

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

Minutes of the HOA Board Organizational Meeting of November 6, 2021

Call to Order: The meeting was called to order by outgoing President Myers at 11:58 a.m. following the annual member meeting at the Knights of Columbus Hall.

Roll Call of Directors: Directors Liliane Benucci, Jim Graesart, Tara Kicklighter, Donna Ortkiese, Elise Paulson, and Stan Wickett were present. Director Cheryl Johnson was absent.

Note: Directors Benucci, Johnson and Wickett begin two year terms. Directors Graesart, Kicklighter, Ortkiese and Paulson have one year to serve on the Board.

Election of Officers:

Paulson nominated Benucci for the position of President of the HOA. There being no additional nominees, the nominations were closed and Benucci was elected by acclamation.

Myers handed over the Brandywine HOA gavel and block and the corporate seal to Benucci. Benucci presided over the remainder of the meeting.

Paulson nominated Wickett for the position of Vice President of the HOA. There being no additional nominees, the nominations were closed and Wickett was elected by acclamation.

Paulson nominated Kicklighter for the position of Secretary of the HOA. There being no additional nominees, the nominations were closed and Kicklighter was elected by acclamation.

Paulson nominated Ortkiese for the position of Treasurer of the HOA. There being no additional nominees, the nominations were closed and Ortkiese was elected by acclamation.

- Lorin Myers and Elise Paulson were removed as Brandywine HOA primary signers for financial transactions.
- President Liliane Benucci and Vice President Stan Wickett were approved as Brandywine HOA primary signers for financial transactions.
- Treasurer Donna Ortkiese will remain a Brandywine HOA primary signer for financial transactions.

Election of ARB Members:

Benucci nominated Mona Quinn (chair), Jim Graesart and Lorin Myers to the Architecture Review Board. There being no additional nominees, the nominations were closed and all three were unanimously elected.

Designation of HOA Registered Agent: David Slachter will remain the HOA Registered Agent.

Contracted positions:

HOA Member Lorin Myers will continue to be the HOA bookkeeper.

HOA Member Ali Kicklighter will be under contract as Recording Secretary beginning December 2021.

Benucci announced the following committee assignments:

Standing Committees

Beautification Award: Tisa Houck (chair), Tara Kicklighter, Liliane Benucci

Communications: Tara Kicklighter (chair), Tisa Houck, Liliane Benucci, Lorin Myers, Renée Weber

Finance: Donna Ortkiese (chair), Renée Weber, Elise Paulson, Lorin Myers,

Grounds and Maintenance: Jim Graesart (chair), Tisa Houck, Lorin Myers, Renée Weber

Rules: Tisa Houck (chair), Liliane Benucci, Ali Kicklighter, Renée Weber

Storage Facility: Mike Campanella (chair), John Chant, Chris Caldwell

Welcoming: Diane Hill (chair), Lorin Myers

Special Committees

Association Management Committee: Elise Paulson (chair), Liliane Benucci, Lorin Myers, Renée Weber, Stan Wickett

Annual Yard Sale: Diane Hill

Governing Documents: Board of Directors

Nominating Committee: Will be announced at the September 2022 Board meeting

Annual Meeting: To be discussed at the January 2022 Board meeting

The extra key to the HOA P.O. Box and the external back-up hard drive, thumb drive, and passwords for the HOA computer were assigned to Vice President Stan Wickett.

Myers and Wickett will inquire about the process to change primary signatories at Mainstreet Bank and Florida Credit Union.

Benucci will file an amendment with the Florida Department of State Division of Corporations (Sunbiz.org) to reflect the changes in the HOA directors and officers.

There being no further business, Paulson moved to adjourn and Kicklighter seconded. Approved without objection at 12:25 pm.

Respectfully Submitted,

Renée Weber