

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

Minutes of the Regular Board meeting of September 13, 2016

Call to Order: The meeting was called to order by President Myers at 7:03 pm.

Roll Call: - President Lorin Myers, Vice President Tisa Houck, Secretary Liliane Benucci, Directors, Renee Weber, Diane Hill, Mike Campanella and Treasurer Al Sirutis were present. Member Steve DeLand was present.

Minutes: Motion by Weber and seconded by Houck to accept the August 9, 2016 meeting minutes as amended. Passed unanimously.

Correspondence: Correspondence was received regarding a suspicious car and motorcycle and also regarding a duck that had been hit and killed by a vehicle.

COMMITTEE REPORTS:

Financial: Sirutis reported the following:

- The Finance committee met on September 8th; Al Sirutis, Chris Sorensen and Lorin 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. Myers explained the glitches in the Quick Books program and some accounting procedures that he will address this month through research and support with our Accountant and/or Intuit support.
- 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, Intuit/Quick Books support, Mapili CPA's IRS Form 1120-H, Mapili CPA's support, Expenses for clean-up of pond one, B.A. Barrick ANV Annual Medical Insurance for Volunteers, Clean Cuts planting projects.
- Expenses forecasted and paid: Quality Quick Print \$496.44 for the August mailing.
- Expenses not forecasted and paid: Tisa Houck reimburse \$45.20 materials for the Valley Forge retaining wall and bridge repairs., Bill Fraser Construction \$600 to replace two posts and boards and level the walking bridge. Aaron Pest Control \$133.13 for eradication of yellow jackets.
- The last property in arrears for fourth quarter assessments was paid including penalties.
- Five properties closed since the last meeting.
- No properties are scheduled to close over the next month.
- Myers produced his canceled check for his 2016/2017 annual assessments.
- We could use more free space on our Dropbox account. If anyone is considering signing up for a free Dropbox account, please contact Myers, who will send a link. Using the link to sign up will give them and Brandywine an extra 500 mb of free storage space.

- A revision to the Finance Committee Policy and Procedures was suggested by Myers to the committee to clarify our back-up procedure and offer more flexibility. (see new business)
- The accountant will prepare IRS form 1120-H, the annual corporate filing.

ARB: Campanella reported the following:

- On September 9, he received an application from a resident on Charleston Place to repaint the residence the same color. Approval was given to start the project.
- On July 26, he received an application from a resident on Lancaster Road to finish/replace rotten fence. Reviewed and approved by Schrader and Fletcher on 7-30-15. Contact with resident by phone on 09-09-2016. Work is complete and permit is in hand.
- On August 4, he received an application from a resident on Saratoga Place to finish fencing around the house. Forty feet of new fence in two separate sections is needed. Project approved by Campanella and Fletcher. Work completed on 08-16-16 and permit is in hand.
- On August 11, he received an application from a resident on Green Mountain Road to remove a total of five trees. Project approved on 08-11-16 by Campanella and Sirutis. Trees removed on the 16th.
- On August 16, he received an application from a resident on Concord Road to add 17 feet of board on board fence plus a gate. The resident will be doing the work himself. Permits are in hand. Approved by Campanella and visually verified by Campanella and Schrader that the fence has been completed.
- On September 2, he received an application from a resident on 1005 Burgoyne Road for removal of three water oaks and two palms in the back yard, followed by stump grinding. Approved by Campanella and Schrader. Work completed on 09-10-16.

Beautification: Benucci reported that the beautification award was presented to Jean Hamler at 2733 Saratoga Place.

Grounds & Maintenance: Houck reported the following:

- Houck's husband replaced two rotten foot boards on the walking bridge and repaired and reinstalled the dog waste sign at the Shenandoah/Brandywine intersection. He also repaired the broken retaining wall in the Valley Forge cul-de-sac, and removed a dead tree limb at the Valley Forge/Kings Mountain and Brandywine Road intersection.
- Houck weeded and pulled out the dead azaleas at the Route 17 entrance, and Mike Graves planted loropetalum in their place.
- There are some concerns at the Condos since several times last year the rates of rainfall were so high Village Green Road ponded up at the culvert.
- Shirley Abeles reported that their landscaping crew will clean out and maintain the storm drains on Village Green Road leading down to pond two.
- Dick Fletcher reported **pond one:** The culvert is clear of all but minor debris that should not impede water flow. The pond itself has large limbs, branches, etc. and should be determined by the Grounds committee if it needs to be cleaned out. The area on the Route 17 side of the pond is overgrown.

