

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

Minutes of the Regular Board meeting of September 14, 2021.

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

Roll Call: - President Lorin Myers, Vice President Elise Paulson, Secretary Liliane Benucci, Treasurer Donna Ortkiese and Director Pedro Santana were present. Director Tara Kicklighter was absent. Members Tisa Houck, Renee Weber and [REDACTED] were present.

Meeting Minutes: Motion by Ortkiese and seconded by Santana to approve the August 10, 2021 Meeting Minutes as amended.

Ortkiese moved and Santana seconded to approve the August 10 special meeting minutes. Passed unanimously. Santana moved and Ortkiese seconded to approve August 25 special meeting minutes. Passed unanimously.

Correspondence: A request was made to remove an identifying street name from the February and March minutes. Benucci moved Santana seconded to approve this request. Passed unanimously...

COMMITTEE REPORTS:

Finance Committee Report, August 2021. Ortkiese reported:

The Finance committee met on Zoom September 7th 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, Quality Quick Print October mailing, approximately \$500, Quality Quick Print annual meeting signs and banner update, approximately \$100, Kracht Law Firm advice regarding Records Review, Nonprofit Insurance Services annual volunteer insurance premium \$250, Arrington & Mapili CPA's annual compilation and IRS 1040 filing \$900, Quality Quick Print, 2,000 bulk rate \$10 envelopes \$191.38, Intuit Quick Books 2022 \$225

- Expenses forecasted and paid since the last report: FL Dept of State amendment \$35.00, Lorin Myers rock, pipe and postage \$69.51. Quality Quick Print \$454.28 coupon mailing
- Expenses not forecasted and paid since the last report: None
- Two closings are pending
- Three properties have closed since the last meeting
- Recording Secretary Contract renews 10/1. The Finance committee has proposed a new format for the contract. TBD under New Business.
- One property was turned over to the attorney for a lien foreclosure.
- One property was turned over to the attorney for Intent to Lien demand letter.
- Myers produced a cleared check for his annual assessment.
- The attorney was contacted regarding our responsibilities for a Records Review request.

- The Corporation Commission amendment was submitted.
- Myers purchased the upgrade to Windows 10 Pro to allow hosting for a second HOA computer.

ARB: Graesart reported for Quinn:

PENDING

Date		Request	Status
9-9-21	Concord Rd	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	Revd by Graesart APPD by Quinn
8-13-21	Concord Rd	Received an app for adding a screen porch enclosure. Spoke with Win Tin and screen enclosure will be screen top like a screened pool. (waiting to hear back)	Revd by Graesart APPD by Quinn
8-6-21	Burgoyne Rd	Received an app to repaint house the existing color light grey with dark gray trim.	Revd by Graesart APPD by Quinn
7-23-21	Freemans Farm Rd	Received an app for replacing fencing, matching the existing. Project was on hold due to illness, back on track now. 9/13/21	Revd by Graesart APPD by Quinn

COMPLETED

Date		Request	Status
8-4-21	Concord Rd	Received an app for 6' Shadow Box natural wood fence.	Completed
8-8-21	Lancaster Rd	Received an app for adding a screen porch enclosure. Advised permit w/county is required. After reviewing architectural drawings it was determined that the metal roof will not meet the HOA guidelines to approve this request. Homeowner to seek other roof options and resubmit.	Denied
7-22-21	Trenton Pl	Received an app for 6' board on board fence.	Completed
4-16-21	Burgoyne Rd	Received app for replacing fence. Board on Board natural color. BFC to pull permits. 128' Completed	Completed

Beautification:

Houck reported that the Beautification award was presented to Wayne and Wesley Wojcik at 2830 Trenton Place.

Grounds & Maintenance: Myers reported the following:

- Lake Doctors treated for algae, emergent and floating growth on 8/26/21.
- Clean Cuts mowed the Storage Facility and the lot behind W. Village Green Rd., trimmed and mowed the storage lot and their other seasonal cutting and mowing
- Houck called in a tree limb overhanging a driveway on Saratoga Place to County Road & Bridge. They came out and cut several low hanging limbs.
- The irrigation for both entrances was turned off on 8/17. The irrigation for the 15 entrance was turned back on since then but the 17 entrance is still off.
- Weber called in a streetlight outage in the 2700 block of N. Saratoga Rd.
- Houck called in a streetlight on Shenandoah Rd. on 9/9.
- The retention pond on Valley Forge Rd. was completed but pending a final inspection from the County. The County will require a hand rail. Chip Wrecked will get back to us on a price for the hand rail and installation. Judy Clinton donated the 10 days of watering for the 2 pallets of sod at the project.
- Ric Ortkiese diagnosed the GFI receptacle is not working at the entrance sign on 17. He temporarily repaired it but will replace it soon.

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.

Rules Compliance: Houck reported the following:

No unresolved issues from August.

New Violations

- On 8/16 Houck sent a letter by first class and certified mail to a member Lexington Road about maintenance violations on his property. Property has been mowed and cleaned up.
- On 8/16 Houck sent a letter to a member on Burgoyne Place with information about Volusia Co. residential burning codes and the concerns of neighbors in the vicinity who were bothered by the smoke from burning in the backyard. On 8/18 the member sent an email to Houck and Myers objecting to the HOA's letter. A meeting with Myers, Houck, and the member will be scheduled.
- On 8/16 Houck sent an email to a member Concord Road about a wire fence that was being installed in the backyard. On 8/18 Houck spoke with the member by phone, and he assured her that the wire would not be visible after the wood fence is installed, but he agreed to remove it if neighbors complained. The wooden fence has been installed and the wire fence is not visible.
- On 8/23 Houck sent a letter to a tenant and owner of a home on Saratoga Road and spoke with the neighbor on the phone about a political flag being flown from the house. Flag was removed on 8/24.
- On 8/23 Houck sent a letter to a member on W. Village Green Road about a truck that had been parked in the street and yard for an extended period of time. A few days later, Houck spoke with the owner of the truck which belonged to the next door neighbor. He was having a tree removed and needed to have the truck moved from his driveway. Houck called and apologized to the neighbor for sending the letter in error.

- On 8/23 Houck sent a letter to a tenant and owner of a home on Concord Road about overgrown grass. Grass was mowed same day as letter was mailed. Houck sent an email to the owner, letting him know that the yard had been mowed.
- On 8/24 Houck called Equity Investment Services (realtor in charge) about the need to mow the tennis club property. The realtor was very considerate and said he would see what he could do. He said the owner has a contract with a landscaper but the grass is growing faster than he can keep it mowed. Grass was mowed on 9/2.
- On 8/24 Myers spoke to a member on Valley Forge Road about removing a commercial sign. Sign was removed right away.
- On 8/30 Houck spoke with a member on Burgoyne Road about the stump he was burning in his yard. She cautioned him about being mindful about Volusia County residential burn codes. When the fire was still smoldering about 30 minutes later, she called the non-emergency number for the VC Fire Department and asked that someone go by and advise the neighbor about the codes. She said that a fire truck was not necessary, but a truck was sent anyway, and the neighbor was advised to extinguish the fire. The board agreed that Houck should contact the members who had expressed concerns regarding a follow-up email that was sent to them regarding the disposition of two piles of wood in the yard.
- On 9/9 Houck sent an email to a member on Old Church Place requesting that they cover the commercial lettering on the PODS container in their driveway if they would need it for more than another week. Container was removed a few days later.

One Appreciation Postcard was sent out.

Email messages were sent to five members to thank them for edging properties along Brandywine Rd. that had not been done in the past, following the request that was made in a letter sent last month.

Welcoming Committee: Hill's report indicated the following:

- On 8/9 mailed information to ARVM5 LLC regarding a property on Kings Mountain Road.
- On 8/28 spoke with new resident and mailed welcome letter to new resident on Old Church Place.
- On 8/14 left message and mailed welcome letters to new resident on Concord Road.
- On 8/14 spoke with new resident and delivered welcome letter with other information to family member of new resident on Concord Road.
- On 8/30 mailed Brandywine information to Open Door Property C LLC regarding a property on Kings Mountain Road.
- On 8/23 mailed welcome letter with other information to new resident on Saratoga Road.

Communications: Myers reported the following:

- Updates were made to the website.
- There were three VSO reports requested. Two were exempt from public record and one was a fraud.
- He discussed mailings #3 and #4.

Nominations Committee: Weber reported that we still need one more candidate. We have four empty seats and three candidates – Liliane Benucci, Evan Futch, and Pedro Santana. Ortkiese suggested that we post on FB again.

Annual Meeting: Weber reported that since the notice needs to go out before the next board meeting we need to make decisions regarding how to handle the annual meeting. We are unaware of any Covid-related guidelines the Knights of Columbus might have, but we should set up with appropriate distancing, new pens for everyone, masks will be required. We are requesting only one voting member per household attend and we will have one registrar per table, instead of two.

UNFINISHED BUSINESS: None

NEW BUSINESS: Recording Secretary Contract: Contract runs from 10/1/21 to 9/30/22. Ortkiese moved and Paulson seconded to award the contract to Benucci for the next year. Passed unanimously.

Members in Good Standing Vote: Per F.S., anyone who is not more than 90 days in arrears in their assessments has the right to vote at the annual meeting. Members must be in good standing as of tonight's meeting but technically if payment is received before the meeting they would be able to participate. Myers will keep up with this. Moved by Paulson, seconded by Benucci to accept the list of 277 members in good standing. Passed unanimously.

Adjournment: Moved by Benucci, seconded by Paulson, to adjourn at 8:11 pm. Carried.

Next Regular Board Meeting – October 12, 2021, at 7:00 pm. on Zoom.

Respectfully Submitted: Liliane Benucci – Recording Secretary