

# DRAFT COPY

## Annual General Membership Meeting of Brandywine Estates Homeowners December 13<sup>th</sup>, 2022 Meeting Minutes

**Call to Order:** The meeting was called to order at 7:00pm by the Association President, T.J. Kushner.

### Current Board Members:

T.J. Kushner - President  
Mike O'Reilly - Vice President  
Angela Taylor - Treasurer  
Iliana Richolson - Secretary

### Directors:

Gloria Pazel, Ron Reeves, Shawna Slate, Zohe Quintero

### Approval of Minutes:

T.J. opened the meeting welcoming all homeowners. T.J. stated that the neighborhood is getting older and repairs etc. will be needed soon. The first order of business is to approve the 2021 annual meeting minutes. He reminded folks that a copy of the 2021 annual meeting minutes were mailed in a package to each homeowner along with their ballots. At 7:01, he requested a motion to approve the minutes. Paul Mouritsen made a **motion** to approve the December 2021 annual minutes, and the motion was seconded by Ron Reeves. T.J. then asked if there were any comments/corrections to the minutes. There were none. The motion was approved by a unanimous vote.

### Treasurer Report:

- **2022 Budget Discussion:** Angela began by thanking the homeowners for coming to the meeting even with the rain. Angela first talked about actual year to date results compared to last year's budget. Last year's budget we projected net income of \$4,000 coming in at a net loss of a couple of thousands of dollars. The primary reason for the net loss is that we did some maintenance work with regard to landscaping that we had not budgeted for but the board felt that the money was well spent and needed. It's expensive to put mulch and trim trees at the front entrance. Also a portion of the fences on Brandywine Lane over by the dirt road that goes into the stable area needed to be painted there for it is also an unplanned expense. The porta potty over the recreation area was also an unplanned expense which costs about \$1,200 a year. We should be able to make that up with cash as we currently have a very healthy cash position.
- **Homeowner questions**
  - ***What do we currently have for reserves?*** Cash position is about \$60,000 as cash on hand.
  - ***Do you send out monthly statements or do you put them online?*** Statements are distributed at the monthly meetings and we will consider putting them on the website going forward. Also, please email Angela Taylor, Association Treasurer at [BrandywineEstatesMelbourne@yahoo.com](mailto:BrandywineEstatesMelbourne@yahoo.com) for a copy.

## 2023 Budget Discussion

- Angela reminded homeowners that as T.J. stated in his opening remarks, our neighborhood is getting older and there is a lot more maintenance required every year and unfortunately maintenance gets more expensive each year. The board is recommending an increase in the monthly fees from \$110 to \$135 a month - this will allow us to build up our cash position so that when other maintenance needs arise we don't have to keep doing special assessments.
  - Flawless our landscape contractor (our largest expense) is keeping consistent for the year. We have a total of about \$25,000 budgeted for landscaping and that includes, landscaping, mulching, tree trimming, hurricane cleanup, tree work.
  - Cable contract will go up 5% this year, budgeted \$72,000. As a reminder, basic cable and basic internet is provided with your HOA fees. If you are paying Spectrum for those services, please call them and tell them you are part of the Brandywine HOA contract.
  - We have budgeted maintaining the pond in the middle of the pastures \$4,500
  - We have budgeted \$5,700 for moving the pastures (\$900 each time the pastures are mowed)
  - We have budgeted \$4,700 for the recreation area (racquetball courts, tennis courts, pressure washing the gazebo).
- Homeowner questions:
  - ***Are we keeping the porta potty?*** Yes, the porta potty is staying.
  - ***We have \$60K in reserves and we are raising the homeowner dues to add to those cash reserves, is there a certain number we feel like we need to have to have more than \$60K on hand?*** One of the biggest expenditures is the tennis courts, they are old and are in need of repairs. Mike O'Reilly mentioned that in order to repair the tennis courts it will take about \$125K to resurface 40 year old tennis courts. Also we need to consider horizontal cracking, vertical issues, sinkhole issues, windscreen replacement and the original electrical boxes.
  - ***Water needs to be drained about 3 feet over by the ponds, when will they drain that?*** The county is responsible for the swails in front of all homeowners homes. Contact the county if you have overflowing water on the street or outside your home.
  - ***Do we have any delinquency of dues?*** This year the delinquencies are substantially down from previous years. But yes, we do have owners that are delinquent.
  - ***Where is our bank account?*** Our bank is Trusit, we have a money market account and a checking account.
  - ***When does our insurance renew?*** It will be getting renewed in January and I am waiting for the insurance company to contact me for renewal.

- ***There is “florida snow” weeds spreading like wildfire near my property, what will be done to get rid of it?*** Ron stated he will get in touch with Pearce to see what can be done and what it will cost.
- ***What is the goal to have on reserves?*** The goal is to pay our maintenance expenses as they come due and we have to plan for the worst case. There are many old facilities (for example, racketball no longer working) and we will need to spend more money in the long term. Raise cash so we have reserves available when needed to replace the amenities in the neighborhood. We have started putting together all the things that need to be replaced around the neighborhood and what it will cost overall. The board was also looking to have a property survey done but it cost \$5,000 to have a survey done, in which the board did not agree to spend money on.
- Angela reminded homeowners that the budget that was presented at today's meeting includes a \$25.00 increase in home dues from \$110 to \$135 a month. Angela requested to pass a motion to approve the budget as presented. Mike made a **motion** to pass, Paul seconded the motion. Total votes: 26 homeowners approved to pass the motion and 7 homeowners opposed. Angela stated that starting January 2023 the monthly home dues will be \$135 a month.

