

Brookwood Homeowners Association
Board Meeting
Meeting Minutes

Date: Tuesday April 30, 2019

Location: 2980 ½ Bret Drive

Meeting called to order: 6:30 p.m.

Board Members present: President-Mike Kervin, Vice President-James Hicks, Treasurer-William Meurer, Secretary-Vianne Westbrook, Board Members-Mike Yeager, Jim Koti.

Meeting called to order by President Mike Kervin.

OPENING REMARKS First order of business was discussion of water issues, placement of water signs and notification of water problems within individual residential. Board members agreed to post a sign at the mailbox at the beginning of the season to ensure all residents know water is on. The bright colored yellow ON/OFF signs will be placed at the north and south area. Consideration may be for a sign to be placed at the crossroads of Kia and Brookwood. Vianne Westbrook volunteered having it on her property. Water information is also placed on the HOA website. Mike Yeager will continue to update the information. Ed Marlow, the previous HOA Treasurer and maintenance man, shared a map of the locations for the water valves (4 on 30 Road & 3 relief valves). The map is located on the website. Due to some resident's individual problems with water valves, pumps, leaking pipes, the water has had to be turned off and on temporarily.

COMMITTEE REPORTS

- ** Currently there are 3 homes for sale. The Welcome Packet was again discussed. James Hicks and Mike Kervin will collate the packet information. Vianne offered to bake a plate of cookies to deliver to new HOA residents. Currently we have new residents on Brookwood Drive that need a Welcome Packet. James and Mike Kervin will give the packet to Vianne as soon as it is created.
- ** The HOA Annual Packet was discussed, should be ready next week and mailed to all residents. The following will be included in the packet: 2018 Financials, 2019 to date Financials, Agenda, Letter of Proxy, HOA general information, and a letter from the President.
- ** A community yard sale was discussed by the Board members. It will be presented to the HOA members at the Annual Meeting in June. Brookwood HOA will supply advertising in the newspaper and additional information on the webpage (one day only, date, times, guidelines, location). Vianne offered to place information on Facebook Market Place.
- ** HOA Block Party is in the works. We will present this to everyone at the Annual Meeting.
- ** RV PARKING LOT: Discussion covered charging parking fees for RV spaces to help support security, cleaning up the area, chemicals and fees for weed spraying, fence repair, a new combo lock, and cleaning up the area outside the fence.

FINANCIAL REPORT Treasurer, William Meurer, reported that all HOA resident's dues have been paid except for one Hardship case.

WEBSITE UPDATE REPORT Mike Yeager has done an excellent job designing and updating the website for Brookwood HOA. Board members were reminded to get their Bio into him asap. He has created a very user-friendly format which can provide a wealth of information to members. Local Realtors also have access to the HOA website for potential home buyers. Please visit us at www.brookwoodhoa.net

GENERAL ASSOCIATION MEETING It was agreed that the Brookwood Homeowners Association General meeting be held on a Saturday in June 1, 2019, at 10:30 a.m. Website access will be fully available to announce details. All packets will be mailed, and possibly hand delivered correspondence will be implemented to assure residents have knowledge of the meeting.

President Mike Kervin has served as the Brookwood HOA Temporary President. After June 1, 2019, he will have been a resident for one year, the time required to hold an HOA office. The HOA members will be given the opportunity to vote at the General Association Meeting to retain him as President or nominate a new candidate.

ADJOURNMENT 7:30 PM

Submitted By
Vianne Westbrook
HOA Secretary