

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

Minutes of the Regular Board meeting of September 8, 2020.

**Call to Order:** The meeting was called to order by President Myers at 7:02 pm. The location of the meeting was posted and held at 941 Kings Mountain Rd.

**Roll Call:** - President Lorin Myers, Vice President Renee Weber, Secretary Liliane Benucci, Treasurer Dale Haaland, and Directors John Chant and Cindy Capps were present. Director Jim Graesart was absent. Members Tony Aichner, Donna Ortkiese, Tara Kicklighter, Elise Paulson, Mona Quinn, Jordan Samper, Yvette Anderson, Pam Hogan and Robert Hogan were present.

**Minutes:** Motion by Capps and seconded by Chant to approve the August 11, 2020 Meeting Minutes. Passed unanimously.

**Correspondence:** Myers received a note from the Schultz's, thanking the Board for all of its hard work. It was noted that several tree removal services have been soliciting in Brandywine. They have been reminded that we have a no-solicitation rule. Myers received a letter from some neighbors concerned about some tree work at a property on Valley Forge Rd. He advised them it was approved.

**COMMITTEE REPORTS:**

The Finance committee met on September 3rd. Elise Paulson accepted an appointment to the Finance Committee. Haaland, 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 meetings. Highlights of the discussions are found within this report.

**Forecasted expenses:** Clean Cuts contract, Lorin Myers contract, Liliane Benucci contract, Lake Doctor's contract, Lowe's gift certificate, City of DeLand water, Tinker Graphics web hosting, Duke Energy utility bill, Quality Quick Print October approximately \$450, ANV volunteer insurance annual premium \$250, Common Area tree/brush removal approximately \$4,000, common area fence replacement approximately \$2,000

**Expenses forecasted and paid since the last report:** Quality Quick Print \$383.68 coupon card mailing

**Expenses not forecasted and paid since the last report:** John Chant reimburse \$30.54 (2) cameras at the storage lot.

- Two closings are pending
- One closing was completed since the last meeting
- Myers produced a copy of his canceled check for 2020/21 assessments.
- Benucci's check for July was delayed in the mail. Myers voided the check and added it to the August RS payment.
- CD # 1004 matures Sept. 23, 2020. The finance committee recommends rolling it over for another 13 months.
- Two past-due balances were paid.

- First quarter Reminder letters will be mailed out around Oct. 10<sup>th</sup>.

**ARB:** Chant reported the following:

### **Pending Applications**

- On August 17, 2020 received an app for a roof, fascia, soffit replacement on Lancaster Road. John will contact to request material and color description for the roof and paint color for the soffit and fascia. No permit pulled as of 8/30/2020. Approval ARB pending.
- On August 15, 2020 received an app on Freemans Farm Road to repair damaged soffit, and add ground level deck, Tiki hut, and pergola in the back yard with plumbing and electric. No permit pulled as of 8/30/2020, pending ARB approval.
- On August 13, 2020 received an app and material photo (same as existing) for a roof repair/replacement m Yorktown Place. Permit acquired 8/25/2020. Job start date approximately 10/15/2020. Reviewed by Graesart, approved by Chant.
- On August 13, 2020 received an app, job description and architecture drawings for an in ground pool and enclosure on Lafayette Place. Reviewed by Graesart, approved by Chant.
- August 4, 2020 received an app and architecture drawings for a new in-ground swimming pool, deck and enclosure on Burgoyne Road. Contractor is filing for permits. Reviewed by Graesart, approved by Chant.
- July 30, 2020 received an app for replacement screen pool enclosure and resurface of the pool on Burgoyne Road. Reviewed by Graesart. Approved by Chant.
- June 10, 2020 trim paint request on Kings Mountain Road. Swatch and application received. Reviewed by Graesart, approved by Chant.
- ARB request and plans for a new home on Concord Road was received on July 7, 2020. We have questions regarding the paint and roof color and landscaping before the app is approved. The building plans are thorough. Pending ARB approval.
- July 9, 2020 ARB request for a fence on Concord Road. We received the app, surveyor's diagram and material description of tan color 6' vinyl fence. Reviewed by Myers. Approved by Chant.

### **Completed Applications**

- In-ground swimming pool and enclosure on Old Church Place. App and drawings received after the project was started. The contractor had contacted Myers a month previous. Permit has been pulled. Reviewed by Graesart. Approved by Chant.
- July 15, 2020 received an app for a fence replacement on Old Church Place. We received the description picture of the 6' white on tan vinyl fence. Contractor has filed for the permit. Fence completed except for a 3' section. Reviewed by Myers, approved by Chant.
- On August 28 2020 we received an app for a roof replacement on Saratoga Place. Three-tab architecture shingles, grey color. Approved by Chant, reviewed by Myers.
- On August 8, 2020 received an app to remove 4 dead trees on Valley Forge Road. Reviewed by Graesart. Approved by Myers.

**Beautification:** Benucci announced that the Beautification Award Recipient for August is Davina Cueto at 2760 Saratoga Road.

