

**Brandywine Estates Homeowner's Association, Inc.**  
**May 16<sup>th</sup>, 2017 Board Meeting Minutes**

**Call to Order:** The meeting was called to order at 7:02pm by the Association President, Buz Underill. All board members were present with the exception of Van Reynolds.

**Current Board Members:**

Buz Underill - President

Mark Koontz - Vice President

Angela Taylor - Treasurer

James Coffey - Secretary

**Directors:**

Gloria Pazel

Paul Mouritsen

Ron Reeves

Van Reynolds

The following homeowners and guests were also in attendance: Brian and Sarah Verse, Lynn Koontz, Wendi-Lynn Reeves, Jennifer Mecchella, William Slover and Zohe Quintero.

**Approval of minutes:**

At 7:02 PM, Angela Taylor made a motion to approve the April 11th minutes as presented. Gloria Pazel seconded the motion and the Board approved with a unanimous vote.

**Treasurer Report:**

- Reviewed the Balance Sheet, Profit and Loss and discussed overdue HOA dues. Angela will continue to contact residents to advise them of the new monthly dues amount.
- Angela and Buz will work with CNI to straighten out the billing and fees we expect for the website contract.

**Committee Reports**

**Recreation:**

- Issues relating to recreation have been tabled until the next meeting. This includes \$60 for keys and replacement canopies for the east end of the tennis courts..

**Safety:**

- Speeding is an issue.

**Landscaping:**

- Ron presented a written estimate for trimming 19 palm trees in the common area and laying of mulch by Flawless lawncare. At 7:13 PM, Mark Koontz made a motion to approve \$2128.00 to have the work completed. Angela Taylor seconded the motion and the Board voted unanimously to approve.
- Ron presented two additional estimates; one for entry lighting replacement for which he will do the labor at no charge to the Association, totaling \$422.00; and one for \$800 to contract the removal of two dead pine trees near the wash rack. The tree estimate included stump grinding. At 7:17, Paul Mouritsen made a motion to pay the \$1222.00 for both projects to be completed. Gloria Pazel seconded the motion and the Board voted unanimously to approve.
- An issue with broken fence boards was brought up, but it was decided that we would wait to discuss until after the horses were not using the pastures any more.

**Architectural:**

- No updates.

**Equity Preservation Committee:**

- Camper on property at 4813 Union Cypress (Werking family). Paul Mouritsen spoke with owners and they plan to replace the fence after their pool is installed so they can store their trailer there.
- Dudleys moved their boat.
- TJ Kushner's boat needs to be moved. Paul will contact him to work it out.

**Stables:**

- The stable owner filed a motion to dismiss the “Motion of Ejectment.” We should expect it to take a couple of months before we hear anything from the court.
- Buz presented the history of the stables to new homeowners.
- Buz agreed to email a copy of the proposed stable contract to Jennifer Mecchella.

**Old Business:**

- The new Spectrum contract has been signed by Buz on the HOA’s behalf. We are waiting on Spectrum to notify us of a scheduled date for the contract to become effective.
- All insurance company recommendations were completed and Angela will follow up with our insurance representative.
- Paul is now the holder of the keys to the tennis courts and the racquetball courts. He will replace the locks on the courts and when he does, Jim will notify the homeowners that the locks have changed and to see Paul for a new key. Paul will keep record of all those who originally paid the \$20 fee for a key when they come and pick up a new key.

**New Business:**

- Jim will send meeting minutes from April to Mr. Rodrigues and advise him about the neighborhood’s website that will be live this summer.
- Angela and Buz will handle the signatory updates at Suntrust bank in the near future.
- Paul will talk with the Dudleys about their request for reimbursement of \$75 towards their water bill that they state was incurred when the painting contractor used their water for pressure cleaning the fences. They will have the opportunity to present their case to the board if they wish, but as of now there is no plan to pay them any money.
- Paul will contact Valerie Allen to discuss maintenance of the landscape between her home and the new home (owner: Zohe Quintero) on Split Rail Pl.
- Brian and Sarah Verse offered to help with the neighborhood’s website development.

**The next meeting will be held on Tuesday September 12th at 7:00pm at the residence of Mr. and Mrs. Buz Underill located at 2485 Grassmere Drive.**

**Adjournment:** At 8:17 Ron Reeves made a motion to adjourn. Paul Mouritsen seconded the motion and the Board voted unanimously to approve.

**AMMENDMENT (5-21-2017):**

As a matter of required business, Angela Taylor made a motion on May 17th via email to remove Mike O’Reilly from all Brandywine Estates bank accounts and add H. J. Underill III as signor on all accounts. The motion was seconded by Paul Mouritsen. Mark Koontz, Buz Underill, Van Reynolds, Jim Coffey, Ron Reeves and Gloria Pazel all voted in favor of the motion. There were no objections. The electronic vote was recorded and saved for permanent record.