

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

Minutes of the Regular Board meeting of March 14, 2017

**Call to Order:** The meeting was called to order by President Myers at 6:58 pm.

**Roll Call:** - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, Directors, Renee Weber, Diane Hill, and Treasurer Steve De Land were present. Director Mike Campanella was absent.

Member Ray Knowles attended the meeting.

**Minutes:** Motion by Hill and seconded by De Land to accept the February 14, 2017 meeting minutes as amended. Passed unanimously.

**Correspondence:** None.

**COMMITTEE REPORTS:**

**Financial:** De Land reported the following:

- The Finance committee met on March 2<sup>nd</sup>, Steve De Land, Dick Fletcher, Chris Sorensen and Lorin Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed. Highlights of the discussions are found within this report. Account # 40850 was relabeled Meeting Rental.
- **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, Condo Association meeting rental, Duke Energy utility bill, Lopez Landscaping, storage Lot \$1,280.
- **Expenses forecasted and paid:** Clean Cuts \$1,100 mulching. Diane Hill reimburse Garage Sale Ads \$76.99. Lopez Landscaping \$430.00, clean out pond one. Affordable Tree Service \$2,425. Florida Department of State \$35. Clean Cuts Lawn Care, \$475.00 mulching.
- **Expenses not forecasted and paid:** Tisa Houck \$56.93 reimburse wood + hardware to refurbish 2 benches at the ponds. Myers \$100.76 reimburse 5 ink cartridges, postage, nuts and bolts for new sign. Myers \$19.58 postage + supplies
- One property is scheduled to close, 1026 Burgoyne Rd.
- Three properties have closed since last meeting, 1105 Yorktown Place, 2738 N. Saratoga Rd., 910 Kings Mountain Rd.
- The committee has proposed a first draft for the 2017-18 Annual budget, to be discussed under New Business.

**ARB:** In Campanella's absence, Myers reported the following:

**Pending:**

- On October 11, 2016 an application was received to remove a large rotten tree from the back yard of a resident on Burgoyne Rd. Approval given on 11-4-2016 by Campanella. Info was sent to Fletcher for review and authorization. Tree has not been removed as of report date.
- On October 24, 2016 an application was received for a replacement roof due to storm damage from a resident on Green Mountain Road. Roof will be similar color in architectural shingles. Approval given on 11-4-2016 by Campanella. Info sent to Fletcher for review and authorization. Project on hold per home owner as of 03-12-2017.
- On January 10, 2017 an application to paint and trim the residence was received from a resident on Valley Forge Rd. Colors approved by Campanella and Fletcher. Project is not complete as of 03-12-2017.
- On February 4<sup>th</sup>, 2017 an application for a pre-constructed Shed was received from a resident on Concord Road. All required paperwork submitted. Shed fits guidelines. Approval given by Campanella. Unknown status as of 03-12-2017.
- On February 28<sup>th</sup>, 2017 an application for tree removal was submitted by a resident on Saratoga Place. Two trees are touching the house and one of them is dying. Approved by Myers and Campanella.
- On February 28<sup>th</sup>, 2017 an application for installation of a bracket system on the front window to mount hurricane shutters was received by a resident on Bennington Place. Approved by Campanella.
- On March 6<sup>th</sup>, 2017 an application was received to remove three trees from the property from a residence on Saratoga Place. All three trees are up against the house and need to be removed prior to making a future application for a new roof. Approved by Myers and Campanella.
- Houck moved and Weber seconded to appoint Ray Knowles to the ARB.

**Beautification:** Benucci reported that the monthly beautification award given to Susan Griffis at 1012 Valley Forge Road. The Holiday Decoration sign is still pending with Mike Orr Signs.

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

- Affordable Tree Service completed the tree work in the neighborhood including trimming limbs blocking street lights.
- Clean Cuts finished trimming the crape myrtles and mulching the designated common area islands.
- The Lake Doctors treated pond 3 for weeds and added dye to ponds 1 and 2.
- The pond fountains remain turned off due to low water levels.

