

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

Minutes of the Regular Board meeting of November 9, 2021.

**Call to Order:** The meeting was called to order by President Benucci at 7:02 pm. The meeting was held via Zoom.

**Roll Call:** - President Liliane Benucci, Vice President Stan Wickett, Treasure Donna Ortkiese, Secretary Tara Kicklighter, Recording Secretary, Ali Kicklighter, and Directors Elise Paulson and Cheryl Johnson were present. Members Renee Weber, and Lorin Myers were present.

**Meeting Minutes:** Motion by Paulson and seconded by Ortkiese to approve the October 12, 2021 Meeting Minutes. Passed unanimously.

**Organizational Meeting Minutes:** Motion by Wickett, and seconded by Johnson to approve the November 6, 2021 Organizational Meeting Minutes as amended. Passed unanimously.

**Correspondence:** There were no correspondences to report.

**COMMITTEE REPORTS:**

**Finance Committee Report, October 2021.** Ortkiese reported:

-The Finance committee met on Zoom on November 2<sup>nd</sup> at 7:00 pm. Ortkiese, Weber, Paulson and Myers were present. The bank statements were reviewed; the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed at this meeting. 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, Duke Energy utility bill, Travers Ins. Crime bond wrap \$2,200, JLS Holdings \$1 pond one fence agreement, Florida Dept. of State \$35 amendment

- Expenses forecasted and paid since the last report: Chip Wrecked LLC; VF retention basin completed/finaled \$1000.00. : Lorin Myers \$107.08 OSHA approved rebar cap, Microsoft windows 10 pro, USPS postage form 3547D. Quality Quick Print annual ballots and sign in sheets \$27.07. Quality Quick Print relabel annual banner and signs \$ 53.25.
- Expenses not forecasted and paid since the last report: None
- Seven closings are pending
- One property has closed since the last meeting
- As of today, one property is in arrears first quarter assessments plus the two in long term.
- The CPA is preparing a compilation and IRS Corporate form 1120 H.

**ARB** - Myers reported for Quinn:

**PENDING**

Date		Request	Status
11-7-21	Lancaster Rd	Received an app to add screen enclosure with shingle roof to closely match shingles on the home.	Revd by Myers APPD by Quinn
10-28-21	Burgoyne Pl	Received an app to reshingle roof to colors the same as current roof, Resawn Shake. (Waiting on permit)	Revd by Graesart APPD by Quinn
9-20-21	Concord Rd	Received an app for replacing fencing with vinyl fencing. Fence co. pulling permit. (Waiting on permit)	Revd by Graesart APPD by Quinn
8-13-21	Concord Rd	Received an app for adding a screen porch enclosure. Spoke with Win Tin and screen enclosure will be screen top like a screened pool. (Waiting on permit)	Revd by Graesart APPD by Quinn
8-6-21	Burgoyne Rd	Received an app to repaint house the existing color light grey with dark gray trim. (Waiting on the painter)	Revd by Graesart APPD by Quinn

**COMPLETED**

Date		Request	Status
10-14-21	Burgoyne Pl	Received an app to erect a tree fort in the backyard. Dimensions of the Tree Fort will be as follows: a) Twenty feet off the ground, b) 80 square foot Tree Fort (8x10), c) The roof will match the one on our house, d) Siding will match the color of our house. <b>ARB has approved:</b> 10' off the ground, 6' walls, sides, and roof will match the house lm for JS, The ARB does not provide a safety review. That is the responsibility of the homeowner.	Cancelled by Homeowner after speaking with neighbor
9-30-21	Freemans Farm Rd	Received an app for removing an old Maple tree that is dead inside. (ETA 3 weeks)	Completed
9-16-21	Freemans Farm Rd	Received an app to repaint the house from tan to Keemun Green. (ETA 3 to 4 weeks)	Completed
9-9-21	Concord Rd	Received an app for painting the house and replacing fascia boards with cedar and flashing. Paint color for house Sherwin Williams Riverway (Gray/blue) with Kaffee brown trim. (ETA 2 weeks)	Completed
7-23-21	Freemans Farm Rd	Received an app for replacing fencing, matching the existing. (ETA 2 weeks)	Completed

**Beautification:**

Kicklighter reported that the Beautification award was presented to Deb and Wayne Arnold on Lancaster Road.

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

- Ric Ortkiese will look into the pond timers and the GFI plug at the route 17 entrance sign. The pond features were turned off on Oct. 19<sup>th</sup> when the invoice was up 43% over the average for October usage.
- Chip Wrecked, LLC has been contracted to purchase and install 20' of aluminum railing at 42" with 2 rails for \$1,000.00 at the Valley Forge retention pond. That should satisfy the county permitting office to finale the project. The rail was installed on Oct. 31, 2021. The county has finaled the project
- Clean Cuts maintained routine cutting and mowing. The storage lot was cut last month. Mike is still working on the underground problem with the irrigation in the median at the 17 entrance.

