

Brookfield Heights Homeowners' Association
Board Meeting Minutes
May 2, 2023
Comfort Suites Meeting Room
31 Frontage Road

Meeting was called to order at 6:30 p.m. by President Ed Butler. In attendance were Ed Butler, Sharon Byrd, Angie Curtis, Matt Curtis, Lamyra Davila, Jeremy Gibbs, Jo Ellen Horton, and Cecil Shoemaker. All officers were present. Also present were Bill & Karen Scott, Lucy Gibbs, and Rick Wellner & Mary Corwin.

Reading of Minutes

Angie moved to adopt the minutes as presented, Lamyra seconded the motion. Motion passed without dissent.

Treasurer's Report

The General Checking Account has \$42,991.58. The Money Market account, also known as the Reserve account has \$60,532.41. On April 5th, The Treasurer transferred \$20,000 into our Reserve Account from the General Checking account. Sharon has an approved Lowe's credit card with a \$3,000 limit. Other issues concerning credit cards and Old National Bank were presented. Ed offered to go to Old National Bank with Sharon to clear these issues up. Cecil was pleased to see that 98.81% of our homeowners have paid 2023 dues assessments. According to Ed, only 4 homes have not paid their dues at this time. Cecil brought up the expenses for Sign & Sign Rental. It is over budget but a one-time expense for sign lighting replacement. Sharon split the sign rental expenses from sign repair in the YTD report. Cecil moved to accept the Treasurer's Report, Matt seconded. Motion passed without dissent.

REPORT OF OFFICERS: President

1. Items in Executive Session can be discussed but not recorded.
2. Kim Carlson reported of impeded view from N. Brookfield unto SR 26 due to tree and bushes. Board decided not to address this issue at this time.

COMMITTEE REPORTS

Welcome Committee

Three baskets have been delivered since the reinstatement of Welcome Baskets. Two are first time homeowners. Another homeowner is expected soon. Cecil inquired about the QR code for Facebook. He will send the QR code to Sharon after the meeting to be included with Welcome Baskets.

Property Improvement Committee

Jeremy reported on a number of requests. A property owner requested to remove a flower bed and widen their driveway, as well as install a 6' fence around their property. Jeremy asked homeowner to bring it to the Board for review and requested that homeowner talk to their neighbors concerning the fence, as well as having the property surveyed to insure compliance to property boundaries.

Another property owner requested the replacement of an existing fence with a new fence. Another property owner requested adding on to their deck by 12 inches. Another property owner requested adding 8 feet on to their patio.

Lamyra added that covenants do not allow widening of driveways; however, a property owner has done so without Board approval. A neighbor also used the same concrete company to replace their driveway. Ed stated that driveway entrances cannot be expanded. Ed will check on this issue. Lamyra reported a neighbor had just put gravel in their yard to serve as a parking area/driveway.

Social Activities Committee

Jo Ellen stated that the Easter Egg Hunt was a success. She would like someone to wear a bunny outfit next year (maybe Ed). Garage Sale has been posted on Facebook, NextDoor Neighbor and a sign at the entrance to neighborhood. Two food trucks will be present at the Park during the Garage Sale. Summer of Fun food trucks have been contacted and will be present on Thursdays at the Park beginning on May 18th. Two other neighborhoods had contacted Jo Ellen concerning signs for Garage Sale. Lucy inquired if a dessert food truck would be present. Jo Ellen stated that many of these food trucks need to be scheduled much earlier than previously.

Infractions Committee

Matt reported a homeowner was contacted regarding an advertising sign in their yard. Homeowner removed sign and may be contacted concerning any graphic design needs our HOA may need.

Another homeowner was contacted regarding condition of fence, parking on street and in driveway and window air conditioner in street-facing window. Homeowner was not receptive to change.

Other properties are being monitored concerning conditions of fencing and yard maintenance. Randy and Matt will be going out next week to talk to neighbors about these concerns. Ed will communicate with the more recalcitrant homeowners.

Park Oversight Committee

Ed complimented Jeremy and Matt for keeping an eye on the Park for any issues. Lamyra pulled some weeds in the Park. Lamyra commended Cliff Federer for syncing yard care needs of entrances and Mary Dienhart's yard. Matt commented on how the edging really makes the entrances look nice.

IT/Webmaster

Angie reported that after talking with Jeremy, she is requesting passwords for all of the Brookfield Heights Board members' email accounts in the form of a hard copy. This request is in the event these passwords need to be changed with changing Board members or access to email accounts in case of emergency. Angie has created an information sheet for migrating emails and will give to Board members needing help doing so. Calendar has been expanded and revised to include events through September. Neighbors leaving neighborhood should be removed from membership to Facebook. Sharon will inform Cecil when neighbors leave neighborhood. Rental properties may be an issue.