### Assessment of Fences

- Presentation was done by T.J. Kushner - Board President.
  - Copies of the presentation for the assessment regarding the fences were handed out to homeowners.
- T.J. stated that he put this package together to provide some background information on the fences and how we got to where we are today.
  - **1st Part** - T.J. provided background information to the existing fences
    - Track B was sold (front south east side of the neighborhood) and the sale of that property provided funds to purchase the current fences without an HOA assessment.
    - Fence was built in 2004 (about 18 years old, made out of 4x4 pressure treated posts with 1x6 pressure treated horse fencing.
    - As a result of age, lack of maintenance, storms etc, the fences have become hazardous and in bad state which also deteriorates the overall neighborhood appearance.
  - **2nd Part** - discuss the options evaluated by the board
    - *Option 1*, remove the fences - cost \$10,000
      - Pros, saving money with no longer having to maintain fences
      - Cons, deteriorate the overall appearance of our neighborhood, safety barriers around the ponds and pastures. No longer having horses ever again, losing the demarcation between houses and walking trails between the stables and the homes.
    - *Option 2*, repair the existing fences - cost between \$25,000 - \$30,000
      - Pros, lower cost solution, maintains barriers. Not a complete teardown, less impact to the community. Allows for future horses.

- Cons, future stable buyers have stated they don't have the money to build fences. Ongoing expenses, not having horses in the last 5 years. Same expenses will be expected to maintain the fences every 5 years.
  - *Option 3*, replace the fences - cost \$113,000 to remove and replace all the fences.
    - Pros, 30 year warranty product used by the horse community. Maintenance free for 20 plus years. Make the neighborhood look nice, increase our chances to bring horses back.
    - Cons, upfront cost is more. Continued maintenance of the wood fences. Homeowner mentioned, \$113K in 20 years = \$5,650 a year OR \$25,000 for every 5 years = \$125K in 5 years. Replacing the fences costs less in the long run versus maintaining the current fences.
  - **3rd Part** -HOA board recommendations on how to proceed with this assessment
    - Remove the existing fence and replace it with the long lasting material for \$113K (\$1,200 assessment per house, due March 1, 2023). This will allow us to get funds now and begin work now versus starting in the next 12 months.
- Mike requested to pass a **motion** to approve a one time \$1,200 assessment to replace the fences, due March 1, 2023. T.J. seconded the motion. Total votes: 27 homeowners approved to pass the motion and 6 homeowners opposed. Angela mentioned that the assessment will be on your January statement with a due date of March 1, 2023.
- Homeowner questions:
  - ***When does work on the fences start?*** Once the contractor receives the initial down payment, materials will be ordered. Looking at a 6-8 weeks process and about 2 weeks to complete the install.

## Committee Reports

### Recreation:

- Mike stated that the tennis courts need work, windscreens are getting old, pressure washing and he suggested that if we reserve at least \$10.00 per home per month we could possibly do a resurfacing job in the next couple of years on the tennis courts. Or eventually tear them down and replace them with new ones. We are having lighting problems now due to the old equipment.
- Homeowner asked about having pickleball lines as many homeowners are interested. Mike said to contact him to discuss the possibility of painting lines for those interested players.

### Safety:

- Gloria mentioned that we continue to have speeders. The speed limit is 20mph, please slow down. Also, watch out for the flying go-carts. Angela mentioned that our documents prohibit motorized vehicles to drive through the trails.

- Incident from a few months ago, children with a go-cart on Union Cypress damaged a homeowners garage door.
- Gloria placed an order on the “slow down” sign. Should post them soon.

**Stables:**

- T.J. mentioned there is nothing to report on the stables.

**Landscaping:**

- Ron mentioned the only thing pending is lifting the limbs off the wash rack.

**Architectural:**

- Buz, nothing to report.

**Old Business:**

- The equity preservation committee will drive around in January to assess all homeowners landscaping and letters will be sent out to those homeowners that are not in compliance with a kept front lawn.

**New Business:**

- Paul mentioned that there are no swails along Brandywine Lane. The county's solution is to move the water to the other side of the road. They are expected to finish work in February.

**Election of Officers for 2023**

- T.J. asked if any of the homeowners would like to be added to the ballot for election of officers. Homeowner Michael Williams indicated his interest in a director position. Angela requested homeowners to fill out their ballots and she would collect them.
- Electees:
  - President: Buz Underill
  - Vice President: Paul M
  - Treasurer: Angela Taylor
  - Secretary: Iliana Richolson
  - Directors: Gloria Pazel, Ron Reeves, Zohe Quintero, Michael Williams

**The election results are as follows:**

- President: Buz Underill
- Vice President: Paul Mouritsen
- Secretary: Iliana Richolson
- Treasurer: Angela Taylor
- Directors: Gloria Pazel, Ron Reeves and Zohe Quintero

**Adjournment:** At 8:45pm T.J. adjourned the meeting.