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

- 44 Lot Spaces
- 10 Vacant Spots
- VSO continues to conduct routine "Extra Patrols" in the Brandywine Shopping Center and storage lot area.

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

### **Unresolved from October**

- On 9/15 an email was sent to a member on Burgoyne Road about a pile of wood for sale and a pile of tree debris that we requested be removed by the end of the month. On 9/23 the member replied to the email and disagreed with its content. The member said that the pile of debris will be removed, but the wood for sale will remain where it is until it's sold. The Board asked Houck to contact County Code Enforcement to report the situation which she did on 10/14. On 10/27 Houck called Code Enforcement to inquire about the inspection. CE said that the wood for sale is not a violation and suggested she call Solid Waste Code Enforcement which she did that same day. The pile of debris is in the process of being cleaned up.

### **New Violations**

- On 10/25 a letter was sent to a tenant and property owner on Kings Mountain Rd about a commercial vehicle parked in the driveway.
- On 11/6 an email was sent to a member on Burgoyne Rd about a commercial sign that has been in the yard for a couple of weeks. Sign was removed right away.

**Note:** Tami Heaberlin resigned from the committee for lack of time to participate. A Director may need to be added to the committee membership.

**Welcoming Committee:** Hill's report indicated:

- Welcomed the new owners at 2620 Burgoyne Rd. with the documents and a phone call.
- Mailed the Welcoming info to the new resident at 920 Kings Mountain Rd.

**Communications:** Kicklighter reported the following:

- Updates were made to the website.
- The January mailing was discussed.
- There was some discussion on Facebook regarding solicitors and the possibility of getting new signs that are larger.

- The October mailing dropped at the post office 2 days before the deadline, 2 weeks and 4 business days after it was handed in.

**Annual Meeting:** Weber reported the following:

- The 45<sup>th</sup> annual membership meeting was held at the Knights of Columbus Hall, DeLand at 11 a.m. on Saturday, November 6, 2021. Thirty-two HOA members were in attendance and 91 properties were represented in person or by proxy.
- Mike Graves, the manager of the Knights of Columbus Hall, did not charge the HOA any fees for the use of the facility.
- The following COVID precautions were followed: As HOA members set up the room, the tables and chairs were sanitized and the chairs were placed at least three feet apart. Masks were worn by all attending the meeting, extra masks were on hand, there was ample room to social distance, and the ventilation was adequate. Check-in and registration tables were supplied with hand sanitizer and a new pen was available to all members to keep.
- Thanks so much to everyone who helped with the meeting: Tisa Houck who was in charge of the meeting notification banner and yard signs; Lynn and Bill Matherly, Marty Abernathy, Skip and Tisa Houck, David Weber, and Lorin Myers who set up the tables and chairs; the registration team of Tisa Houck, Elise Paulson, Tara Kicklighter and Ali Kicklighter; our greeter Diane Hill and proxy checker Liliane Benucci. Special thanks to Lorin Myers for providing a place for and assistance with registration training.
- If an alternating day/night schedule year to year is maintained, the 2022 membership meeting would be held during the evening. It is important to determine the dates of DeLand High School and Stetson University homecomings when securing a meeting venue.

**Ad-Hoc Committee:** Paulson reported the following:

The Board voted to continue the Ad-Hoc Committee and recommended the Committee draft a RFP that includes a request for two proposals, one for an ala carte option with the identified areas of need and a second for a full service option. The Committee shall review the five areas of need identified by the first group before drafting the RFP.

Donna Ortikese has been removed from the Committee due to the volume of board members on the roster. Robert Hogan has been added in her place. Robert has reviewed the report that was prepared by the May committee but will need to be updated on the direction established in this meeting.

The Committee will begin communication by email prior to the next meeting.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** Motion by Benucci to hold the yard sale on Saturday, March 12, moved by Ortikese, seconded by Kicklighter; passed unanimous. Christmas decorations will be put up by Kicklighter and Tisa Houck. Motion by Benucci to not hold a meeting in December, moved by Ortikese, seconded by Paulson. Passed unanimous.

**Adjournment:** Moved by Benucci, seconded by Paulson, to adjourn at 7:58pm; carried unanimous.

Next Regular Board Meeting – Jan. 11, 2022 at 7:00 pm

**Respectfully Submitted:** Ali Kicklighter – Recording Secretary