

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

Minutes of the Regular Board meeting of November 17, 2016

**Call to Order:** The meeting was called to order by President Myers at 6:55 pm.

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

Myers produced Steve De Land's completed Affidavit of Eligibility and Board Certification documents as required by Florida statute.

**Minutes:** Motion by Houck and seconded by Weber to accept the October 11, 2016 meeting minutes as presented. Passed unanimously.

**Correspondence:** Myers received correspondence regarding a dispute between neighbors. Benucci responded to the sender of an email erroneously sent to Brandywine DeLand HOA.

**COMMITTEE REPORTS:**

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

- The Finance committee met on November 4<sup>th</sup>, Al Sirutis, Chris Sorensen, Steve De Land 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.
- 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, Condo Association meeting rental, Duke Energy utility bill, Directors & Officers Crime Bond annual premium, Quality Quick Print (re-label monthly signs), Bauer Associates (two demand letters).
- Expenses forecasted and paid: Mainstreet Bank \$54.11 printed deposit slips, Myers reimburse deposit for Sanborn Center, USPS 500 printed, posted envelopes and miscellaneous postage \$617.85, Quality Quick Print October mailing \$685.05, Brian's BBQ final payment annual meeting catering \$1,134.81, Mapili CPA's \$900 annual compilation and 1120-H Federal Filing.
- Expenses not forecasted not paid: Quality Quick Print \$79.87 re-label annual meeting signs and banner for annual meeting, Bobcat Services \$550 drop one tree in the common area, Condo Association reimburse sprinkler repairs \$79.98, Quality Quick Print \$61.33 print ballots, sign-in sheets and re-label monthly meeting signs, Tisa Houck \$204.58 Christmas decorations.

- Mapili CPA's completed the compilation and 1120-H IRS filing. After review the 1120-H Federal was filed. An agreement for a compilation and taxes with Mapili CPA's for 2016/17 is pending board approval. The compilation and tax agreement is estimated at \$900 or he will prepare the tax filing for \$250 next year.
- No properties have closed since the last meeting.
- No properties are scheduled to close over the next month.
- The back-up hard drive, thumb drive, passwords and P.O. Box key were turned over to Houck on November 3rd.
- Myers mistakenly overpaid his September contract by \$50.00 on October 1st and reimbursed the \$50.00 on October 5th.
- 28 reminder letters for first quarter assessments were mailed on October 13th.
- Two properties were turned over to the Attorney for 45 day demand letters in regards to their late first quarter assessments.

**ARB:** Campanella reported the following:

**Pending:**

- On September 9, 2016 an application was received from a resident on Charleston Place to repaint the residence the same color – earth tone trim and common yellow for the exterior. Approval was given to start the project, which is still ongoing.
- On October 11, 2016 an application was received from a resident on Burgoyne Road to remove a large rotten tree from the back yard. Approval was given on November 4, 2016 by Campanella. Information was sent to Fletcher for review and authorization.
- On October 13, 2016, an application was received from a resident on Valley Forge Road to remove two trees in the yard. Approved by Fletcher and Myers. Need verification if the work is complete.
- On October 21, 2016, an application was received from a resident on Valley Forge Road to take out two rotted trees. Approved by Fletcher. Unknown if work has been completed.
- On October 22, 2016, an application was received from a resident on Freeman's Farm Road for a replacement roof due to storm damage. The roof will be a similar color in architectural shingles. Approval was given on November 4, 2016 by Campanella. Information was sent to Fletcher for review and authorization.
- On October 24, 2016, an application was received from a resident on Green Mountain Road for a replacement roof due to storm damage. Roof will be similar color in architectural shingles. Approval given on November 4, 2016 by Campanella. Information was sent to Fletcher for review and authorization.
- On November 3, 2016, an application was received from a resident on Burgoyne Road for new paint and siding on the front side of the house. Siding and paint is identical to existing material. They are also applying to build a new chimney box and privacy wall around the A/C unit. More information is needed on materials for the wall before construction. Contact was made with the resident regarding painting and siding only, not the chimney box and A/C Wall.

- On November 7, 2016, an application was received from a resident on Lancaster Road to remove a dying tree on the property. Contact and approval was made by Campanella and Myers on November 7, 2016. The resident will contact the ARB when the work is complete.

### **Completed**

- On October 14, 2016, an application was received from a resident on Concord Road to remove two small trees from the back yard. Approved by Campanella and Myers and completed on November 4, 2016.
- On November 7, 2016, an application was received from a resident on Lancaster Road to remove two dead pine trees. Approved by Myers, Fletcher and Campanella and completed on November 7, 2016.

**Beautification:** Benucci reported that the beautification award was presented to Lorene Richards at 890 Lancaster Road.

