

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

Minutes of the Regular Board meeting of November 14, 2017

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, Directors Diane Hill and Renee Weber were present. Treasurer Steve De Land and Director Mike Campanella were absent

Minutes: Motion by Hill and seconded by Houck to accept the October 10, 2017 meeting minutes as amended. Passed unanimously.

Correspondence: Weber received a business card from Florida Tree Masters.

COMMITTEE REPORTS:

Financial: In De Land's absence, Myers reported the following:

- The Finance committee met on November 2nd. 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, Director & Officers Crime Bond wrap, Zebell, PA, one ITL letter, annual Agreement JLS Holdings for fence at Pond One (\$1) - Benucci moved and Houck seconded to renew our annual agreement with JLS Holdings for the fence at Pond One at a cost of \$1.00.
- **Expenses forecasted and paid since the last report:** Nishad Khan LL, \$235 settlement stipulation, Mark Zirkle \$95.85 reimburse Better Fence Co., two new wheels for gate at Storage Lot, Mapili & Associates \$900.00, Quality Quick Print, October mailing \$1,119.64 (includes \$210 for 2,000 envelopes), EA Zebell;; \$831.13 claim lien, ITL letter and amended stipulation.
- **Expenses not forecasted and paid last since the last report:** Tisa Houck, reimburse Lowe's receipt \$44.64 for three gallons of Round-Up, Quality Quick Print, ballots and sign-in sheets for Annual Meeting \$34.02, Tinker Graphics \$38.40 three times maintenance and web hosting, Florida Department of State \$35.00 change of address of the Registered Agent.
- One property has closed since the last meeting.
- One quit claim deed was reported and the database was updated.
- Mapili & Associates completed the Compilation and 1120-H tax filing for last year. Myers mailed in the tax forms on 10/18/17. No taxes were due.
- Twenty-two first quarter reminder letters were mailed out on October 11, 2017.
- As of November 14th, one property is in arrears for first quarter assessments. It was turned over to the attorney for action.

ARB: Campanella reported the following:

- On October 13, 2017, he received an application for tree removal from a resident on Village Green Court. The tree is dying, is close to the house, and is dropping limbs. Approved by Campanella. Tree may be removed on 11-14-17.
- On October 16, 2017, he received an application for tree removal from a resident on Concord Road; this tree was damaged by the hurricane. Approved by Myers and Campanella.
- On October 18, 2017, he received an application for a new 10 x 10 shed from a resident on Concord Road. A copy of the survey and photo of a similar shed were provided. The resident was instructed to move forward with the permitting process and to contact the ARB. After follow-up with the resident, he advised he was unable to get a permit for the shed he wanted to buy (it was used), so he is now looking to buy a new shed in the same dimensions and style.

Beautification: Benucci reported that the monthly beautification award was given to Mike and Karen Frey at 1063 Valley Forge Road.

Grounds & Maintenance: Weber reported the following:

- Volusia County Road & Bridge removed the large tree, which fell on and damaged the US 17 entrance Brandywine wall sign during Hurricane Irma.
- The FEMA storm debris clean-up in the neighborhood has nearly been completed.
- As requested, Clean Cuts picked up tree limbs in the storage lot. The regular bush trimming and mowing rotation continued as needed.
- The streetlight across from Yorktown Place was reported to be repaired again.
- Skip Houck and Myers cleaned debris from the weir at pond 3 to ensure adequate water flow. After the pond levels continued to rise, Myers and Vernon Dahloff dug out the channel.
- Skip Houck cleaned debris from the drainage grate under the walking bridge.
- The Lake Doctors treated pond one for duckweed and treated ponds two and three for the usual algae and weeds. Skip Houck treated the weeds along the perimeter of pond one with Round UP. The timers on the pond fountains were adjusted to coordinate with the return to standard time.
- COA members reported erosion under the west end of the asphalt walking path leading to the bridge. In addition, there is erosion along the sides of the asphalt around the midway point. The asphalt is beginning to crack in several places along the path. There is no immediate concern, but these issues will need to be addressed.
- Skip Houck sprayed the weeds at the storage lot.

Myers added that they are aware of water collecting under the bridge due to drainage issues. The problem is being addressed.

Storage Facility: Zirkle's report indicated the following:

- Since his last report, the fencing contractor has repaired the damaged area of the fence where a tree came down during Hurricane Irma. The majority of the tree debris has been removed.
- After several visits from the Sheriff's Office, the vagrant who was loitering at the northeast corner of the lot has moved on.