- The two benches at pond 3 and one bench on Brandywine Road were refurbished and pressure washed by Skip Houck.
- The rebar securing the beam retaining wall along the east side of pond 2 had deteriorated and become a safety issue. Myers and Vernon Dahlloff removed the old rebar and secured all the beams with new, four feet long, capped rebar.
- Lopez Landscaping cleaned out branches and removed debris in and around pond 1.

Myers brought up that there is an unsightly limb protruding from the retention pond, caused by a downed tree. There are also several other trees that need to be trimmed away from street lights. Houck moved and Benucci seconded to approve up to \$400 to complete these two tasks; Passed unanimous.

**Storage Facility – Jerry Hill:** Hill’s report indicated the following:

- 22 units are in the lot at this time with one unit due in April from new neighbors. Two tags are expired – owners have been notified and said they will take care of it. There is one red cargo trailer with an expired tag. We will attempt to figure out who the owner is.
- VCSO security request was updated.
- An official “No Trespassing” sign has been put up.

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

- A letter was sent to the owner of a home on Freemans Farm Rd. requesting that she either replace or remove a dilapidated fence around the backyard. Fence boards were torn down on 2/20, but the posts remain in the ground.
- Called Volusia Road & Bridge on 2/21, 2/23, 3/3, and 3/13, regarding our request for a NO PARKING sign on the Lancaster Rd. cul-de-sac, and left messages for the supervisor who has never called me back.

**Welcoming Committee:** Diane Hill reported that she welcomed Robert and Pam Hogan at 2738 N. Saratoga Road, Ken & Pam Deforest at 1105 Yorktown Place, and gave them their welcoming letter and information papers as well as a request for their email, phones, etc. She also welcomed John Lauff-Newton at 910 Kings Mountain Road.

**Communications:** Myers reported the following:

- Updates were made to the website.
- A vandalism report was generated by VCSO on Saratoga Place
- A lost cat picture and the Garage Sale were posted on the Facebook account
- Several reports were made by a resident about fishing at pond three.
- Emails were sent out to announce the Annual Garage Sale.
- Two aggressive dogs were reported. Myers told the resident they needed to call Animal Control, that the HOA had no jurisdiction.

**Annual Garage Sale:** Diane Hill reported that the garage sale appeared to be a huge success. Extensive advertising, both on social media and in print seems to have spread the message. After the sale was over SNAP came and took away items that homeowners did not wish to keep.

**UNFINISHED BUSINESS:**

- **Attorney Representation:** Myers presented three names from a list of qualified attorneys. After some discussion regarding fees, experience, accessibility, and flexibility Houck moved and Hill seconded to retain Erin Zebell of Nishad Khan, P.A. Passed unanimously.

**NEW BUSINESS:**

- **Revised Estoppel and PUD requests:** Myers discussed briefly discussed the revisions to the Estoppel and PUD requests: Benucci moved and Houck seconded to accept the stated revisions. Passed unanimously.
- **Fishing at the Ponds:** Fishing at the ponds continues to be an issue. Although signs are clearly displayed they are, for the most part, ignored. Houck was directed to contact the Florida Wildlife Commission for assistance. They will most likely want to know the steps the HOA has taken and then they may contact Volusia County to set up patrols. The patrols would only be effective if the illegal fishing was actually occurring at that time. Houck will also inquire as to whether or not the FWC has “No Fishing” signs that may look a little more official.
- **2017/2018 Budget:** Myers went over the budget, explaining several changes that would be implemented. This process will continue over the next several months until the Budget is approved in August 2017.
- **Calendar of Significant Events:** It was suggested that all significant events (mail-outs, etc.) be put on a monthly calendar. Weber stated that she believed she already had this information and would check.

**Adjournment:** Moved by Benucci, seconded by Houck to adjourn at 8:23pm. Carried.

Next Regular Board Meeting – April 11, 2017 at 7:00 pm.

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