

**Minutes of Meeting  
Brookfield Heights HOA Board  
May 23, 2018**

**In Attendance:** Sharon Byrd, Jaime Eskridge, Jason Hayden, Dan Suiter, Tim Shriner

**Treasurer's Report:** Nine past due notices were mailed out the first part of May. Eight (8) households left owing annual dues. Monthly reminders have been sent. Tim has taken over most of the Treasurer's duties.

Checking account balance:	\$35,117.27
Pond checking account balance:	\$2,914.15
CD Balance:	\$32,188.95

**Board Members:** Dan stated that the Board may have a new at-large member joining, Lara

**Management:** What Tim Shriner's role will be was discussed. Tim will handle title companies, improvements (meet and take pictures if necessary), and bills. He will have access to the checking and saving accounts, PO Box and PayPal account, but no access to email or the CD account. It will not be necessary for him to attend every board meeting.

**Website/Communication:** Information about Tim's role and the "fresh start" the board will be implementing will be communicated via the website and Facebook. Tim's contact information will be added to the website's Contact Us page.

How The Board receives voicemails is through Google Voice, however, one cannot call out on the service. Dan will be testing to see if calling from the neighborhood Gmail account will work. UPDATE: Dan tested Google Voice to call from a Gmail account and it worked. He said a mic and speakers or headset should work from any computer where the account is being accessed from. Return phone calls will be managed this way going forward.

For covenant violations, form letters will be used. The first will nicely address the neighbor to correct the violation. The second letter will be less nice.

Any complaints, questions, or comments received via email will be responded to via email. Any received via phone will receive a call and/or letter.

**Facilities/Park:** Dan will be getting a quote to put a light in the shed. A solar option was discussed, but was decided against because of possible vandalism that would take place.

Tim will get quotes on resurfacing and basketball court and parking lot. Although not needed immediately, it's necessary for future budgeting purposes.

**Upcoming Events:** Recycle Saturday – 2<sup>rd</sup> Saturday in September – September 8<sup>th</sup>, 2018. Jo Ellen is coordinating again this year.

**Next Meeting:** TBD