- It should be noted that three written notices will be sent out to the registered owners whose unit tags are now expired. Additionally, two second letter notifications will also be sent to non-compliant unit owners. To date, the majority have taken action to become compliant.
- We have a total of 34 units. The breakdown is as follows: five travel trailers, three motor homes, ten utility trailers, seven boat and trailers, one boat trailer, three car haulers, four enclosed trailers, and one motorcycle trailer.
- Six residents received friendly reminder letters last month, and three members will receive friendly reminders this month. Two residents will be forwarded to Rules for further action, as they have not complied.
- We have several that have become compliant within the last week.

Rules Compliance: Houck reported the following:

- On 10/11 Houck called a construction company whose sign had been in a yard on Princeton Place for an extended period of time. Sign removed 10/12.
- On 10/12 Houck called a member on Princeton Place and left a message asking them to remove the Aaron Pest Control sign that had been in the yard for an extended period of time. Sign removed 10/13.
- On 10/12 a second letter was sent to a member on Burgoyne Road stating that the gutters needed to be cleaned and leaf guards either removed or reinstalled properly. Gutter guards removed 10/14-15. As a follow-up, Houck sent an email recognizing the work done on gutter guards but asked that the remaining ferns be cleaned out of the gutters. Gutters cleaned out 10/27-28.
- On 10/12 a letter was sent to a member on Concord Place about a boat on a trailer that has been parked in the backyard for an extended period of time. Member responded by letter that stated that the ARB approved of his enclosure 18 years ago. Houck replied by letter saying that the Rules Committee was not aware of that approval and thanked the member for his prompt and courteous response.
- On 11/7 a letter was sent to a member on Valley Forge Road about a boat parked in the front yard for an extended period of time. Boat moved to storage on 11/11.
- On 11/8 Houck emailed Sgt. M. Campanella, asking if a deputy could go to the Lancaster Road cul-de-sac when he/she is patrolling the school bus stop to see if cars are parked in the right-of-way and to take appropriate action, if needed. Campanella replied that he would see what the best course of action is.
- On 11/9 Houck met with Myers and Zirkle about a procedure to address unresolved storage lot rules violations. The following procedure will be followed: Zirkle will send a friendly reminder letter. If the violation is not corrected by his next inspection (approximately one month), Houck will send a letter from the Rules Committee. If the violation has not been corrected after 30 days, Houck will send a second letter stating that if the violation is not corrected, the issue will be brought to the Board and possibly the attorney. This procedure follows that used for other code violations.
- On 11/13 Houck mailed two letters for storage lot expired tag violations to tenants on North Saratoga Road and to owners and property manager of a residence on Green Mountain Road. Not resolved at the time of this meeting.

Welcoming Committee: Hill reported that she welcomed the following new members:

- Sharon & Joe Burnette on Concord Road - they were given a welcome letter and HOA information. They have storage shed issues/questions regarding permits.
- Kelly Cooper on Lancaster Road - she was given a welcome letter and HOA information. She has a utility trailer in her driveway, but will be contacting Zirkle regarding moving it to the storage lot.

Communications: Myers reported the following:

- Updates were made to the website.
- He directed a resident to call the Sheriff's Office and Volusia County Public Works regarding a tree contractor leaving hurricane debris in their yard.
- On October 11, he called in a report to VCSO after observing beer cans, a blanket, and trash and what appeared to be someone camping out next to the storage lot.
- He had a request for assistance from a resident on a contractor not meeting their obligations. He offered some solutions, but reminded the resident that the HOA could not directly assist.
- He reviewed a VCSO report of an active investigation at one property regarding theft and drug use.
- He filed for extra patrols with VCSO after a neighbor reported suspicious activity and vandalism.
- He reviewed the items for the January mailing.

UNFINISHED BUSINESS: Annual Meeting recap - 87 total participants, 60 by proxy.

NEW BUSINESS:

- **2018 Yard Sale Date** - March 10, 2018 has been selected.
- **Trees in Storage Lot** - There are three trees in the storage lot that need to be removed, to free up space for more units. Houck moved and Weber seconded to allow up to \$5,000 for the tree removal. Passed unanimously.
- **Main Entrance Wall Repair** - Myers contacted a brick mason regarding the repairing of the wall at the US 17 entrance. The bricks are repurposed, so they will be easy to replicate; however, they must be bought in 500-brick increments and it is unlikely that we will need that many. Myers will continue researching the best and most cost-effective way to repair the damaged wall. Benucci moved and Houck seconded to allow up to \$3,000 for wall repair. Passed unanimously.
- **Clean Cuts Contract** - Weber reminded the Board that the Clean Cuts contract is up for renewal in February. She will contact Mike to discuss.
- **December Board Meeting** - Benucci moved and Houck seconded to cancel the December Board meeting. Passed unanimously.

Adjournment: Moved by Benucci, seconded by Hill to adjourn at 8:15pm. Carried.

Next Regular Board Meeting – January 9, 2018 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary