

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

Minutes of the Regular Board meeting of June 14, 2022.

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

**Roll Call:** - President Liliane Benucci, Vice President Stan Wickett, Interim Treasurer Elise Paulson, Directors, Jim Graesart and Cheryl Johnson and Interim Recording Secretary Tisa Houck were present.

**Meeting Minutes:** Motion by Paulson and seconded by Wickett to approve the May meeting minutes (as amended.) Passed unanimously.

**Correspondence:**

Benucci has had some email correspondence regarding removing Ortkiese from the approved signers list at both banks. She will follow-up with that process.

Paulson followed-up with Kracht law firm on the Intent to Lean, claim of lien and Intent to File notices.

**COMMITTEE REPORTS:**

**Finance Committee Report** June 2022 Paulson reported:

The Finance committee met on Zoom June 2<sup>nd</sup>, 2022 at 7:00 pm. 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:**

**Monthly:**

- Clean Cuts contract
- bookkeeper contract
- Lake Doctors contract
- City of Deland water
- Tinker Graphics web hosting
- Duke Energy electric bill
- Tisa Houck interim recording secretary.

**Additional:**

- Quality Quick Print July mailing approximately \$400. Quality Quick Print August coupon

card mailing approximately \$500. Chip Wrecked LLC \$5,892 due at material delivery Village Green Rd. retention project. Kracht Law Firm \$650 one ITL notice, one claim of lien and one ITF notice. Myers \$50 estoppel preparation.

**Expenses forecasted and paid since the last report:**

- Chip Wrecked LLC \$1,500 permitting for Village Green Rd. \$35.00 Florida Department of State, amendment.

**Expenses not forecasted and paid since the last report:**

- Myers \$50 estoppel preparation. Stan Wickett \$50.00 May recording secretary. Tinker Graphics \$29.00 annual domain renewal. US Postal Service \$50; 6 month box rental.

**Other Discussions:**

- One closing is pending.
- Two closings have occurred since the last report.
- One property was turned over to the attorney for Claim of lien and Intent to foreclose notice. One property was turned over to the attorney for intent to lien notice. One intent to foreclose could be turned over to the attorney for review, recommendation.
- CD #1007 matures July 23, 2022. Finance committee recommends purchasing approximately 1/3 in shorter term 12 months and 2/3 in longer term 16-24 months terms. Benucci or Wickett will need to conduct those transactions at the credit union. **\*\*Wickett made the motion to accept this recommendation; seconded by Paulson; passed unanimously.\*\***
- The Finance committee has prepared a draft budget proposal for the fiscal year 2022/2023 to be discussed in July 2022.
- Ortkiese needs to be taken off the check signing cards at Mainstreet and Florida Credit Union. That needs to be handled by Benucci or Wickett. (See Correspondence report above.)

**ARB** - Myers reported for Quinn:

Chair – Mona Samper		Committee: Lorin Myers, Jim Graesart	
PENDING			
Date	Address	Request	Status
5-22-22	Lancaster Rd	Received app to put and 8' x 16' shed in the backyard. The Proposed shed does not meet the ARB guidelines	Revd by Myers

		having a matching roof as the home & matching siding as the home.	Denied by Samper
<b>4-22-22</b>	Lancaster Rd	Received app to replace roof with same color shingles sometime in May. Requested color sample. Waiting to choose contractor and will get color over. 5-4-22	pending shingle color
<b>4-19-22</b>	Trenton PL	Received an app to put a wood shed with metal roof in backyard, Paint colors will match the house.	Revd by Myers APPD by Samper
<b>3-31-22</b>	Lexington Rd	Received an app to paint the house brown and replace fascia with chocolate brown.	Revd by Myers APPD by Samper
<b>1-24-22</b>	Concord Rd	Received an app to put up black aluminum fence around the house and property. <b>(not started)</b>	Revd by Myers APPD by Samper
<b>12-29-21</b>	Concord Rd	Received an app to repaint house olive green. Paint swatch received.	Revd by Myers APPD by Quinn
<b>11-7-21</b>	Lancaster Rd	Received an app to add screen enclosure with shingle roof to closely match shingles on the home. <b>(waiting on Start)</b>	Revd by Myers APPD by Quinn
<b>8-6-21</b>	Burgoyne Rd	Received an app to repaint house the existing color light grey with dark gray trim. <b>(rescheduled to Spring)</b>	Revd by Graesart APPD by Quinn

**COMPLETED**

<b>Date</b>	<b>Request</b>		<b>Status</b>
<b>3-16-22</b>	Kings Mountain Rd	Received an app to paint the house the existing color brown	Completed
<b>5-18-22</b>	Kings Mountain Rd	Received app to replace roof with GAF Barkwood color shingles. And paint exterior, color swatch included	Completed
<b>5-22-22</b>	W Village Green Rd	Received app to replace roof with GAF Desert Tan color shingles.	Completed

Following some discussion, it was decided that Benucci would ask for a review of the 5/22 shed request denial. We would like to see the roof and paint colors to determine if they are appropriate earth tones that will blend in with the house rather than “match” the house.

**Beautification:** Houck reported:

Award given to Elizabeth Shumaker, 1027 Valley Forge Rd.

Appreciation cards sent to:

Ely 930 Lexington--new roof and paint

Collins 2846 Shenandoah--new roof, paint, and siding

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

Village Green Road Project – Chip was notified the project has been approved and to commence ASAP. He will be installing 4 deadmen instead of just 2. \$1,500 payment was made for the permitting process. As of this report he is expecting the engineered drawings and beginning the permitting process in a day or two.

--5/18/2022 Two (2) streetlights have been repaired. One on BW between Lafayette and Shenandoah and one on the corner on 2804 Concord and BW.

--The new wood inserts (3) for the weir have been completed. They regulate the height of the water in the ponds. They are 1 ½ “ thick treated and coated plywood with handles and metal edges. They should last many years.

--Matt with Lake Doctors cleaned out the filter on the motor in pond 3 of some dead grasses, carcasses, etc. It is spraying much better but not perfect. It could get better over the next few weeks. As it comes on and off any more debris may dislodge. If not he will have their pond feature specialist look at it.

--5/18/2022 Clean Cuts mowed the common area behind Freemans Farm Rd.

--5/23//2022 Kevin DeBruyne reset both timers on the fountains on ponds 2 and 3.

--5/29/2022 Street light reported out on BW across from 2760 Saratoga

--5/29/2022 The speed limit sign at 15A entrance was hanging upside down due to top bolt rotted out. Repaired 6/1/2022

--5/27/2022 complaint received of incomplete mowing and island maintenance by our landscaper Clean Cuts. Meeting with Mike Graves this week to discuss deficiencies in property care. Any additional issues?

--6/7/2022 street light repair complete at 2601 Concord

--6/13/2022 street light outage reported and completed at 845 Lancaster Rd. pole # 794708.

--Replacing the timbers at the weir is on hold for now. Some of the preliminary work has been done, but completion will require outside help and has been postponed to 2023.

**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.

--Several inquiries into the lot but no additions

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

**Unresolved from May**

On 4/25 a letter was sent to a member on Lancaster Rd. about a truck that has been parking in the street against the flow of traffic. Truck has not been seen at the residence.

On 5/1 an email was sent to a member on Green Mtn. Rd, about a boat that has been in the driveway for more than a week. Member said she had been in touch with M. Campanella about a space in the storage lot, but that the boat will be moved to another location until it has been registered, then stored in the Brandywine lot. Boat has been moved.

On 5/4 a letter was sent to a member on Saratoga Rd. about a rusty, unmoved vehicle that has been in the driveway for an extended period of time. Vehicle has been removed.

On 5/9 a letter was sent to a member on Old Church Place about a commercial sign that has been in the yard for more than a week. Sign has been removed.

**New contacts**

On 5/18 an email message was sent to a member on N. Concord Rd., requesting that the member remove the RV that has been in the driveway for a few weeks. RV was moved a few days later

On 6/1 an email was sent to a member on Lexington Rd. about the commercial sign in the yard and on the pickup truck in the driveway. On 6/10 a letter was sent since there was no response from the email.

On 6/2 a letter was sent to a member on Lexington Rd. about a large amount of tree debris that has been piled against the fence for a considerable length of time. Debris was removed a few days later.

**Welcoming Committee:** Hill's report stated:

New resident: Concord Rd. has been reached by phone and will be met in person by Cheryl with Welcome letter/other info.

New residents: Yorktown Place have not been available to meet but contacted via phone. Welcome letter & other info to be mailed to Brandywine address.

Newest residents: Lancaster Rd., will be contacted via phone and either met with or mailed Welcome letter & other info.

**Communications:**

--Myers sent an email with information about the contents and timing of mailings in July and August. Benucci will further discuss these mailings with Myers and will see that the information is distributed in a timely manner.

--Benucci has had several conversations with Tinker Graphics regarding why they aren't updating our website. She will go by the office this week to get some explanation.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

--There is some concern about a homeless couple that has been seen in the area and appears to be leaving some possessions behind the south brick wall at the Hwy 17 entrance.

--Benucci reminded members that we should begin planning for the annual meeting in November.

--Paulson reminded members that we have received one proposal from a management company and three other inquiry responses to our RFP to manage the HOA. Deadline is June 17. She may be in touch with the three who inquired to see if they plan to submit proposals.

--Wickett and others expressed concerns over the speeding that is common on Brandywine Rd. He will contact VCSO about the feasibility of speed humps and/or radar.

**Adjournment:** Moved by Paulson, seconded by Johnson to adjourn at 8:16 pm. Carried.

Next Regular Board Meeting – July 12, 2022 at 7:00 pm. on Zoom.

**Respectfully Submitted:** Tisa Houck, Interim Recording Secretary