

## Brandywine Estates Homeowners' Association

March 12<sup>th</sup>, 2024, Minutes

**Call to Order: 7:02 called to order**

**Current Board Members:**

Justin Roney - President

Angela Taylor - Treasurer

Jodie Hicks - Vice President

Jennifer Mecchella - Secretary

**Directors:**

Gloria Pazel, Ron Reeves, Joe Marsala

**Immediate Past President:** Buz Underhill

The following homeowners were also in attendance:

Joe Sutphin, Mike Williams

Zoom: Gardners, Williams, Korina Chau

Review Minutes: Review February & Oct Minutes - were approved by a motion from Angela and a second from Gloria at 7:05

Treasurer Report:

- Angela

A past due homeowner offered to make a monthly payments to bring their account up to date. They received a letter notifying them they had 30 days to bring their account current or their account will be referred to the HOA attorney. The board stipulated that no payments could be missed and an email to confirm would be sent to the homeowner. Buz made a motion of acceptance of payment plan at 7:14 and a second by Jodi Hicks. Angela will confirm with homeowner.

**Committee Reports**

**Recreation:**

A combination lock was added to the south gate of the tennis courts the code will be sent around to board members by Justin.

The board approved 10 tennis keys to be made at 7.50 per key and Jennifer will ask Syed.

As previously discussed, the board will prepare a 3-5 year financial plan. The plan will identify assets and estimate their useful life and establish reserves for replacement of the assets. . Assets include:

Fence – useful life 30 years

Tennis Courts

Sign

Gazebo

Wash Rack

Board members should email Angela with any additional assets prior to the next meeting.

**Landscaping:**

Ron talked with Juniper about the grass at the front – they came out and took pictures and will correct.

The ants on the tennis court were treated.

A homeowner had a question about hedges for the back of the neighborhood. Buz instructed them to simply send in a request with the specific plants request.

#### **Architectural:**

A question was brought up about the easement at the back of the neighborhood facing the Heritage Parkway. Homeowners were pointed to the City of West Melbourne website for more information on the development plan.

New house – submitted plans and provided payment for the application fee

A new house does not have an approved landscape plan – we need to get with the owners and get them to submit landscaping plans. Jennifer will send email for new homeowners.

#### **Equity Preservation Committee:**

Letter will be sent and include items such as fences, driveways – they will use a previous checklist.

#### **Safety:**

Slowdown signs will be put up soon as speeders remain an issue.

#### **Old Business:**

- Picnic Committee Update – April 6th (Gloria, Justin, Jodie, Angela)
  - 11 RSVP's – Jennifer will email neighbors and post on Facebook.
- Neighborhood Survey Result Discussion
  - Survey results will be provided to the board for review and we will discuss action items at the next meeting.
- Website/CNI
  - Hosting site is transferred – there was a good amount of extra work and Brittney will bill us hourly for the extra time it took to get the files from CNI.
  - Angela will check the yearly GoDaddy hosting cost.
- Spectrum Contract
  - There are 2 options for the Spectrum contract.
  - A 3 year flat rate option.
  - A 5-year option with 5% rate increased beginning 1/1/2026. Spectrum will pay a rebate of approximately \$14,500 which can go into reserves.
  - Includes increase internet speed to 500mg and over 600 channels, we will have 2 streaming/Zumo boxes and Wi-Fi router.
  - The contract will go back to our 2023 rate so it will be \$6,100 a month opposed to \$6,500 per month.
  - Homeowners will have a dedicated bulk service number to contact Spectrum and a how to guide and dedicated training.
  - The committee recommends the 5-year plan.
  - Buz made a motion for the 5-year plan and to put \$14,500 into reserves – Ron seconded the motion 7:48 – Approved unanimously.
- New treasurer laptop update
  - Angela will add a new laptop into next year's budget

#### **New Business:**

- Trucks parking on road
  - Not an issue the HOA can control.
- Spectrum how to guide.
  - A guide will be provided and distributed to homeowners.
- Fence on the east side of the stable road concern.
  - Ron will address the fence.
- Violation fine assessments
  - Does the board want to look at assessing fines for rule violations
  - Jennifer will stop by and talk with the residents of 4777 Blackberry Dr regarding the chickens on the property then a letter can be sent.
  - We would need to form a committee of 3 people not on the board or related to the board.

Next meeting:

Will be held at Ron Reeves on April 9<sup>th</sup> Ron 4725 Sugar Creek Drive