

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

Minutes of the Regular Board meeting of September 17, 2019.

Call to Order: The meeting was called to order by President Myers at 6:59 pm.

Roll Call: - President Lorin Myers, Secretary Liliane Benucci, Treasurer Dale Haaland, Directors John Chant, Jim Graesart, and Cindy Capps were present. Members Tisa Houck, Diane Hill, and Jane West were present. Vice President Renee Weber was absent.

Minutes: Motion by Chant and seconded by Capps to approve the August 13, 2019 meeting minutes. Passed unanimously.

Correspondence: Myers responded to correspondence from a member regarding a tree that had fallen from common area onto their property. He received an update from Rick Ortkiese regarding the Little Free Library that he will be erecting on his property. He received a note from a member, thanking the Board for their hard work. Myers produced Graesart's executed Affidavit of Eligibility and Board Member Certification docs.

COMMITTEE REPORTS:

Financial: Haaland reported the following:

The Finance committee met on September 5th Haaland, Zirkle and Myers were present. 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, Association of Non-Profit Volunteers \$250 annual premium (volunteer insurance), Mapili CPA \$900 Annual compilation and preparation of IRS form 1120-H. Quality Quick Print annual meeting announcement \$650.

- **Expenses forecasted and paid since the last report:** Florida Corporation Commission \$35.00 Quality Quick Print \$398.74 August mailing. EA Zebell ITL notice and stipulation final and release of lien \$412.95. Tuckers Bobcat Services \$2,275 various tree work. Quality Quick Print \$56.26, 2 signs for the easement in the Condos.
- **Expenses not forecasted and paid since the last report:** None
- No closings are pending.
- One closing was completed during the last month.
- Myers produced his canceled check for next fiscal year 2019/20 assessments.
- On August 23rd CD 1001 was redeemed and CD 1004 was purchased with a 13 month maturity at 2.428% interest.

ARB: Chant moved and Haaland seconded Jim Graesart's nomination to the ARB. The vote was unanimous to approve Graesart's nomination.

Chant reported the following:

Pending Applications

- On July 11, 2019 an application was received for a retractable awning on Lancaster Road. Color is beige. Reviewed by Fletcher and Myers. Approved by Chant.
- On August 14, 2019 Myers received a request for a chain link fence on Valley Forge Road. He replied that we do not allow chain link. Holt replied with a request for metal picket to replace the chain link. Pictures of the materials and drawings were submitted. Approved by Chant. Reviewed by Myers.
- On September 12, 2019 Chant received a request for exterior paint on Concord Road with paint description. Approved by Chant, reviewed by Myers.

Completed Applications

- On December 17, 2018 Myers received an application for painting house and trim on Lexington Road. Colors have been approved.
- On July 25, 2019 Myers received an application with material description for a roof replacement on Lancaster Road. Approved by Myers reviewed by Chant. Permit received.
- On July 16, 2019 Myers received an application for exterior paint and a color swatch on Lancaster Road. Reviewed by Myers, approved by Chant.

Beautification: Benucci reported that the monthly beautification award was given to Shirley Williams at 1070 W. Village Green Road.

Grounds & Maintenance: Weber's report stated the following:

- Hill, Houck, and Weber reported five streetlight outages to Duke Energy. Four have been repaired and one repair is pending.
- Clean Cuts mowed and trimmed the common areas on the rotational schedule. Mike Graves double checked the irrigation system at the US17 entrance due to Myers' concern about the amount of water usage recorded on the monthly water bill. Mike found that the system and timer were working as expected. He did turn off the irrigation at US17 and 15A for the week because an approaching storm will bring sufficient rainfall. Graves' crew cleaned up the cul de sac at Village Green Court.
- It was agreed by the boards of the HOA and the COA to close the walking path from Village Green Rd. through condo property at this time due to safety concerns. Myers put up a "closed until further notice" sign and a caution rope to block access to the path and hung a closed path sign on the gate for now. Future actions for the path are under consideration.
- Lake Doctors responded favorably to a request to alleviate the poor conditions of the ponds.
- In anticipation of upcoming storms and rain, David Weber monitored the pond levels and the outflow under the walking bridge. He cleaned and dug out the channel to the weir and cleared debris from the weir which improved the water flow. The Condominium Owners Association had debris cleared from the grates between the ponds.
- Myers reported a pothole on Bennington Place to Volusia County Road and Bridge. The area was patched.
- Jim Graesart secured bids for common area tree removal and trimming. The project encompassed 5 areas for a total of \$2,275 with Tucker's Bobcat Services and was completed on September 10th.

