

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

Minutes of the Regular Board meeting of March 13, 2018.

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

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

**Minutes:**

- Motion by Hill and seconded by Benucci to approve the special meeting minutes of February 13, 2018. Passed unanimously.
- Motion by Weber and seconded by Hill to approve the February 13, 2018 regular meeting minutes. Passed unanimously.

**Correspondence:** None.

**COMMITTEE REPORTS:**

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

The Finance committee met on March 5th, Steve De Land, Mark Zirkle and Lorin Myers were present. Chris Sorensen was absent. 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.

**Forecasted expenses:** Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lake Doctors contract, Lowe's gift certificate, City of De Land water, Tinker Graphics web hosting, condo Association meeting rental, Duke Energy utility bill.

**Expenses forecasted and paid since the last report:** Affordable Tree Service - \$1,650.

**Expenses not forecasted and paid last since the last report:** None.

- One property is scheduled to close.
- One property has closed since last meeting:
- 2018/19 budget proposal was discussed. The Board will discuss it under New Business.
- Erosion issues on the asphalt path from Lafayette Place to the walking bridge were discussed. It will be discussed under New Business by the Board.

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

### **Submitted Applications – Follow Up**

**From January Report:** On July 8, 2017, he received three applications for a new roof, replacing hardy board and repainting, and replacing/repairing the front and back porch from a resident on Burgoyne Rd. Only the roof is completed as of this writing. Contact made with the resident and the two remaining projects are still in progress with new windows being explored and fixing the fence. Window project pre-approved and the resident was told to contact the county for permitting if applicable. Approval was given in July 2017.

SIDING currently being installed, project is active week of 03-08 2018

On January 9, 2018, he received an application from a resident on Kings Mountain Rd. to repaint garage and surrounding trim the existing color. Project Completed

### **Submitted Applications – New Business**

- On February 18, 2018 he received an application for a new fence from a resident on Concord Road. Approved by Campanella and Myers.
- On February 20, 2018 he received an application from a resident on Freeman's Farm Road to remove and replant trees. Approved.
- On February 26, 2018 he received an application (after the fact) from a resident on Concord to replace a roof. Approved by Campanella and Knowles. Job is completed.
- On March 2, 2018 he received an application from a resident on Saratoga Road to remove a lightning-damaged tree. Approved by Campanella and Myers.
- On March 2, 2018 he received an application from a resident on Charleston Place to repaint the exterior of their house. Approved by Fletcher and Campanella.

**Beautification:** Benucci reported that the monthly beautification award was given to Stephen and Susan Woodard at 2871 Shenandoah Road. In response to a member's question regarding Beautification Award nominations, Benucci stated that she assured the member that nominations from members were always welcome.

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

- Affordable Tree completed the tree trimming and cutting project in the neighborhood.
- Clean Cuts mowed, blew leaves from the US 17 entrance, trimmed crape myrtles and cleaned up some of the islands in the cul-de-sacs. At Weber's request, the encroaching vines, brambles and weeds were cut back significantly in the meadow area. Mike Graves reported a valve was repaired and broken sprinkler heads replaced in the 15A entrance irrigation system and that the water has been turned back on. The HOA is waiting for Mike to sign his two year contract and provide copies of his current license and insurance coverage which he has agreed to do.
- Two streetlight outages that were reported to Duke Energy are still not repaired.

- After a member alerted the HOA that the word “mountain” on the Green Mountain Rd. sign was misspelled, Weber requested Volusia County Road and Bridge replace it. The sign was replaced within a few days.
- The Lake Doctors treated all the ponds for weeds.
- The breaker for pond two’s timer is not functioning properly. Myers will follow up on needed repairs.
- Myers and member Bob Gilvary cut up trees that had fallen in the common areas near Burgoyne Rd. and Lexington Rd.

