

**Brookwood Homeowners Association**  
**Board of Directors Meeting**  
**Meeting Minutes**

Date: Tuesday, October 23, 2018

Place: 2980 ½ Bret Dr.

Meeting called to order: 6:40 PM

Meeting called to order at 6:40 pm by President, Mike Kervin. Roll Call: James Hicks, Bill Meurer, Karla Lanam, Mike Yeager, James Koti, Vianne Westbrook. All present. Kervin presented meeting agenda which is attached.

**Opening Remarks:** Communication with homeowners is the most important issue. Homeowners will be notified by email, bulletin board, USPS mailings, fliers, and website maintained by the President and Vice President. James Hicks will create contact information sheets for homeowners and renters to help increase communication within the community. All residents will fill out and return information to the board to update contact information. Homeowners must submit a current list of all renters, as well as RV spaces held, to HOA Board immediately. Homeowners will have first option to RV parking, over renting residents. All Board members will be alert to inappropriate on-street parking and notify James with concerns. Karla will hand deliver a Welcome Packet to new residents. Website and email will be primary means for communication between the Board and residents.

**Meeting Minutes:** Read and approved from 10/13/18 meeting. Confirmed presence of quorum at last meeting was announced. Confirmed proxies need to be given to board prior to voting.

**Maintenance Update:** Main canal water will be shut off October 29. James Koti will turn off main valve and open drain valves. Karla stated that temporary and permanent water shut off depends on canal water schedule. The Board will revisit the signs for water turn on/off in February and March 2019.

**Proposal:** It was suggested to hire a grounds keeper to maintain the 2 lawn areas, dog stations, mailbox areas (ice, weeds, ants) and RV park. As time allows and projects arise, a custodian would be reimbursed for time and materials.

**Website Maintenance:** Needs updated and maintained. Mike Yeager suggested that we consider a basic program vs a more expensive software package. He will investigate a program to list meeting minutes, Board information, financials, basic communication, etc. He will consider using 'the cloud' and report his findings. Google sheets were included as an option because they can be shared. Only President and Vice President will have phone numbers listed on web site. Once established, Board members will submit a picture and 1 paragraph bio sketch for the website. Concerns/complaints will have a special location on web site. Mike Kervin and James Hicks volunteered to field concerns and complaints from residents.

**Grand Junction Realtor Association:** Mike will call GJRA with updates from Brookwood HOA and he reviewed the 2014 American Family Mutual Insurance policy (Jeff Crandall) and suggested we keep it intact.

**Financials:** Treasurer Bill Meurer will develop an updated financial report to include the budget stated from 2017, 2018 and proposed 2019. He will review income/expense statements for 2017-2018. A balance sheet on operating (checking) and reserve (savings) accounts for 2017-2018 will be forthcoming. Alpine Bank in Clifton will house operating and reserve bank accounts, with online access available. James Hicks will sign on the Reserve Account. Mike Kervin will have primary access and oversight of both accounts. Karla reported the bank can access bank statements from January 2016 to present and will get these documents before our December meeting. She will also contact the Tax accountant for past tax returns.

**Bylaws:** Mike Kervin reviewed the current documents and suggested that we keep them as-is and consider amendments in the future as necessary. The annual Bylaw review in Spring 2019 will include a revisit to the temporary 6-month amendment which was passed at the October 13, 2018 meeting, allowing Brookwood residents to vote to Mike Kervin's in as HOA President.

**Security:** To assure that Board Members have access to secure HOA information, Mike Kervin volunteered to create a security binder to include back up keys to storage shed, logon credentials, By-laws, copy of insurance policy, Email lists, Board and resident contact information, locations and instructions for water valves, and pertinent information for board members only. He will make duplicate keys. Karla volunteered to purchase a small safe for security of HOA documents, bank statements, checking information, credit cards, insurance policy, extra gate keys for RV, Board member information, etc.

**Safety:** Board discussed the Neighborhood Watch program in conjunction with posting safety tips on the website. It was suggested that we contact the police to determine how often and when Brookwood subdivision has a patrolling presence. Board members want to share tips and information with our neighbors to help keep our families safe. It was suggested that residents be mindful of keeping their homes safe at night, keep vehicles locked, secure proper home lighting and report safety issues online at the website. The community will be encouraged to contact Board members with ideas and concerns.

Meeting was adjourned 8:00 pm. Next Board meeting will be Tuesday December 11, 2018.

Respectfully Submitted,

Vianne Westbrook

HOA Secretary