

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

Minutes of the Regular Board meeting of October 14, 2014

Call to Order: The meeting was called to order by President Weber at 7:00 pm.

Roll Call: - Directors Weber, Marshall, Myers, and Benucci were present. Director Hill was absent.

Members Mark Zirkle, Tisa Houck, and Dee Robertson were in attendance.

Minutes: Motion by Myers, seconded by Marshall to accept the September Board Meeting Minutes as amended. Carried unanimous.

Correspondence: Weber announced that she had received two HOA training notices, one from LeLand Management and one from Clayton & McCullough. She also received an email regarding recycling carts.

COMMITTEE REPORTS:

Financial/Membership:

Financial: Myers reported the following:

- ✓ The finance committee met with Weber on October 9, 2014. All members were present.
- ✓ Myers reviewed the profit and loss report, the checking account details report, the Aging Report (previously the Collection Report) and the Balance sheet, which includes the bank total from the old Liquid Assets Report End-of-Year and Profit & Loss. There were no questions.
- ✓ Myers and Weber met with the event coordinator of the DeLand Hotel on September 2, 2014, signed a contract, and made a \$200.00 deposit on the room rental for the November 8, 2014 annual meeting. The Hotel lost its Clarion contract and is currently called the DeLand Inn.
- ✓ Members in Good Standing per Florida Statute (less than 90 days in arrears) will be determined by the third quarter 272 properties current as of that date. There are eight properties still in arrears for July 1, 2014 dues. Myers moved and Benucci seconded to indicate that any properties in arrears for 4th quarter dues as of October 14, 2014, will not be on the members in good standing list. Passed unanimous.
- ✓ CD purchases are recommended to be put on hold by the finance committee. The cash is being held in our money market account. Laddering is not working in this fixed income environment.
- ✓ The Finance committee recommends closing our Reserve Fund checking account and replacing it with a Reserve Fund Money Market account that accrues interest. That change could occur next month when any signature changes take effect with the changes in Board and committee assignments.
- ✓ Our attorney has increased his cost per hour to \$200. This was inevitable since he increased the rest of his clients last year. We should have no problem maintaining our Legal Expense budget even with the increase.

- ✓ We have an insurance audit still pending with Brown and Brown. Myers was contacted by a Risk Management specialist (Ben Few, of benfew.com). He did make recommendations for an increase in Commercial liability. In the meantime Myers has begun preparation of the Structures and Appurtenance report to specifically show each item that we are liable for.
- ✓ Myers and Zirkle met with the new accountant for two hours on September 16, 2014. Discussion centered on Myers preparing the monthly reports and the Association policies regarding accounting. The accountant has completed the annual 1120-H IRS annual filing and Fletcher and Myers will meet later this month to sign and mail the filing.
- ✓ Myers and Zirkle posed the question of our Reserve Funding to our new accountant and our attorney. The option to bring the funding up to statute requires a total membership vote. Another option is available in Statute 721.303(6)2, that a disclaimer should be included in all future published budgets.
- ✓ The finance committee recommends adding the verbiage and reference to the Association signatures to the Financial Best Practices document as previously published.

Forecasted Expenses: Clean Cuts contract, Lorin Myers Contract, City of DeLand, Duke Energy, Tinker Graphics, BV Condo Association, The Lake Doctors, 1120H- IRS filing (\$250). Support from Accountant Mapili (\$75), DeLand Inn luncheon (\$1,800), Quality Quick Print October mailing.

Membership: Myers reported that 20 first quarter Reminder letters were mailed out on 10/13. He also reported that two properties closed last month and one property has changed title.

ARB: Marshall's report indicated the following:

- ✗ A request for a re-roof was received for a residence on Concord Road. Jonas and Marshall reviewed the request and the permit is on file.
- ✗ A request for tree removal was received for a residence on Burgoyne Road. Jonas and Marshall reviewed the request.
- ✗ A request for a re-roof was received for a residence on Saratoga Road. Jonas and Marshall reviewed the request and the permit is on file.

Lawn Care & Beautification: Benucci reported that the Beautification Award for the Month of September was given was given to Liz & Larry Schumaker of 1027 Valley Forge Road.

Grounds & Maintenance: Jonas reported the following via email:

- ✓ He cleaned the grate of debris between Pond #2 and #3 and put the concrete bags back in place near the outlet.
- ✓ Jonas also reported that he was informed by the Condo Association of a sprinkler line that had been pushed up to the surface by tree roots near the Condo entrance and was in danger of being hit by the lawn mowers. He dug around it, cut the tree roots and reburied it.