**Storage Facility:** Zirkle’s report indicated the following:

- All units have up-to-date tags.
- We have one that is being referred to Rules for first non-compliance letter after receiving no response from my friendly reminder letter sent on 02-05-2018.
- We will need to have continued discussions regarding when the storage lot is at full capacity and have requests to store additional units.
- We have a total count of 35 Units. Below is a breakdown: 5 Travel Trailers, 3 Motor Homes, 10 Utility Trailers, 9 Boat and Trailers, 4 Car Haulers, 4 Enclosed Trailers

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

**Previously addressed issues:**

- On 1/30 Houck sent a letter to a tenant and a copy to the owners of a villa on Kings Mountain Rd. about the need to install an enclosure around the swimming pool in the backyard. On 2/8 Houck filed a complaint with Volusia Co. Code Enforcement. According to CE, as of 2/22 an orange screen will be installed around the pool and a fence will be put up around the yard after the pool has been resurfaced and repaired, which will take approximately two weeks.

**New Items since February report:**

- On 2/21 Houck sent an email to the owner of the Brandywine Tennis Club, asking him to have his landscaper remove two piles of tree debris and cuttings that have been on the property for several weeks. As of 3/12 the pile near the mailbox has been removed. The pile in the area near the Hwy 17 exit is still there.
- On 2/21 Houck sent a letter to the resident and a copy to the owner of a home on Lexington Rd. informing them of the Volusia County code that they are violating by having a disabled truck in the driveway for a couple of weeks. Truck has been repaired.
- On 2/26 Houck sent a letter to a member on Lancaster Rd. about an expired tag on a utility trailer in the storage lot.
- On 2/26 Houck sent an email to a member who owns property on Lancaster Rd. about when he plans to remove an old, deteriorating fence that has been replaced by a new fence. Copies sent by mail to the member and the Lancaster Rd. resident and copy of the email to the member whose backyard adjoins the old fence. As of 3/12 the situation is still the same and no one has heard back from the owner or tenant.

**NOTE:** On 3/1 Houck called Code Enforcement and learned that there is no code or ordinance that states how long a tarp can remain on a roof.

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

Myers mailed information to new owner Richard Wilson on Lancaster Rd. No further contact thus far, as the new owner was out of town, but Hill will follow up.

**Communications:** Myers reported the following:

- Updates were made to the website.
- Several vehicles were reported to the Volusia County Sheriff overnight Feb. 24<sup>th</sup> and items were stolen.
- A member also reported to me they had contacted VCSO about a suspicious vehicle and individual on Feb. 25<sup>th</sup>.

**UNFINISHED BUSINESS:**

**2018 Annual Meeting Venue:** After some discussion Houck moved and Hill seconded to rescind the motion from the January 8, 2018 meeting to hold the 2018 Annual Meeting at the Sanborn Center in Deland. Passed unanimously.

Weber then moved and Benucci seconded to hold the 2018 Annual Meeting at the Knights of Columbus in DeLand on Saturday, November 3, 2018, at 2:00 pm. Passed unanimously.

**Annual Yard Sale:** As reported earlier by Hill, the annual yard sale was a success. No date has been set yet for next year's sale. All ads were placed in newspapers and on-line.

**NEW BUSINESS:**

**2018/2019 Budget Proposal:** Myers briefly went over the budget, explaining the various line items, and indicating proposed changes. The Budget will be approved in August.

**Asphalt path at Lafayette Place and walking bridge:** The soil next to the path is eroding. Myers discussed plans to put sod down to hopefully stop this process. The matter will be discussed again in more detail by the Board.

The Rules Compliance Committee has concerns that a significant number of houses in the neighborhood have yards that need to be cleaned up, or faded paint that needs to be repainted, or dirt and mold that need to be removed, etc. in order to comply with the "maintenance" responsibility of Brandywine owners. Next month the Board will discuss what, if anything, should be done about notifying owners of the need for improvement to their properties.

**Adjournment:** Moved by Hill, seconded by Benucci, to adjourn at 8:43 pm. Carried.

Next Regular Board Meeting – April 10, 2018 at 7:00 pm.

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