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

- Hurricane Matthew blew through on October 6-7 with winds in our area reported at between 60-90 mph. Limbs and branches filled nearly every yard, and a few trees fell or split. A tree was down in the common area near 2840 Valley Forge Road. Myers communicated with the member adjacent to the area who had to have a tree removed in her yard. A professional tree service removed both trees. The HOA paid to have the one in the common area cut down and dropped in the common area.
- Mike Graves and his Clean Cuts crew cleaned up the common areas and piled brush next to the roads for FEMA pick-up. Power was out for most residents from Thursday morning until Sunday night, with a few having power restored sooner and later. Brush remained next to the roadways until FEMA finished picking up in early November.
- Damage and tree debris left in the culs-de-sac will be assessed after FEMA has removed all they can. Additional clean-up may be required by professional services.
- Three street lights were reported damaged - one on Concord Road, one behind the bench next to the walking trail bridge, and one on Cocord Place. The entrance sign and streetlight at the 15A entrance is still not operating pending repairs to other Duke Energy lines. Weber reported the outage on October 22nd.
- Weber and the Houcks cut back the extensive jasmine that was growing up the streelight post at Brandywine and Lancaster.
- Houck called Volusia Road & Bridge to request tree trimming in four locations where limbs hand over the road - Yorktown Place - dead limb, across from Trenton Place -dead limb, south cul-de-sac of Saratoga Place -low limbs, 801 Freeman's Farm Road -dead limb.
- The ponds were treated for algae and pond dye was added.

**Storage Facility – Jerry Hill:** Hill’s report indicated 22 units are in the lot, with one new boat trailer to go in. The owner of an expired tag on a utility trailer has been notified and indicated he will replace it.

**Rules Compliance:** Hill reported the following:

- The issue of excessive real estate signs at a residence on Concord Road received a first violation letter. After the second notice was sent the issue has been resolved.
- A political sign located on the back lot of a property has been removed after the first violation letter was sent.
- A violation letter was sent regarding a residence on Burgoyne Road regarding continuation of a stored boat in the back yard. This issue appears to be resolved.
- There appears to be continued parking of commercial vehicles, which has been resolved.
- A violation letter was sent regarding two utility trailers being parked at a residence on Concord Road for a lengthy period of time. That issue is resolved.
- A complaint regarding a trampoline sitting up on the side of a residence on Concord Road has been addressed by email and resolved.
- The issue of window air conditioner units was discussed. The rule appears to be unclear, but the general interpretation is that window air conditioner units are discouraged. The Board agreed it would be difficult to enforce this rule. It was decided to consult with our attorney to determine any action.
- A violation letter for commercial signs on a work vehicle on Lancaster Rd. was resolved.
- A violation letter for commercial signs on a work vehicle on Lafayette Place was sent.
- A boat parked on Bennington Place was registered and stored at the storage lot.

**Welcoming Committee:** Myers reported on behalf of Lynn Sorensen that no new members were welcomed during the past month.

**Communications:** Myers reported the following:

- Updates were made to the website.
- The January mailing was discussed.
- One domestic incident resulted in an arrest on N. Saratoga Road in early October.
- A dinner reservation and proxy email went out on October 28th for the annual meeting.
- A car break-in that occurred in early November was reported from the Condos.
- A trespasser was reported under the walking bridge on November 4th. A resident on Burgoyne Road complained about dogs barking to hours; an email was sent to the homeowner, warning them of the nuisance.
- Myers received a call regarding personal effects under the walking bridge. He and Schrader went and removed them.
- Myers received a call from a tenant on October 21st to report that their neighbor was harassing them, came onto their property, and hooked up to their generator.
- An email went out to find the owner of a found cat.
- Myers asked the group for ideas or articles for the January mailing.

**OLD BUSINESS:**

**Annual Meeting:** All agreed that the annual meeting went well. Members who attended were pleased with the dinner and the relatively short duration of the business meeting.

**NEW BUSINESS:**

- **Christmas Decorations:** Houck and Benucci purchased new Christmas decorations to be placed at both Brandywine entrances.
- **Revise Records Review Policy and Procedures:** Benucci moved and Campanella seconded to change the policy as updated, replacing the words "Finance Coordinator" with "President." Carried unanimously.
- **Mapili Compilation Agreement:** After some discussion, Weber moved and Benucci seconded to task Mapili CPA's with performing a compilation and 1120-H IRS filing next year at a cost of \$900. Carried unanimously.
- **December Meeting:** Benucci moved and Weber seconded to forego the December monthly meeting. Carried unanimously.

**Adjournment:** Moved by Benucci, seconded by De Land to adjourn at 8:22pm. Carried.

Next Regular Board Meeting – January 10, 2017 at 7:00 pm.

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