

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

**Date:** March 4, 2014

**Location:** Brandywine Hall

**Committee Members**

**Present:** Gary Steinhoff, Chairman  
Ken Mitchell  
Richard Lortie  
James King  
Ed Zender, ex-officio

**Committee Members  
Absent:** None

**Owners Present:** There were 7 Unit Owners present.

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

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**Call to Order:** The meeting was called to order by the Gary Steinhoff, Chairman at 1:12 pm. A quorum was verified.

**New Business**

**Entry Stain & Tile Policy** The Committee reviewed the new policy presented. Motion made by Ken Mitchell, to accept the policy with an addition that the association pay for staining the entry ways on a regular bases. Motion died.

Motion made by made by Ed Zender and seconded by Richard Lortie, to recommend to the Board of Directors to adopt the new policy with an addition at the end of paragraph four "in accordance with attached specifications." And to add to the end of the policy "This policy is an exception to the Exterior Alterations Policy dated 12/19/91." Motion passed 3 to 2. Ken Mitchell noted that this is contrary to the association documents.

**Garage Door Screen Policy** The Committee reviewed the new policy presented. Motion by Ed Zender and seconded by Richard Lortie, to recommend to the Board of Directors to adopt the policy with an addition to the end "This policy is an exception to the Exterior Alterations Policy dated 12/19/91." Motion passed unanimously.

**Lanai Replacement Policy** The Committee reviewed the new policy presented. Motion by Ed Zender and seconded by Richard Lortie, to recommend to the Board of Directors to adopt the policy. Motion passed unanimously.

Front Entrance Door Policy    The Committee reviewed the new policy presented. Motion by Ed Zender and seconded by Richard Lortie, to recommend to the Board of Directors to adopt the policy with an amendment of the 2<sup>nd</sup> to last paragraph delete Association Manager and add “to allow the Building & Grounds Committee and the Board of Directors” time to decide the request. Motion passed with one abstention.

Date of Next  
Committee Meeting:            TBA

Adjournment:                    By proper motion, the meeting was adjourned at 2:10 pm.

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

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Chairman of Documents & Policy Committee

Date

Gary Steinhoff

Print Name