

**BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
DOCUMENTS & POLICY MEETING MINUTES**

Date: March 9, 2016

Location: Brandywine Hall

Committee Members

Present: Ron Alie, Chairman
Dick Lortie
Gary Steinhoff
Roger Hervey, ex-officio

**Committee Members
Absent:** Bob Meyerhans
Jim King

Owners Present: There were 7 Unit Owners present.

**Community
Association Manager:** Rene Dahl - present

Call to Order: The meeting was called to order by Ron Alie, Chairman at 10:00 am. A quorum was verified.

Minutes By proper motion by Dick Lortie second by Ron Alie, the minutes of February 10, 2016, were unanimously approved as presented.

Chairman's Comments

Owner Comments

New & Old Business

- Motion by Ron Alie, second by Dick Lortie, to recommend to the Board of Directors to amend proposed Rule V to include Travel and Trips Policy dated 3/18/08 and recommend the Board of Directors adopt the amendment as follows: If a Brandywine Resident wants to establish a trip he shall provide a date coordinated with the Activities Chair person, use only a licensed insured and bonded carrier or travel agent with certificates on file with the office, a list of participants on file with the office prior to the trip, no handouts to be done at the gate, travel agents will contact persons by telephone, mail or email about scheduled trips. Motion passed

- Motion by Ron Alie, to recommend adopting Competitive Procedure Policy dated 4-15-08 as it is to an administrative procedure to the Board of Directors. No second due to confusion.

- Motion by Ron Alie, second by Dick Lortie, to suggest to Board of Directors to send Competitive Price Policy dated 5/21/13 and Competitive Procedure Policy dated 3/18/08 to Finance for determination as to how to proceed. Motion passed.

- Motion by Ron Alie, second by Gary Steinhoff, to recommend to Board of Directors elimination of Blue Book Policy dated 1-15-13 Florida Law allows electronic copies. If a unit owner wants a hard copy of the book the Administrative fee for it shall be \$75.00. Motion passed
- Motion by Ron Alie, second by Dick Lortie, to recommend to Board of Directors elimination of Enforcement Policy dated 6-20-11. Enforcement is covered in By Laws Article 4G, 14A, 14B and 14 C. Motion passed

Private Functions – needs more research

- Motion by Ron Alie, second by Gary Steinhoff, to recommend to Board of Directors elimination of Request for Service Policy dated 6-17-97. Motion passed
- Motion by Dick Lortie, second by Ron Alie, to recommend to Board of Directors elimination of Policy Water Reimbursement dated 5-15-90 and adopt an Administrative Policy that the contractor find a willing unit owner in a building designated to have roofing or painting done by a Brandywine Vendor be reimbursed \$5 for Water, \$5 for electricity and \$5 for inconvenience by the Association. This location will then be the location assigned to the Vendor by the Association to obtain those services. Motion passed.

Outside ornamentation will be addressed at a later time.

- Motion by Ron Alie, second by Dick Lortie, to recommend to the Board of Directors to provide current procedures to the attorney and have them provide us the proper language for Criteria for rejecting a transfer. Motion passed
- Motion by Ron Alie, second by Gary Steinhoff, to recommend to the Board of Directors to consider adding a #14 to the exterior alterations request form and provide guidance to unit owners as to what maximum size will be allowed and be consistent with the intent of the creation of that procedure under the Declaration Article 3. Motion passed

Date of Next Committee Meeting: April 13, 2016

Adjournment: By proper motion, the meeting was adjourned at 12:08 pm.

Submitted: *These minutes have been respectfully submitted to the Documents & Policy Committee for review by Rene Dahl.*

Ron Alie, Chairman

Date