Storage Lot: Schrader reported via email that as of this date there are 19 units in storage. Activity is as follows:

- ✓ A small boat has recently been put in storage and there is no record of it being registered. It is a small fiberglass boat with an outboard motor. The trailer license is out of Alachua County, expiration date 9/14 (just expired). If anyone has information, please let Schrader know.

- ✓ Schrader was advised by the owner of two units in storage that he received a note (unsigned) that he should move his motorhome to a different location. If anyone has information, please let Schrader know.

Rules Enforcement: Nothing to report.

Planning Committee: Weber reported the following:

- ✓ The HOA received notification of an “order to show cause” hearing on October 21, 2014 in regard to the “problem property.” The Board briefly discussed in September’s meeting whether or not our Attorney, Kelton, should be present for this meeting. After consultation with Kelton it was decided that Attorney Kelton would attend the meeting. Myers moved, Benucci seconded and the motion passed with a vote of three for (Myers, Benucci and Weber) and one opposed (Marshall).
- ✓ Weber met with Ryan Bauman, the manager of Brandywine Tennis & Fitness Club. He outlined a schedule for refurbishing the inside and outside of the building, the courts, and grounds. There are plans to open the restaurant and discussions about the club being rented out for events in the future. Ryan wants to develop youth programs so he is working with the schools on the west side of the county to emphasize tennis in P.E. classes. He understands the impact of the club being positioned in our neighborhood and would like to create special programs or rates for Brandywine residents.

Welcoming Committee: Myers welcomed new owners Gary and Wendy Cook of Burgoyne Road.

Communications: Myers reported the following:

- ✓ Website changes will include a notice of the annual meeting and lunch.
- ✓ A theft was reported by the office manager of the Mallard apartments in September.
- ✓ One resident made a report to the Volusia County Sheriff’s Office regarding the stalking flier that was found in many yards on the morning of September 13, 2014.
- ✓ On September 13, 2014, there was an aggravated assault with a deadly weapon, criminal mischief on a resident/tenant in the 800 block of Lancaster Road.
- ✓ Three calls have been made to the Volusia County Sheriff’s Office during the last month regarding one tenant in the 900 block of Kings Mountain Road during the last month. As of today there is no resolution.
- ✓ On or around October 10, 2014, a panther was reported crossing Brandywine Road from the ponds to the racket club.
- ✓ It was decided that if necessary, due to the large amount of documents being sent out in the October mailing, a larger sized- envelope (6 x 9) would be used.
- ✓ Myers again discussed the contents of the October Mailing (expected to go out October 21, 2014).

Nominating Committee: Tisa Houck and Dee Robertson have expressed their interest to serve on the board. Their resumes have been submitted for the ballot at the Annual meeting. There are currently 5 names including current board members; Weber, Benucci and Hill for the ballot. Anyone interested in having their name on the ballot should contact the Nominating committee.

OLD BUSINESS:

- ✓ **Annual Member Meeting** – final preparations for the annual meeting were discussed and the following notices were updated:
 - . Annual Meeting Notice was amended to include the new date, time, and location of the meeting, as well as an updated list of candidates. Information from last year's notice that was no longer relevant was removed.
 - . Meeting/Proxy was updated to include the new meeting date, as well as the current list of Directors.
- ✓ **Entrance Signs Orr Signs Proposal** – the sign committee (Weber, Jonas, Marshall, and Benucci) met on October 7, 2014. Various options were discussed regarding the number and placement of new signs. The committee will continue to research all possible designs and materials to ensure that all options are adequately researched.
- ✓ **Info Kiosk** – the Board is still considering the feasibility of erecting the Info Kiosk.
- ✓ **Sign to Slow Traffic** – Marshall showed the Board an image of a possible sign, indicating multiple reasons to slow down. Marshall will show the image to Mike Orr and get a quote for two signs. Marshall indicated that he would be willing to build the posts that these signs would be erected on.

NEW BUSINESS:

- ✓ **Myers moved to add** Board rule re: check signing to Financial Best Practices – Marshall seconded. Carried unanimously.
- ✓ Accounting/Finance reporting changes – discussed earlier in the meeting.
- ✓ Increase in Attorney's Fees – discussed earlier in the meeting.

Adjournment: Moved by Myers, seconded by Benucci to adjourn at 8: 25pm. Carried. The next Board meeting will be held on November 11, 2014 at 7:00 pm, immediately after the Organizational meeting, which will be held at 6:30 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary