County attorney's office foreclosure case against the Valley Forge property was settled by mediation. The building will be demolished by the County within approximately six weeks from that date, the Volusia County Code Enforcement liens will likely be dismissed and the owner will retain possession of the property. The resolution of this case came at no monetary expense to the Brandywine HOA; however, countless hours were devoted over many years by numerous Board members to rid our neighborhood of this unsafe and untended structure.
- ✓ Weber consulted with Wayne Sanborn about the possible development of the US17 and Brandywine Road property at the request of Director Myers. There is concern that the prospective owner intends to build apartments on this parcel despite the fact that the existing development agreement specifies condominiums can be constructed. Sanborn advised Weber to follow up with a phone call to Mr. Palmer Panton, Director Volusia County Planning and Development Services and perhaps set up a meeting with him. Upon contact, Mr. Panton said he had not received the letter Weber sent via postal mail (referenced in the May Planning Report) regarding activity on this property so Weber sent the letter by email. Mr. Panton's response via email included the Technical Review Staff meeting report from 2012 that the HOA had previously received. He stated he was unaware of any current requests to amend the existing development plan for this property. Weber, again, asked Mr. Panton to notify the HOA if he learned of any meetings or hearings for amending the development plan on this property.

**Communications:** Myers reported the following:

Monthly updates were made to the website. A found kitten email was circulated last month. A criminal activity email was circulated on 5/29. Three burglaries were investigated by the Sheriff's Office last month in Brandywine: Freeman's Farm Road, Shenandoah Road, and Princeton Place. One case of identity fraud and one attempted break-in was reported. One suspect was arrested. One domestic-related theft of pawned items at the Mallards was reported by the Sheriff. One resident requested we post pet leash laws in the next email to the group.

**Signs:** Marshall reported that we are still waiting for the permit process to be completed.

#### **OLD BUSINESS:**

- ✓ **Review Draft 2015-16 Annual Budget** – Myers went over the budget again. It was suggested and agreed to add \$300 of Expense to allow for a \$25 gift to each recipient for the Beautification award.
- ✓ **Planting project** – The Board is planning for additional areas to be spruced up.
- ✓ **Rules Compliance Policy** – discussion continued (discussed under Rules)
- ✓ **Liability Insurance** - Waiting on quotes from two insurance companies before deciding on coverage.

#### **NEW BUSINESS:**

- ✓ **Intentions to serve the HOA Board for 2015-2015** – Weber announced that there were three board positions that were up for re-election. She requested that the members whose terms were expiring make a decision as to whether or not they would run again.
- ✓ There was discussion regarding whether recent legal advice was in the best interest of the HOA.
- ✓ **Delinquent Assessments**-There was discussion concerning the current process of handling overdue homeowners assessments and if additional actions should be taken.
- ✓ Hill suggested rewarding monthly Beautification Award winners with a gift card in order to motivate owners to keep up their property.
- ✓ Weber announced that next year would be the 40<sup>th</sup> anniversary of Brandywine.

**Adjournment:** Moved by Benucci, seconded by Robertson to adjourn at 8:25pm. Carried. The next Board meeting will be held on July 14, 2015 at 7:00 pm.

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