

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

Minutes of the Regular Board meeting of May 8, 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, Treasurer Steve De Land, Directors Mike Campanella, and Renee Weber were present. Director Diane Hill and Secretary Liliane Benucci were absent. Members Trish Moore and Patty Williams were present.

**Minutes:** Motion by Weber and seconded by Campanella to accept the March 13, 2018 meeting minutes with a couple of typographical corrections. Passed unanimously.

**Correspondence:**

- Myers was contacted by Alliance Collection Services to see if our association would be interested in their collection service. We have no interest or need at this time.

**COMMITTEE REPORTS:**

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

**-The Finance committee met** on May 3rd. 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 Deland water, Tinker Graphics web hosting, Condo Association meeting rental, Duke Energy utility bill, Sod company 2 pallets

**- Expenses forecasted and paid since the last report:** Travelers \$6,110.00 commercial property and liability. Affordable Tree Service \$125.00. Mark Zirkle \$211.68; posts, driver and paint at the Storage lot.

**- Expenses not forecasted and paid last since the last report:**

Tisa Houck, \$29.76, 2 gallons Round-up  
E.A. Zebell, PL, \$70.00, Satisfaction of one lien

-Eleven third quarter Reminder letters were mailed on April 13<sup>th</sup>.

-On May 6<sup>th</sup> Myers made contact with the last property in arrears 3<sup>rd</sup> quarter assessments.

-The finance committee recommends renewing Myers' bookkeeping contract for another year; effective Oct. 1 2018 – Sept. 30, 2019 at the current rate and terms. That Board decision will be pending until the next fiscal year budget is approved in August.

-One property closed since the last meeting.

-CD FLCU 1000 matures on 5/23. The Finance committee recommends purchasing 15 months at 2.1% APY.

**ARB:**

Submitted Applications - Follow up

- From April Report: On April 1 a resident on Valley Forge Rd. submitted an application to add a fence to enclose the yard. Approved by Fletcher and Campanella. Resident was advised by phone by Campanella that a copy of the permit was required at the conclusion of the project. Resident advised that he would get that to Campanella. Permit Received.
- From April Report: On March 21 a resident on Lancaster Rd. submitted an application to close-in back room of the house / make addition to existing room that's already under roof. Approved by Campanella and Myers (verbal). Plans of the project are projected to be submitted by April 13<sup>th</sup>, but the project will not start until September 2018. Painting of the new work will match existing color and scheme. Copy of Plans received.
- From April report: On April 20 a copy of the required building permit for a fence on Lancaster Rd. was received.

Submitted Applications – New Business

- On April 13 an application to paint exterior of the residence was received from a resident on Concord Rd. Approved by Campanella and Fletcher.
- On April 18 an application to paint and trim the exterior of the residence was received from a resident on Burgoyne Rd. Approved by Campanella.
- On April 30 an application to install wood fence on the east side of the property and tie it to 1005 Burgoyne Rd. was received from a resident on Burgoyne Rd. Approved by Campanella and completed.
- On May 1 an application for a new in ground pool was received from a resident on Valley Forge. Campanella explained the process. Pending approval at the meeting.

**Beautification Award:** Benucci's report indicated that the monthly award was given to Nancy and Dewey Parks at 931 Lexington Rd.

**Grounds & Maintenance:** Weber's report indicated the following:

- Clean Cuts completed routine mowing, leaf blowing, edging and trimming. As the growing season begins, we need to remember that Clean Cuts works on a rotating schedule for maintaining the common areas in Brandywine so not every area is serviced every week. Mike Graves repaired a sprinkler head at the condo entrance.

- One streetlight outage was reported to Duke Energy. One streetlight is still not working because it needs cable replacement.
- The Lake Doctors treated all the ponds for weeds.
- The COA contacted Myers about flooding and pond levels concerns.
- Affordable Tree cut down a dead tree in the common area that had been leaning on a member's fence and hauled it and an additional pile of logs and brush away.
- Skip Houck sprayed the weeds along the storage facility fence and the fence at pond one.

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

This report reflects a snapshot of stored units taken on 05-01-2018. It should be noted that all units were in compliance. The one unit that received a friendly reminder last month is compliant. In April 49 steel posts were purchased along with red marking paint and a post driver. With this purchase, we were able to section off 44 storage spaces. The storage lot remains at full capacity with two residents on the waiting list. We have a total count of 38 Units on the day of inspection. The breakdown is: 6 Travel Trailers, 3 Motor Homes, 11 Utility Trailers, 10 Boat and Trailers, 3 Car Haulers, 4 Enclosed Trailers, 1 Car Dolly

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

There were no unaddressed issues from April.