OLD BUSINESS

1. Common Area Treatment, Mowing, Trimming, Edging and Clean Up: Ed distributed the contract from Federer's Lawncare. Ed has noticed that the hillside on the SR26 East side is not consistently treated. Ed contacted Clint Federer to determine cost to mow and treat to the top of the hill. In order to add this to the contract, it would cost an extra \$25 per mowing for a total of \$200 for each mowing, making a total of \$1,785 for each year. Ed asked for Board input. Jo Ellen concurred with Ed's idea. It will be a little more labor intensive to treat under the trees along the road. It will make the neighborhood look more appealing. Jo Ellen mentioned the white lattice fence behind the center estate sign. Lamyra moved that we change the contract and increase the amount to cover the treatment & mowing of the strip of land to the top of the hill along SR 26E. Jo Ellen seconded the motion. Motion was approved unanimously without dissent.
2. Fire Hydrant Project: Jeremy reported that the paint and brushes are coming from the City once the outside ambient temperature is 70 degrees. Jeremy would like to get a volunteer group together to complete this neighborhood job. Lafayette Water Works is responsible for the repair of water main leaks in the neighborhood. Due to the age of our neighborhood, this may be occurring more frequently. Cecil volunteered to send out a blanket email soliciting volunteers. Jo Ellen might be able to get a food truck on the day of painting. Ideas were presented to get the word out, including posting to Facebook and on a whiteboard sign on Thursdays at the Park. The paint is a new blend that becomes rubberized upon drying.
3. Ed reported that one of the streetlights had gone out on the north side of our neighborhood. TipMont replaced the bulb with an LED light. Other street lights have also been replaced.
4. Handicapped Ramp & Sidewalk to East Shelter: Ed is waiting for a return call from Cement Finishers. Ed would like to offer some publicity for their work in the community. We may need to dig out about 4 inches deep for placing forms before pouring concrete. Lamyra reminded Ed about pouring concrete around little library box in the Park. This can probably be done easily. Action and report will be tabled until next meeting.
5. Mulch in Playground: We might be able to move the existing mulch around, but Ed seems to think 5 yards should be adequate. He will get a cost by next meeting. One timber edging is rotting and needs replaced. Ed stated it would cost \$28 to replace. A motion to replace the timber edging was made by Angie and seconded by Cecil. Motion was passed unanimously without dissent. The climbing wall has some bolts that need to be tightened. Some of them need replacing. These are specialty bolts. Ed, Matt or Jeremy will check on this and report back at next Board meeting. Lucy reported one of the swings is in poor condition with a crack at the bottom. Ed will report back at next Board meeting concerning replacement of this swing.
6. Food Truck Thursdays: There are committee sign up sheets available. Ed reported on the expense to purchase 6 18 inch tall construction cones for use at the Park in the amount of \$143.98 (approximately). Cecil made a motion to purchase the cones. Jo Ellen seconded the motion. Motion passed with no dissent.

7. Brookfield Heights Email: Ed reported that there has not been too much activity on the email account. All emails have been requests for property improvement which he forwards to Jeremy. Jeremy usually handles the requests and sometimes involves Ed. Ed is looking for a couple of volunteers to help out on the Property Improvements committee. Paul Felkey has indicated some interest. Relating to emails, we are down to four homeowners who have not paid their dues assessments. This is great! Cecil stated that it is because of improved communications to our neighbors through the printed newsletter, improved website postings and PayPal being added for ease of payment.

NEW BUSINESS

1. No new committee assignments were presented.
2. Future board meetings remain at Comfort Suites on Frontage Road on the first Tuesday of each month at 6:30 p.m. All neighborhood members are invited to attend. This information will be posted at Thursdays in the Park. Angie reported that all Board meetings and Thursday Food Trucks have been posted on the website on the calendar.
3. Regarding the Eads, Murray & Pugh Spring Seminar on April 18, 2023, it was hammered into our heads the need to keep all records, whether by printed documents or electronic means. Certain documents are to be kept for 3 years, 5 years or 10 years depending on their type. Ed suggested a committee to assist in file updating. For the Board to have a handle on issues concerning covenant violations or property owner issues, we must have accurate records. Angie added that the email sharing has assisted in keeping electronic records of all communications. Cecil would like to create a digital copy of any older records to be posted on the website as allowed by law. Ed wants a procedure that shows the past actions of the Board. Committee folders need to be created and stored in a fireproof cabinet in the shed. Our official email addressees can be transferred to subsequent officers and Board members.
4. Tennis Court Repair: Ed has quotes from Lamyra, and Ed would like to contact 3 other contractors for an estimate for repair, so we can look at the bids. The tennis courts should be looked at every 4 years. Nothing has been done since 2012 according to Sharon. Ed does not think we will be on the calendar until Fall. Curing time will require 3-4 months with no foot traffic on the courts.

QUESTIONS AND COMMENTS FROM AUDIENCE

1. Jo Ellen suggested a white marker board be purchased & current information be written on it for Thursdays at the Park, then a neighbor can take a screen shot for their records.
2. The purchase of a soccer net was considered. Lucy gave input concerning use of the Park for playing soccer or other games. Something temporary was discussed with concerns of security. Jeremy felt a net could be constructed using PVC pipe. Jeremy expressed the need to make it known that the tennis court could be used for playing a modified version of soccer.
3. Angie suggested creating a time when the parking lot could be blocked off for use by skate boards, bikes or inline skating. Angie made a motion to create a time for blocking off the parking lot with Jo Ellen. Lamyra seconded, motion passed without dissent. Matt stated that he could get the cones for \$75.00.
4. Lucy inquired about the presence of a bike rack at the Park. There is none.
5. Ed commented that many people park in the parking lot and walk their dogs from other neighborhoods because of our sidewalks.
6. Ed encouraged more neighbors to attend the Board meetings.
7. Rick Wellner complimented the lights at the Park during the Holiday season.

Motion to adjourn was made by Jeremy and seconded by Angie. Motion to adjourn passed without dissenting vote. Meeting adjourned at 7:55 p.m. Executive Session occurred immediately after adjournment.

Our next meeting will be at the Comfort Suites, 31 Frontage Road on Tuesday June 6, 2023 at 6:30 p.m.

Respectfully submitted,
Cecil Shoemaker, secretary
Brookfield Heights Homeowners' Association