- Dick reported **pond two**: He and a neighbor cleaned debris from the grate that leads to pond three. He also reported that the weir is operating and open in case of heavy rain.
- Lake Doctors treated the ponds for algae, and Houck asked them to treat a second time because of re-growth.
- Houck called Volusia Road & Bridge to schedule trimming of low tree branches on both sides of the Saratoga Place culs-de-sac. Myers called Road & Bridge about a tree lying across the east side of Brandywine Road, close to the Hwy 17 entrance.
- On August 17 an email was sent to Ryan Bauman, manager of the tennis courts, regarding clarification of mowing boundaries and brush removal in the area between the tennis courts and the Valley Forge/Kings Mountain area.
- The GM committee met on August 29 to discuss repairs to the walking bridge, as well as the cleaning of and clearing brush around pond one.
- Houck contacted Bill Fraser Construction to replace the sagging post and the one opposite it, as well as level that portion of the bridge. His bid was accepted at \$600. Work was completed on September 7.
- The committee decided to get bids on cleaning the limbs, debris, and possibly the dead tree, out of pond one, from a couple of landscapers who would also clear the brush and mow on the Highway 17 side of the pond. Houck received bids from Lopez Landscaping, LLC and Well-Groomed Lawn Services. Lake Doctors declined to bid. Bids will be presented at the board meeting on September 13.
 - Benucci moved and Campanella seconded to accept the bid submitted by Lopez Landscaping in the amount of \$1,525.00. The motion was passed unanimously.
- Weber communicated with Mike Graves (Clean Cuts) by email and phone regarding routine maintenance and special planting issues. Mike was receptive and agreed to attend to six areas of concern. To date three tasks have been completed, two started, and one planting project is scheduled for cooler weather.
- After George Marshall reported seeing a ground nest of yellow jackets at the storage lot, Myers called Aaron Pest Control and scheduled treatment for this week.

Storage Facility – Jerry Hill: Hill’s report indicated 18 units are in the lot and all have up-to-date tags.

Rules Compliance: Hill reported the following:

- A letter was sent to a resident on Burgoyne Place regarding a political sign placed in the yard. The sign was moved to an inside window.
- A political sign posted in the yard of a residence on Lancaster was removed. The resident was not aware they were not allowed.
- After a second letter regarding an unmown lawn on Concord the grass was mowed.
- A boat parked at a residence on Trenton Place for several days was placed back in the storage lot.
- A letter was sent to a resident on Burgoyne/Brandywine Road regarding a boat in the back yard and vehicle being parked on the corner. The boat was moved and the vehicle in violation has not returned.
- A second letter was sent regarding a commercial vehicle parking over the weekend at a residence on Saratoga Road. The vehicle was moved and has not returned.
- A parking issue on Concord Road was resolved.

- A letter was sent to the residents regarding their dog running loose on W. Village Green Rd. Issue appears to be resolved.
- Correspondence regarding a trailer parked temporarily in the back of a residence behind a gate on Valley Forge Rd. was deemed not an issue.

Welcoming Committee: Myers reported for Lynn Sorensen that new members Tammy and Michael Hoffman, Concord Road, Mary and David Eteo, Lancaster Road, and David McIntosh, West Village Green Road, were welcomed during the past month.

Communications: Myers reported the following:

- Updates were made to the website.
- Bears were reported in the neighborhood last month.
- An email requesting help for the Grounds Committee was sent out.
- The August coupon card mailing went out.
- The October Notice of the Annual meeting mailing will go out around October 12 - 16.

UNFINISHED BUSINESS: None to report.

NEW BUSINESS:

- Annual Meeting: The menu was finalized and setting up registration was discussed.
- Nominating Committee: Several names were offered as being interested in serving on the Board. Myers instructed that those interested should contact someone on the nominating committee for instructions regarding the proper procedures.
- Finance Committee Policy and Procedures: Myers proposed the following change, explaining that limiting the authorized person to the Treasurer could limit our options in the event the Treasurer is not available.

"A back-up copy of the approved software program and all passwords will be exchanged between the Bookkeeper and an Officer of the corporation on a portable hard drive and a thumb drive each month."

- Benucci moved and Sirutis seconded to accept this change. After discussion and a question from Weber, the motion was unanimously approved.

Adjournment: Moved by Benucci, seconded by Weber to adjourn at 8:45pm. Carried.

Next Regular Board Meeting – October 11, 2016 at 7:00 pm

Respectfully Submitted: Liliane Benucci – Recording Secretary