

Brookfield Heights Homeowners' Association Board Meeting Minutes
Comfort Suites Meeting Room, 31 Frontage Road
February 3, 2026

Board Attendees: Ed Butler, Randy Rottler, Kim Carlson, Matt Curtis, Sharon Byrd,
Angela Felkey and Stacy Workman

Not in attendance: Jo Ellen Horton

Homeowners in attendance: None

Reading of Minutes:

Minutes presented from the January 2026 meeting

Motion and second made to approve minutes. Motion approved

Treasurer's Report:

General Checking account has \$38,678.64 and the Money Market Account has \$55,566.83. No invoices yet from Eads, Murray, & Pugh. One home still owes 2024, 2025, and now 2026 annual dues. Two homes owe 2025 dues. One of the homes is in court for foreclosure. Attorney has sent letters to homeowners. As of now, 78.49% of homeowners have paid annual dues. 259 homeowners have paid annual dues and 71 homeowners still owe. Motion and second to approve the January 2026 treasurer's report as presented; motion approved

Discussion for Sharon get reimbursed for mileage to and from bank and/or post office; 57.5 miles @ .70 per mile (per IRS) = \$ 40.25 for January 2026. Motion to approve payment of mileage reimbursement to Sharon Byrd; Motion approved

Report of Officers

President:

Thanks for all who could attend the work session for tennis court lights;

Discussion about flood lights vs. sport lights; Discussion and options for fixing the tennis court lights. Hope to vote on this in March so lights can be installed in April.

Vice President:

Nothing to report

Secretary:

Nothing to report

Treasurer:

already presented

Report of Committees

Welcoming Committee:

Mary Corwin -plans to pick up 6 baskets this Thursday to dispense to new neighbors 765-414-5655 to help. Need to review the welcoming letter to update if needed.

Property Improvements Committee:

Nothing to report

Activities Committee:

Jo Ellen is absent

Covenants and Infractions Committee:

Will discuss in Executive Meeting

Park & Grounds Oversight Committee:

Talk about this at a later date

Website/IT Committee:

Board Members information has been updated; Minutes from last month have been added

Old Business:

- Quote for clearing brush along St. Rd. 26-move forward to get quotes from Memo, T-N-T, Exterior View, Zebra; scope of work 2X per year; trim trees and bushes, clear suckers at base of bushes/trees; separate quote to remove existing trees or bushes that are too close to sidewalk
- Discussion to move Facebook advertisement to Web page; discussion how to handle incorporated business vs. craft sales
- Board of Directors Liability Insurance-changed over to Mitchell Agency; will discuss Property Liability policy in June or July and make a decision before September
- Neighborhood burning recommendations from the Board-Ed will work on this and present to Board
- Quotes for sidewalk to shelter #2 -will keep a spreadsheet of projects and quotes; sidewalk - \$3,500 Sidewalk & Library area - \$3,750

New Business:

- Long term goals & repairs -budget numbers only (can be added to future projects file)
- Met with Troy Muller to get budget number to repair front signs -budgeted \$10,000 each for east and west signs; center sign can be tuck pointed for \$8,000
- New feather flag for Thursday food truck night - discussion of prices and what to put on the flag; Randy has a contact person for getting a new feather flag; will contact that person to get some ideas and will discuss at next meeting

- Welcoming committee handouts - let Mary know if you want to attend when delivering baskets; include handouts
- No property improvement requests for this month

The meeting is adjourned.

Next Meeting:

Comfort Inn & Suites

April 7, 2026 @ 6:30 PM