

**Brookfield Heights Homeowners' Association**  
**Board Meeting Minutes**  
**September 5, 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 homeowners Randy Rottler, Bradley Broderick, Lexi Ceesay, Angela Felkey, and Evan Gibbs.

**READING OF MINUTES**

Minutes were presented from August 2023 meeting. Jeremy moved to approve the minutes from August as presented, Angie seconded the motion. Motion passed without dissent.

**TREASURER'S REPORT**

The General Checking Account has a balance of \$26,434.27, and the Money Market Account has a balance of \$60,536.49 Sharon also reported that 21 Glade Court closed on 8/11/23. New homeowners are Jessie Scott and Stephan Krug. Additionally, 16 Haymarket Way closed on 8/21/23. New homeowners are Eric Dziekonski and Amy Bueno. Kim Carlson and Mary Corwin of the Welcoming Committee will coordinate ordering and delivering Welcome Baskets. Jeremy made the motion to approve the Treasurer's Report, Jo Ellen seconded the motion. Motion passed without dissent.

**REPORT OF OFFICERS**

A. President

1. Ed received a phone call from a homeowner accusing him of being a dictator. He requested input from the Board. Jo Ellen and Cecil felt that Ed acts as a presiding officer quite well. Other Board members affirmed these thoughts. The homeowner felt that the Board members were not getting along. This is not true. We are all working together to insure Board responsibilities are accomplished. Ed suggested the homeowner call other Board members and get their input. Board members have not received any such calls.

B. Secretary

1. October 1st is the date for our Fall Newsletter is to be distributed. Cecil will remind all members to send him items to include before September 15th. He will send a draft copy to Board before distribution. He stated that we have about 27 homeowners without emails or inaccurate emails. He is going to attempt to reduce this number before Newsletter distribution.
2. Cecil will not be able to attend the October Board Meeting due to a previous annual commitment. He has arranged for Angie to record the meeting and take notes.

**COMMITTEE REPORTS**

**Welcome Committee**

Reported in Treasurer's Report above.

**Property Improvement Committee**

Jeremy reported that no action has been taken. Previous issues are still in process. A glitch had occurred in the Property Improvement Request form on our website. They were being sent to the Brookfield Heights email address. Angie is investigating this glitch.

Ed reported that a homeowner would like to install 2 sheds to be placed on his property on Penridge Court, one would replace a portion of his fence. Sharon reported that they have 2 sheds, and they were approved. These sheds would be 12 feet within the property line. Ed speculated that this homeowner probably would like to have a workshop in one of the sheds because he is nearing retirement. We will discuss this more in Executive Session.

**Social Activities Committee**

Jo Ellen reported that Recycled Saturday was not as well attended this year and recommended that we change it to the second Saturday in September to avoid Labor Day weekend and Purdue home football game. Board felt that we would have more participation from vendors and neighbors if it is moved to the second or third Saturday in September.

She reported that Food Truck Thursdays are wrapping up in September with Puritan Coney Island Express, El Mata Antojos, Rollin' in Dough Pizza, and Wood Baked Pizzas, and Crabby Mike's BBQ featuring Crab Stew and Chili. She also present a list of dates for 2024 Events which will be posted in the Fall newsletter.

She reported that she had reserved a room at Faith Community Center on Tuesday, November 7th. {Editor's note: this is not in compliance with our bylaws and will probably be changed to Thursday, November 9th.} It will be in Rooms 1 & 2.

She reported that "Light Up the Park" is in its planning stages. She has requested a live Christmas tree from Matterns. She will create paper ornaments with needs for children from 0-18. 11 churches and Brookfield Heights are involved with Angel Trees.

#### **Covenant Infractions Committee**

Matt reported that 4-5 homes have been visited concerning overgrown trees and brush. Most homeowners have been cooperative with requests.

#### **Park Oversight Committee**

More discussion will be presented during Old and New Business.

#### **IT/Webmaster**

Angie reported that the migration to Vista x Wix is complete with minor hiccups. Revisions to make our website have been more mobile friendly and cleaner. July budget has been posted. VP can now access Property Improvement form. Angie asked for input on the utilization of the Property Improvement form. NEAT scan costs \$400. It is a stand alone piece of hardware. The Filing Committee will assess the need for such a piece of equipment.

Angie presented Old Minutes for the possibility of posting on our website. We need to decide how we wish to memorialize any old digitally produced documents. A decision will be made by the Board in October.

Web stats are difficult to assess because of reset at migration. Homepage is entry page for 75% of traffic, followed by Covenant/bylaws, Neighborhood info, and Events. Device use is almost 50/50 (desktop vs. mobile device). We have had 11% more new visitors in the last 30 days.

Regarding Facebook page stats, we currently have 112 members. Posts are down by 41% for 7/7/2023-9/4/2023 from posts compared to 5/8/2023-7/6/2023. We have 105 active members (viewed or posted in last 28 days).

#### **OLD BUSINESS**

1. Regarding concrete work at Park, Ed reported that he is still trying to get the labor for free because the concrete is expensive and hard to come by.
2. Regarding Filing Committee, Cecil reported that work will begin at the end of September or early October when it gets cooler.
3. Regarding Park, Common Ground and Facilities, Ed reported that the mulch has been laid down at the playground with 6-8 volunteers. We still probably need 4 truckloads of new mulch in Spring. Rubber mats may be used to maintain the mulch under the swings.
4. Ed reported that the new water fountain and drain have been installed. Jeremy installed a new spigot for access to water for hose to scrub and disinfect floors in the shelters, swings, and playground equipment.
5. Ed reported that lighting has now been reinstalled for the middle legacy sign. Matt felt we needed to plant some scrubs to beautify the signs. Jo Ellen has an idea of where to get the scrubs.
6. Ed reported that the sheds have been cleaned out of old fountain and old signs. Tables and chairs are available for Filing Committee to complete their work.
7. Ed reported that no emails have been received since our last meeting at the Brookfield Heights email address.
8. Jo Ellen reported that she contacted a vendor to create a low profile sign to be placed concerning Thursday Food Trucks. She has not heard back. Ed said he would be willing to make another contact. Cecil expressed concern about Sign budget. Ed stated that this would be completed in the Spring.
9. Jeremy reported that the Tennis Court rules sign needs to be replaced with larger, more visible sign. Cecil moved and Matt seconded the creation and purchase of a new sign from Blumling for less than \$100. Motion passed without dissent.
10. Regarding Tennis Court repair, Ed reported that only Outdoor Court Specialists responded to his request for a quote. The representative stated that they would not be able to get to it until July/August 2024. She recommended a thin coat of asphalt, and then they could do their part. She felt that there is too much armor guard/riteway to proceed with another coat. She felt it would not last and be a waste of money. She felt the net supports are in good shape. She recommended that a company like Milestone or Rieth Riley should be contacted to apply the asphalt in May/June. Ed felt we should commit to a time from Outdoor Specialists to get it placed on their calendar. Jeremy and Ed felt that the fence and net posts have not sunk but the court has sunk. Ed will proceed to get us on their calendar.
11. Regarding Street cleaning, sealing and repair, Cecil reported that the petition he created would assist in raising our priority by the County Highway Street department. He also suggested that we contact Terry Clark to inquire who she contacted to get the street repair done near her property. Lots of issues are beginning to be noted around the neighborhood. Cecil will repost the petition on our Facebook page and send by email to our neighbors in one final push to get more signatures before Ed presents the petitions to the appropriate person at the Highway department at the end of September.
12. Regarding whether our Facebook page be accessible to Renters and Landlords, after some discussion, Matt made the motion to allow both Renters and Landlords be granted access to our Facebook page. Sharon seconded the motion. Motion passed without dissent. It will be up to members of our Board to keep abreast of our Renters and when to add or remove them from the Facebook access. We have about 8-10 renters. Sometimes the landlords are corporations.

## **NEW BUSINESS**

1. Ed presented a updated list of Committee volunteers to the Board and continued to request the addition of new names.
2. Regarding the Oktoberfest on Saturday, October 21st, Jo Ellen contacted our neighbor, Randy Rottler, the owner of Carpenter Tree Cellars, concerning the sale of beer and wine. Because of the possible sale of alcohol, it was decided that to do so would require too many restrictions, so the planning committee consisting of Jo Ellen, Evan Gibbs and Angie Curtis, decided to change the event name to the Family Fall Festival, a family event without alcohol. At the event, there will be a costume parade (adults and children) with prizes, corn hole games, possible bake sale, pumpkin carving contest, an entertainer, Rollin' in the Dough and Mr. Ice Cream, and hay bales and corn stalks for decoration. This event will be announced on our web page and our 2 Facebook pages, as well as NextDoor neighbor for our neighborhood, in addition to Heritage Estates and Meadowbrook. Jo Ellen reported that there are 8 members on the planning committee. Jeremy inquired about the budget. Jo Ellen stated that it would be not very much. It should include payment to the entertainer \$50 for setup and \$50 per hour. Also, we may have a Silent Auction to recoup any expenses. Evan Gibbs mentioned a Trunk or Treat.
3. Regarding payment of dues assessments at our Annual Meeting, Jo Ellen inquired whether we would offer this opportunity. Sharon intends to bring this up in October before the adoption of next year's budget. Dues Assessment letters would need to be sent out by the end of October, in order for our members to begin to make these payments at the Annual Meeting.
4. Regarding voting online, Jeremy feels we should absolutely use this as a voting instrument as a way of getting a quorum for covenant changes. Ed would like to table this until next meeting.
5. Regarding covenant infractions, Ed reported we have 2 legal actions in progress and the Board will discuss this in Executive Session.
6. Regarding renewing our retainer with our law firm, E M P, Sharon stated that we had received an invoice from EMP for payment of retainer fee by August 31st. Cecil moved that we pay the retainer fee to EMP immediately, Matt seconded the motion. Angie inquired whether there are other options. Motion passed without dissent.

## **QUESTIONS AND CONCERNS FROM OUR MEMBERS**

1. A guest member was interested in the possibility of getting a quorum for voting at our annual meeting concerning covenant changes and felt we needed to investigate online voting to possibly allow for that quorum to conduct business. Jeremy responded that these online voting sites are specifically directed to HOA voting and that a number of high end HOAs in our community utilize this service. This would require consulting with our law firm to insure questions are asked correctly. Cecil also commented that due to the size of our neighborhood it is very difficult to get a quorum "the old-fashioned way." Most HOAs in our community are much smaller and business is conducted at annual meetings more efficiently. Online voting is something we really need to investigate and implement.

Our next Board meeting will be on Tuesday, October 3rd at 6:30 p.m. at the Comfort Suites Conference Room.

Our Annual Meeting will be at Faith Community Center Rooms 1 & 2 on Thursday November 9, 2023 at 6:30 p.m.

Motion to adjourn was made by Jo Ellen and seconded by Angie. Motion passed without dissension. Executive Session will begin after this meeting.

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