New Items Since April Report:

- On April 13 the Rules Committee met to decide on a proposal to present to the Board regarding assessing all the homes in Brandywine for maintenance/appearance needs. Since the By-laws include a maintenance requirement for Brandywine owners' homes, the committee feels that it's their responsibility to notify owners when there are issues that need to be addressed. Committee members will assess homes in the neighborhood, report their findings to each other, and prepare a summary to present to the Board. Prior to the May Board meeting, Houck will send a draft of a letter that would be sent to each owner whose property needs attention, as well as a draft of a letter that would go to all Association members, if the Board agrees to either of the proposed projects. The third option for discussion will be not to send either of these letters and continue our current rules violation notification process.
- On April 16 Houck sent an email to an owner on Burgoyne Rd. about storing the trailer that had been parked in the yard for more than a few days. Trailer was moved to the garage on 4/24.
- On 4/24 Houck mailed a letter to a member on Trenton Place about a utility trailer that had been parked in the backyard for an extended period of time. As of this meeting (5/8), the trailer has not been moved.
- On 4/29 Houck sent an email to a member on Valley Forge Rd. about a sign in the yard congratulating their son on a school accomplishment. Sign was removed next day.

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

- Stanley and Laura Wickett – 2800 Trenton Place. Welcomed in person; given and discussed the welcome letter and the last newsletter.

**Communications:** Myers reported the following:

- Updates were made to the website.
- Holly Rabits (Condo President) reported that the path from Village Green Rd. to the shopping center will be undergoing repairs by the Condo Association and may be unsafe. The Condo Association put up an ‘at your own risk’ sign.
- We received concerns about fishing at the ponds. Myers replied by email to a post on Facebook to redirect the HOA business to the monthly meeting regarding any action or non-action.
- A bear was reported hitting a garbage can in the 1000 block of Valley Forge Rd.
- A couple of neighbors complained about the placement of a new fence on Lancaster Rd. The fence is within our guidelines and properly permitted with the County. Myers received a report of loud music and likely storage of a trailer behind the same property on Lancaster Rd. He requested they call VCSO about the music. Members Moore and Williams attended the meeting to express in person these concerns about loud noise, continuous activity by unknown persons, and what appear to be tent and wooden structures that are visible above the top of the 6-foot wooden fence. Discussion followed, and they were assured that the HOA rules will be looked at in relation to the concerns they named. In the meantime, they were encouraged to report noise and unusual activity to VCSO.

**UNFINISHED BUSINESS:**

**2018/19 budget proposal:**

The board agreed to replace the words “Fund Balance Reserves” with “Year-over-Year Retained Earnings.”

**NEW BUSINESS:**

**Rules Committee Maintenance Letters:**

Houck reported for the Rules Compliance Committee that they felt it necessary to address what appears to be a lack of general property maintenance on the part of a significant number of owners throughout Brandywine. Drafts of two letters were proposed—1) a general letter that would go to the entire Association membership which would call for all owners to assess their properties in several maintenance areas and make appropriate repairs/refurbishments, and 2) a letter to specific owners naming the issues to be addressed for each property, such as painting, cleaning, mowing, repairs to fences, etc. After some discussion, the Board agreed to include the general letter in the July mailing, and follow-up with a second, more detailed letter to individual owners if these maintenance needs had not been addressed within 6-8 weeks of the general letter.

**Storage Facility Rules of Use Revisions:**

Because the storage lot has reached capacity, and new procedures have been adopted, it was necessary to revise the Storage Lot Rules of Use. The document was revised with the help of Myers, Houck, Weber and Mark Zirkle, lot manager. Copies of the revised document were distributed prior to the meeting, and after the revisions were discussed and two corrections were made, the document was approved. A motion was made by Tisa Houck, seconded by Steve DeLand, and approved unanimously to accept the revisions and to include this new document with the July mailing.

**Correction to March 2018 minutes:**

The Beautification Award was given to the Harrods at 2881 Shenandoah Rd. rather than to the Woodards, their neighbor.

**Adjournment:** Weber moved, Houck seconded to adjourn at 8:35. Carried.

**Next Regular Board Meeting**—June 12, 2018

**Respectfully Submitted, Tisa Houck—Vice-President**