

**Brookfield Heights Homeowners' Association Board Meeting Minutes
Comfort Suites Meeting Room, 31 Frontage Road
December 2, 2025**

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

Board Members not in attendance: Kim Carlson and Jo Ellen Horton
Homeowners in attendance: Trent and Stacie Ewing

Reading of Minutes:

Minutes presented from the November meeting

Motion and second made to approve minutes from November 2025. Motion approved

Treasurer's Report:

Motion and second to approve the November 2025 treasurer's report as presented;
motion approved

Recognition/Thank you to Stacie Ewing for willingness to help with the treasurer position
as needed.

Report of Officers

President:

Welcome to the Board: Newest Board member, Stacy Workman

Vice President:

Nothing to report

Secretary:

Nothing to report

Treasurer:

Nothing additional to report

Report of Committees

Welcoming Committee: 3 or 4 houses closed at the end of October/early November-
Sharon will follow up

Old Business:

- Signs for Pickleball Court - cost is \$367.50 for 2 20x30 signs

- Discussion to finalize the signs before printing; suggestion to add the Brookfield Heights email address to the sign; Motion and second to approve the tennis ball/pickleball signs with changes presented at meeting; Motion approved
- Procedure for removing ex-neighbors from Facebook (on hold/Kim is absent)
- Request quotes for sidewalk to shelter- on hold for now
- Quote for clearing brush along St. Rd. 26-move forward with getting quotes
- Discussion about what all will be included: mowing; weed treatment; trim trees and bushes; mulch
- Discussion for using rubber mulch for the playground
- Revisit Facebook advertisement-Kim and Angie will meet and discuss
- Neighborhood burn recommendations- discussion for how to get information to the neighbors

New Business:

- Stacy Workman-email account -need to get it up and running; current board members add Stacy to your text group and remove Angie Curtis from text group
- Sharon received a notice for renewal of the Board of Director's Liability Insurance; policy handout discusses coverage and cost for liability insurance to cover the board members
- Continue to use Henriott or change to a new company-discussion about Henriott being bought out and not local; prefer to find a local company; discussion of a couple of options; Premium is due in February; Sharon and Ed will have a recommendation for an insurance company at the January meeting
- Indemnity Agreement for special use of HOA public property- was voted on at the previous meeting
- Property Improvement requests (1 request)- Stephen Krug 21 Glade Ct. -install a fence around back yard; Project will start in March 2026; discussion of fence going on the property line; recommended that the homeowner talk to neighbors regarding putting the fence on property line; Motion and second to approve the style of fence with the stipulation that he will speak to the neighbors for permission to put the fence on his property line; if not, then there will be a set-back in which the covenants will need to be followed; Motion approved

Questions & Comments from the Audience: None

Next Meeting:

Comfort Inn & Suites

February 3rd, 2026

6:30 PM

Motion to adjourn the meeting; Motion approved

