

Brookwood Homeowners Association
Board Meeting
Meeting Minutes

Date: Tuesday January 29, 2019

Location: 2980 ½ Bret Drive

Meeting called to order: 6:30 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 First order of business, Mike Kervin purchased a security box to store all HOA information, list of resident contact information, RV lot list with gate keys, insurance policy, tax return information, residential homeowner information/addresses, HOA storage items, post office box key with receipts, dog station keys, bank statements, Secretary of State certificates, financials, meeting minutes, with backup copies available for current and future board member use.

COMMITTEE REPORTS

**James Hicks reported more than 36 residents have not completed nor submitted the HOA questionnaire. Approximately 2/3 of all residents have not paid the annual dues. He will double check his lists, then send an Email blast immediately to residents reminding them of payment deadlines. He will cross reference this list with non-responders to the questionnaires for President Kervin. Several residents have not provided an email. To assure residents are notified, President Kervin will prepare Second Notice Letters, to be hand delivered to residents.

** RV survey answers will be placed on the HOA spread sheet. Jim Koti will give the HOA inventory of vehicles and trailers in the storage lot to James. It will be noted which license plates are current and which need new tags. Karla suggested that some RV's and trailers need to be relocated based on their size to optimize the spaces available.

**Karla reported that the Dog stations are in good condition with replenished bags. Jim will let us know when to order more doggie plastic bags.

**Parking Ordinance issues were discussed with a few follow up responses with positive results reported by Mike Kervin. Vianne will inquire and follow up on a car in her area with expired tags.

**Karla received the recent income tax records and submitted them to the board for filing in the Security Box. We now have 2015, 2016, 2017. The board discussed upcoming income tax preparation, due April 15, 2019. A comparison between Deanna Smith 2015 and Patricia Reece (fee charged \$125.00) in 2017 will be taken into consideration.

**Fees for snow removal around the mailboxes will be submitted at the end of winter. Weed Killer containers are currently stored in Karla's garage to prevent freezing. Residents can contact X-Cel Energy directly to report burned out street lamps. Mike Yeager will list their website information and phone number on the Brookwood HOA website.

FINANCIAL REPORT Treasurer, William Meurer, presented the 2019 budget stating approximate values of planned income from HOA fees at \$4,550.00 and expenses at \$4,514.00. A hard copy was distributed to board members. A financial page will be listed on the HOA website. \$1,750.00 was transferred into the reserve bank account.

WEBSITE UPDATE REPORT Mike Yeager developed and printed detailed pages outlining the HOA Brookwood website. He explained individual pages and sections, easily available to residents by clicking on corresponding buttons. A few are listed below: The 2019 Resident Questionnaire and Dues Statements will be listed on the "New Resident" page. A packet for new home owners will be available for printing. A page for area Realtors will also be available. An RV section will help list and track the vehicles/trailers in the lot area. Irrigation water dates for on and off will be located on the main page. Scheduled association meetings will be listed as well as a President's Message and/or President's page. Mr. Yeager explained, "WIX.com package software has no advertisements, roughly costs \$15.00 a month equaling \$135.00 per year". Starting April 1 2019, the first quarter, the fee will be changed over to the Brookwood HOA credit card. Board member bios are due immediately.

GENERAL ASSOCIATION MEETING It was agreed that the Brookwood Homeowners Association General meeting be held on a Saturday in June 2019. Website access will be fully available to announce details. Email, post cards and possibly hand delivered correspondence will be implemented to assure residents have knowledge of the meeting. It was suggested to use the Crossroads United Methodist Church at 30th and Patterson. Karla suggested we check the church calendar for an open date.

FUTURE DATE Tuesday April 30, 2019 6:30 PM

ADJOURNMENT 7:49 PM

Submitted By
Vianne Westbrook
HOA Secretary