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

- The Clean Cuts crew completed usual growing season mowing, edging and trimming each week. Weber met with Mike Graves to review outstanding work and to clarify a couple maintenance areas. Two plants that are blocking the north Brandywine wall sign ground light will be cut back or moved. The flax lilies at the US17 entrance have fungus and need deadheading. It was agreed that the dead portions will be removed and the back row of lilies will be cut back to 3-4 inches high as a test to improve their health. Mike will clean an area of ferns including removing the downed large branch near pond 2. Weber assured Mike that it continues to be her intention for HOA communications to come from only one person in order to eliminate confusion concerning task details and priority of tasks.
- No police report is on file but based on observations from HOA and COA members, it appears a commercial truck entered Brandywine Rd. from US17 too quickly and was not aware of the median. The vehicle jumped the curb, crushed plants, left deep tire tracks and skinned a tree in the median. Mike Graves is confident the liriopie plants will bounce back.
- The plastic covers for the electrical outlets on the wall sign flood lights at the US 17 entrance were knocked off and covered by debris. Weber cleaned them and snapped them back on.
- One streetlight outage was reported to Duke Energy by a member.
- Weber received the August report from Lake Doctors on the day of service. Bacteria were added to all three ponds. Myers had to reset the timer for the fountains due to electrical outages from thunderstorms.
- An issue with a member continuing to clear and cut back the common area along their property was read-dressed. Details are in this month's Rules Committee report.
- At two members' requests, Volusia County Road and Bridge put down sod along common area on Valley Forge Rd. and on Brandywine Rd. across from Saratoga Rd. to prevent further erosion along the shoulders.
- The boundary fence that the original Brandywine developers put up on common area adjoining Parkway Dr. is in poor condition due to age and tree damage. The fence prevents people from entering Brandywine undetected so it should be replaced. There are trees and thick underbrush that have to be cleared in order to access the area. Myers is in the process of getting bids for the clearing and fence work.
- Myers presented 2 bids for tree clearing in the area and one bid for the fence work. Benucci made a motion, Chant seconded to spend up to \$4000.00 for the clearing and up to \$2000.00 for the fence replacement; passed unanimously. It was agreed that Weber, Haaland and Myers would finalize the contract (s) after confirming some details.

**Storage Facility:** Campanella's report indicated the following:

- 44 marked Lot Spaces
- There are currently 7 spaces available.
- No new items added.
- Discussion with President Myers about the stump removal and the need to clear low hanging branches in and around the lot.
- Discussion with President Myers about members moving from the neighborhood and not turning in keys or notifying the lot manager/assistant. Further investigating is required.

**Rules Compliance:** Houck's report included the following:

### **Unresolved from August**

The member on Lancaster Road removed the pickup truck cover and orange cone.

### **New Violations**

- On 8/20 Houck sent certified and first class letters to a member on Concord Road about maintenance that needs to be done on the outside of the home. Member responded positively that the work will be done. Since then some of the work has been completed.
- On 8/18 Houck sent an email to Bee Realty, asking them to inform the buyer of a home on Concord Road that if a POD is necessary during an upcoming move, it not be in the driveway for more than 48 hours.
- On 8/18 Houck sent an email to the son of the member who lives on Concord Road about his father's living there and to ask that the overgrown shrubbery be trimmed. He responded that he would ask the person who mows to trim the shrubbery and that his father is now living in an assisted living facility.
- On 8/20 Houck called a member on Green Mountain Road asking for permission to remove a political sign posted on a tree behind the house, facing SR 15A. Member responded that he did not own that property. The next day Skip Houck went by to remove the sign, but someone had already removed it. NOTE: Florida has a statute prohibiting posting signs on any state or county right-of-way, and Volusia County has a code against posting such signs in neighborhoods (on trees, posts, etc). Brandywine has a restriction against posting any sign other than a For Sale or For Rent sign.
- On the evening of 8/21 Houck met with the member on Burgoyne Road and a member on Freemans Farm Road in the common area that adjoins the backyards of their properties. There was some concern from the Freemans Farm property owner about the continued mowing of the common area by the Burgoyne property owner when the Burgoyne owner had already cleared and mowed an area beyond their property line, thereby eliminating the natural growth that had provided a screen between properties. At the end of the discussion, the Burgoyne property owner agreed to stop mowing and clearing any of the common area and to mow, clear, and plant only within their own property lines. On 8/30 Myers sent a letter on behalf of the HOA Board to the Burgoyne property owner stating these points, as well as acknowledging that Clean Cuts would mow the common area approximately once a month. The Burgoyne property owner agreed to the stipulations.
- On 9/7 Houck sent an email to a member on Lancaster Road, asking her to remove the tiles and boards that have been stacked in the driveway (following the removal of a truck topper) for an extended period of time. Member replied that she would remove them in a few days when the board dried
- Houck reported she had called VC code enforcement regarding mowing the grass at the tennis club.
- Houck reminded everyone that political signs are not allowed at any time in the community.

**Welcoming Committee:** Hill's report indicated the following:

August – welcomed new resident Brandon Groves and his mother Linda. Gave them welcome letter and other information.

**Communications:** Myers reported the following:

- Updates were made to the website.
- He reported that 8 members have contacted him with offers to assist the operations of the HOA after publications by email and on the Facebook page.

- He discussed the October mailing that will go to the printer Oct 12<sup>th</sup>.

**UNFINISHED BUSINESS:** Annual Meeting – nothing new to report. Weber mentioned that she would speak with the Sanborn Center regarding the possibility that it will not be available due to unforeseen circumstances.

**NEW BUSINESS:**

**Rules Compliance Policy & Procedure.** Weber explained re-wording the procedures section of the Brandywine HOA Rules Compliance Policy and Procedures. Weber moved and Benucci seconded to approve the updated procedure; passed unanimously. The amended document will be posted on the web page.

**Adjournment:** Moved by Benucci, seconded by Capps, to adjourn at 7:58pm. Carried.

Next Regular Board Meeting – October 13, 2020 at 7:00 pm.

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