- Gary Filip is working on details for moving and possibly pressure cleaning the decorative boulders from the Park at Messina Apartments and some presently in common areas in Brandywine.
- Due to recent failures of the sewer system in our neighborhood, the city of DeLand has planned a sewage force main replacement. The project has begun. Myers, Weber and Holly Rabits met onsite with the project manager, supervising engineer, DeLand public services director, and staff who explained the details of the project and how it will affect Brandywine residents. The area involved extends from US17 along Brandywine Rd. through Yorktown Place and following the walking trail to the lift station. The majority of the pipe will be installed underground with only a few sections of open cuts necessary. The biggest impact will be to walkers especially at the Yorktown Place end of the walking bridge where 4 sections of the concrete walking trail will be removed. The housing for the air release valves will be installed above ground but will look similar to cable and telephone boxes. Keith Riger, the public services director, assured everyone that existing tree systems and underground utilities will be avoided, any temporary effect on traffic will be monitored and clearly displayed, and all grassy areas and the concrete walkway will be restored to the Board's satisfaction.
- Myers reported a tree limb to County Road & Bridge that fell into the roadway from Common Area (across the street from 1012) on Valley Forge Rd. A neighbor had seen it and cut it up, dragged it off the street and reported it to him. The county came out on Tuesday 9/10 and removed 2 entire trees from the area that have been falling piecemeal into the road. The tree stumps have been marked pink to indicate they will be ground at some time in the future.

Storage Facility: Campanella's report indicated the following:

- 45 Lot Spaces (Viewed in person)
- Five lot spaces are confirmed as available
- All registrations are current
- Extra patrols by VCSO have continued.

Rules Compliance: Houck reported the following:

Unresolved from August

One property owner responded to the letter about the condition of the 15A fence. He will be in town in November and will address the fence at that time, either by repairing or removing it.

New Violations

- On 8/26 Houck sent a letter to a member on Princeton Place about a commercial vehicle parked in the driveway for an extended period of time. Vehicle has been moved to behind the fence until blank signs can be made to cover the signage.
- On 9/10 Houck sent a letter to a tenant, the owner, and the property manager for a property on Lexington Road about miscellaneous items in the yard that need to be removed. Yard has been cleaned up.
- On 9/10 Houck sent letters to two different members on Freeman's Farm Road about fences that need repair.
- On 9/10 Houck sent a letter to a tenant and owner of a property on Freeman's Farm Road about the yard needing to be maintained, shrubs pruned, vines and weeds removed, and roof debris cleaned up. Some work has been done as of this meeting.

Two appreciation postcards were mailed

Welcoming Committee: Hill stated the following:

- She contacted Melinda & Kevin Irwin, on Old Church Place, both by phone & in person. Gave them the welcome letter, directors list and last Newsletter.
- She phoned and spoke with John Kalimnois on Burgoyne Road. He has been redecorating, and not moved in yet, but plans to do so mid – September. She mailed the welcome letter, etc.
- Spoke by phone with Sam Hopkins on Concord Road at the end of August. Was just getting ready to move but had not as yet. She mailed the welcome letter, etc.

Communications: Myers reported the following:

- Updates were made to the website.
- He replied to a request from a member on Freemans Farm Road for an exemption for a business license. He explained that it would not be possible.
- He received a text about unknown individuals coming out of the woods across the street from the Racquet Club. He received a text that a syringe was found on the walking path behind Yorktown Place. Both we reported to Sergeant Campanella and passed on to the appropriate officers.
- He discussed the October annual meeting mailing notice/ mailing.
- He responded to one loose dog and one stressed, crying dog during the last month.
- A couple dog's owners found their loose pets on the Brandywine Facebook last month.

UNFINISHED BUSINESS:

- Boulders from the Messina Apartments – nothing new to report.
- Nominating Committee – Cindy Capps – nothing new to report.

NEW BUSINESS:

Annual Meeting: Weber will be responsible for the registration team, which should consist of seven people. Myers reminded the Board members to get their annual reports turned in.

Adjournment: Moved by Chant, seconded by Haaland, to adjourn at 7:46 pm. Carried.

Next Regular Board Meeting – October 8, 2019 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary