

**Brookwood Homeowners Association
Board Meeting
Meeting Minutes**

Date: Tuesday December 11, 2018

Location: 2980 ½ Bret Drive

Meeting called to order: 6:32 p.m.

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

Meeting called to order by President Mike Kervin.

OPENING REMARKS:

As of today, James Hicks has received approximately 40 of the 99 HOA member questionnaires mailed in November. Only 6 owners of vehicles parked in the HOA R.V. parking lot have responded. Currently the parking spots are free. The Board agreed that all owners of parked vehicles in the storage lot must be registered with the HOA Board. According to State & City code, all must have current registered license plates.

Mike Kervin will prepare an informational letter for all homeowners outlining the upcoming HOA dues. James Hicks will cross reference the list of non-responders to the questionnaires for Mr. Kervin. Jim Koti will inventory the vehicles and trailers in the storage lot. It will be noted which license plates are current and which need new tags.

COMMITTEE REPORTS:

**First order of business-Karla Lanam reported that she has contacted our HOA Accountant requesting our tax information for prior years. The HOA Accountant has not responded to the request or phone calls. Karla will try a different avenue of contact this month in hopes of retrieving the HOA records. A security box will be purchased to keep back up information regarding HOA, extra keys to RV lot and storage building.

**Grand Junction Realtor Board Website has been updated. Secretary of State Board \$10.00 fee was paid to regain "In Good Standing" status. Also paid was a \$50.00 late fee. Due to disorganization and lost minutes from previous years, the fee was not paid in August 2018, as required. Brookwood HOA is now "In Good Standing" with the Secretary of State Board. Welcome packets for new residents will contain a copy of Bylaws, questionnaire for home owners, and delivered by a volunteer Board Member.

FINANCIAL REPORT:

Treasurer Meurer has prepared the financial report on Google Sheets. Current checking account balance is \$2,633.50. At last report, \$2,408.00 was paid out for expenses. Karla Lanam made a motion to move \$2,000.00 of the current checking balance into the reserve account. It was seconded by Vianne Westbrook. All voted in favor, motion passed. Supplies will be purchased for printing, stamps for mailing next set of HOA resident letters.

** Board discussed HOA dues to remain at \$50.00 a year, due by January 31, 2019, mailed by check to the Brookwood HOA, PO Box 40416, Grand Junction, CO 81504. An additional late fee of \$25.00 will be assessed on February 1, 2019 with \$10.00 charged each month following, until paid in full.

WEBSITE UPDATE REPORT:

Mike Yeager explained the software for the HOA website which supports 10 data bases. The cost is \$99.50 a year for 14 months the first year. The website name fee is \$11.00. There are no ads on the site. Website development and hosting

can be transported and is portable. PDF files cannot be modified. Members will be able to download and print information from the site. A layout design was presented and approved by the Board. Mr. Yeager will maintain the website, making additions, changes and deletions as needed.

DISCUSSION:

Snow Removal: Board discussed and agreed that the snow removal personnel be reimbursed for their recent job. An invoice will be submitted for check reimbursement. President Kervin shared a water pipe concern that needs to be monitored. Either a valve was turned on accidentally or there may be a leaking pipe. A reserve study on a portion of an irrigation pipe for possible leaks will be conducted in the spring.

PROPOSALS:

1. Trailers or vehicles not registered with HOA Board may be towed at the owner's expense.
2. Discussion held and proposal tabled until next meeting regarding assessing an annual fee for each space in RV lot. Unclaimed trailers and vehicles out of city compliance or not registered with HOA Board, may be towed from HOA RV lot. RV Lot keys may need to be collected from homeowners and reissued after all vehicles are registered with HOA Board. It as suggested that the RV lot lock may need to be changed completely. Renters are not approved to secure RV Lot spaces.
3. Board discussed possibility of \$25.00 per lot space to be paid annually, due January 31, 2019. A late fee of \$25.00 will be charged after February 1, 2019 with \$5.00 per month until total is paid.

FUTURE MEETING DATE: Tuesday January 29, 2019 6:30 PM

ADJOURNMENT: 7:49 PM

Submitted By:
Vianne Westbrook
HOA Secretary