

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

Minutes of the Regular Board meeting of October 12, 2021.

**Call to Order:** The meeting was called to order by President Myers at 7:05 pm. The meeting was held via Zoom.

**Roll Call:** - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, and Director Tara Kicklighter were present. Members Tisa Houck, Renee Weber, Stan Wickett, and Jeff Sheak were present. Treasurer Donna Ortkiese was absent.

**Meeting Minutes:** Motion by Paulson and seconded by Kicklighter to approve the September 14, 2021 Meeting Minutes as amended. Passed unanimously.

**Special Meeting Minutes:** Motion by Paulson, and seconded by Kicklighter to approve the September 14, 2021 Special Meeting Minutes as amended. Passed unanimously.

**Correspondence:** Benucci moved and Elise seconded to accept Pedro Santana's resignation from the Board. Passed unanimously. Myers received a nice message thanking the Board members for their hard work from Barb and Ray Schulz.

## COMMITTEE REPORTS:

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

The Finance committee met on Zoom October 5th 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, Chip Wrecked, LLC \$1,000 installation hand rail VF retention pond, Quality Quick Print ballots and Annual Meeting sign-in sheets \$30.00

- Expenses forecasted and paid since the last report: Kracht Law Firm; advice and one Intent to Lien letter \$336.45
- Expenses not forecasted and paid since the last report: Harland 200 deposit slips \$64.82. Quality Quick Print 2,000 bulk rate indicia envelopes \$191.38.
- Two closings are pending
- No properties have closed since the last meeting
- 27 first quarter late notices were mailed on Oct. 11<sup>th</sup>. No notices were sent to the four properties with \$12 and less balances. No notices were sent to four properties that had contacted me with their intent to pay.
- Quick Books data was turned over to the accountant on Oct. 4<sup>th</sup> for an annual compilation and IRS filing.
- The finance committee recommends not to sign a contract with Arrington/Mapili for 2022 compilation and taxes due to a possibility of hiring an Association Management company.

- One property was turned over to the attorney for our claim of lien and Intent to Foreclose lawsuit. The property has since paid in full.
- As of today there are 25 properties in arrears first quarter assessments plus the two in long term.

**ARB** - Myers reported for Quinn:

**PENDING**

| Date    | Request   | Status                         |
|---------|---|--------------------------------|
| 9-30-21 | Freemans Farm Rd<br>Received an app for removing an old Maple tree that is dead inside. (ETA 3 weeks)   | Revd by Graesart APPD by Quinn |
| 9-20-21 | Concord Rd<br>Received an app for replacing fencing with vinyl fencing. Fence co. pulling permit. (Waiting on permit)   | Revd by Graesart APPD by Quinn |
| 9-16-21 | Freemans Farm Rd<br>Received an app to repaint the house from tan to Keemun Green. (ETA 3 to 4 weeks)   | Revd by Graesart APPD by Quinn |
| 9-9-21  | Concord Rd<br>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) | Revd by Graesart APPD by Quinn |
| 8-13-21 | Concord Rd<br>Received an app for adding a screen porch enclosure. Spoke with Win Tin and screen enclosure will be screen top like a screened pool. (Not started yet)                                       | Revd by Graesart APPD by Quinn |
| 8-6-21  | Burgoyne Rd<br>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 |
| 7-23-21 | Freemans Farm Rd<br>Received an app for replacing fencing, matching the existing. (ETA 2 weeks)   | Revd by Graesart APPD by Quinn |

**COMPLETED**

| Date    | Request   | Status    |
|---------|---|-----------|
| 8-29-21 | Concord Rd<br>Received an app for replacing staining fence a tone of black. | Completed |

**Beautification:**

Kicklighter reported that the Beautification award was presented to Bettie Rairden of 2850 Green Mountain Road.

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

- Lake Doctors treated for algae and underwater growth on 9/29.
- The timer on the small pond ran for 2 days a couple weeks ago. It was reported by the condo neighbors. Ric Ortkiese will look into the pond timers and the GFI plug at the route 17 entrance sign

- The water level under the bridge rose to the footboards and some breached the berm at the meadow due to an abundance of rain. On 9/20 D. Weber added boards to the weir behind pond 3 to stem the flow of water under the bridge. It wasn't completely effective due to the aging structure.
- The HOA easement in the Condos was reported by the neighbor on the right to be overflowing on to her property.
- Houck called in some trees to County Road and Bridge on Lafayette Place that were reported to be shedding limbs into the roadway on Lafayette Place. VC Road and Bridge was out the next day to trim up the trees.
- The condo residents reported a broken sprinkler head at their entrance. He noticed high water bills at the median zone at the 17 entrance for the months of July and August. Mike Graves found an underground leak. He is looking into both repairs. All the irrigation zones are off as of this writing due to substantial rainfall. He asked Mike to cut back the encroaching foliage on Brandywine Rd. on the south side between W. Village Green Rd. and Shenandoah Rd.
- 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 finalize the project.

**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.
- One inquiry by a realtor was made regarding lot space for a potential buyer.

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

**No unresolved issues from September.**

### **New Violations**

- 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.
- On 9/17 a meeting was held at Myers' home with Myers, Houck, and the members who had objected to two letters they received this year. Differences and misunderstandings were discussed, and the issue was resolved.
- On 9/20 a member on Lafayette Place was called and asked to remove a commercial sign that had been in the yard for more than a week. On 10/5 a letter was sent because there had been no response from the voicemail. The sign was removed a few days later.
- On 10/1 a FOR SALE sign was removed from Brandywine Rd., and the realtor was called to come pick up the sign. (A sign was already on the property for sale.)

One Appreciation Postcard was sent out.

**Welcoming Committee:** Hill's report indicated that this past month one new resident was contacted by phone. Welcome letter with other Brandywine information was then sent to: Rachel & Vincent Parlapiano at 3005 Village Green Court

**Communications:** Myers reported the following:

- Updates were made to the website.
- Updates this week will include a notice of the annual meeting and the proxy.
- He discussed MAILING #4: The mailing was delivered to the printer on Oct. 4<sup>th</sup> and is expected to drop at the post office between Oct. 9<sup>th</sup> – Oct. 22<sup>nd</sup>.
- Several Facebook requests were denied last month when it was determined the requestor had no residential connection to the community.

**Nominations Committee:** Weber reported we have 4 board seats up for election, Liliane Benucci, Cheryl Johnson, Stan Wickett, and Jim Graesart are the nominees.

**Annual Meeting:** Knights of Columbus hall was offered up the night before so we can set up. Myers reminded committee chairs to have their reports ready on November 1, 2021. Houck is handling updating and putting out the banner and signs.

**Association Management Committee: Blurb:** Paulson and Myers requested to reconvene the AMC since we are slim on committee members. Weber will keep the Board updated.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** Three meetings over the next month - Annual Meeting, Organizational Meeting and Regular Board Meeting. Myers announced that the Organizational Meeting would be held immediately after the Annual Meeting.

**Adjournment:** Moved by Benucci, seconded by Paulson, to adjourn at 7:59pm. Carried.

Next Regular Board Meeting – November 9, 2021, at 7:00 pm. on Zoom.

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