

**Brookfield Heights Homeowners' Association**  
**Board Meeting Minutes**  
**July 11, 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 Julie Butler, Randy Rottler, Jeff and Juanita Kruger, and Dan Sikes.

**READING OF MINUTES**

Angie proposed removing some text from the June meeting minutes under the Question and Answer portion. Lamyra corrected the following statement under new business: "Pickle ball court linings would need to be included." changed to "Pickle ball court linings were included." Matt made a motion to approve the minutes as revised and corrected. Jeremy seconded the motion. Motion passed without dissent.

**TREASURER'S REPORT**

The General Checking Account has a balance of \$32,304.81, and the Money Market Account has a balance of \$60,534.43. Sharon also presented a spreadsheet indicating other income and expenses for the past month and past years. Additionally, Sharon submitted 3 invoices from EMP for activities throughout June. Matt made a motion to approve the Treasurer's Report. Jo Ellen seconded the motion. Motion was approved without dissent.

**REPORT OF OFFICERS**

A. President

1. The President requested a draft copy of the newsletter before final publishing. Some heated discussion ensued concerning this request. Cecil agreed to send a draft copy before final publishing with caution.
2. Ed responded to Jeremy's request to move "Question and Answers" in Board Agenda to the beginning of the meeting. After thoughtful consideration of this request, Ed firmly believes that the Question and Answer period should occur at the end of the meeting to prevent possible meeting disruption at the beginning, and to allow other community members to hear and see the work of the Board on their behalf. Cecil proposed a motion to change the meeting agenda to allow Question & Answers earlier in the meeting. Motion failed for lack of second. Angie offered that any homeowner is able to contact a Board meeting concerning an issue at any time.

B. Vice President

1. Jeremy would like a solicitation for volunteers to power wash the 3 legacy signs for our neighborhood. He has received permission from the homeowners near the signs to use their water. Some discussion ensued concerning accuracy of email database, but Cecil reported that only 15-20 homeowners did not receive email notifications. It was decided to put out a blanket email solicitation for volunteer help.
2. Jeremy would like to see our members keep their trees and bushes trimmed to stay out of public right of way/easements to prevent obstruction for our pedestrians and drivers.

**COMMITTEE REPORTS**

**Welcome Committee**

Sharon reported that Kim had delivered a Welcome Basket to a new resident on Heritage Drive. Additionally, we had two closings on 6/30/2023 on new homes on Penridge Ct. and N. Brookfield Drive. The committee felt it best to wait a couple of weeks before delivering the basket, since the new homeowners have not always moved in or gotten settled before then. Board concurred. Ed also presented an updated list of our Committee Assignments.

**Property Improvement Committee**

Jeremy reported on request for a pool to be put in on Brookfield. He sent them information from the county. A 6' fence is required to be put around a pool higher than 3'. Another homeowner requested to paint garage door. Jeremy requested more information and is waiting to hear back from homeowner.

**Social Activities Committee**

Jo Ellen presented a printed report of her activities for the past month and coming months, including the lineup for Food Trucks from May 18th through September 28th. A vendor canceled without notice for June 15th. Another vendor slid in on a Wednesday, June 20th due to a scheduling conflict. Another vendor will not return because of lack of profitability for them. June 29th's vendor was canceled by Jo Ellen due to weather. Food trucks are becoming popular and other more profitable opportunities are available to many of our food truck vendors. Jo Ellen stated that we need to be more creative and advertise the food trucks more widely, so she is posting on both the new and old Facebook pages to let our neighboring neighborhoods know. August 31st is still open for scheduling.

Angie reported on "Rolling in the Parks." It has been slow moving. The last 3 weeks have had issues with the weather and heat and just her 2 kids have been present. She suggested making it more of a block party event and reducing the number of offerings.

Jo Ellen has been trying to get some live entertainment for August 31st. Recycle Saturday on September 2nd is being planned. Oscar Winski has been contacted about attending. So far, this hasn't been successful. Octoberfest date is being planned for either October 21st or October 28th. These two dates are 4 to 3 weeks before our Light Up the Park event respectively. She contacted Captain Ricks at the Sheriff's Department about alcohol in our Park. She hasn't heard back. Light Up the Park event is scheduled for Sunday, November 19th with lights on the tennis court fence, possible Angel Tree in coordination with Faith Church, and caroling. She also contacted Brown's Sugared Donuts to see if they would be available. Lamyra suggested a new vendor known as Luxe's Pancakes as a substitute for the Donuts. Ed mentioned that Gibson's Shaved Ice is interested.

### **Infractions Committee**

Matt reported that on June 20th, Jeremy and he noticed a number of unkept yards, trailers parked at curbs, and excessive vehicle parked in driveways. On June 27th, Randy and he visited these properties for face to face meetings, and letters left if no one answered the door. They contacted the homeowner behind center legacy sign concerning white lattice fence. Homeowner was receptive to painting the fence brown. Paper trail was created for violations if no face-to-face meeting occurred.

### **Park Oversight Committee**

Ed will review in New Business.

### **IT/Webmaster**

Angie submitted a print report and reviewed with the Board concerning our Vista x Wix migration. Although some issues occurred with migration, they were all fixed. Monthly cost has increased from \$14.99 to \$29.00 starting in July. Although there were some learning curve issues, the site is now easier to update and manage. Both domains, [brookfieldheights.org](http://brookfieldheights.org) and [brookfieldheights.com](http://brookfieldheights.com), are working correctly and direct to our [brookfieldheights.com](http://brookfieldheights.com) site.

She linked email addresses to Committee Chairs to provide easier contact. She is specifically working out ease of contact to Covenant Infraction and Property Improvement chairs to improve communication with our neighbors. Cecil has been added to the IT/Communications Committee.

A motion was made by Angie and seconded by Jo Ellen to add Michelle Toth to Social Committee. Motion was made by Jo Ellen and seconded by Angie to add Steve Sanders to Social Committee. Both motions passed without dissent.

Jeremy reported that we currently have 105 members on our private Facebook page. Activity has been calm right now.

Angie needs one more password from our past legal liaison.

### **OLD BUSINESS**

1. Regarding our Fire Hydrant painting, Cecil reported that all 18 fire hydrants and 2 additional ones on the county road east of our neighborhood have been painted by volunteers. Thanks to Jeremy and Ed's contacts we were able to get 2 gallons of paint and supplies needed to paint the hydrants. We had 10 volunteers to assist in this project. Mission accomplished!
2. Regarding our concrete work in the Park, Ed reported that he has not heard back from the Concrete Apprenticeship Committee yet. He felt this would occur in the Fall. This would save the HOA much of the expense. He will report back at our next Board meeting.
3. Regarding the Filing Committee, he asked Cecil to report at our next meeting the names of those interested in serving on this committee. Cecil immediately requested Sharon to be a part of this committee. EMP presented at their last meeting in April that it is necessary to retain the necessary documents to maintain a paper trail of our actions. Other documents may be removed depending on the date of Board action: 3, 5 or 10 years.
4. Regarding the Mulch in the Park, Ed reported that he has contacted Wrede Rocks for additional mulch to be added to our playground area. A time for delivery and spreading needs to be addressed in the coming weeks.
5. Regarding the New Water Fountain in the Park, Ed reported that the fountain was ordered and shipped to the supplier on July 7th. Ed is hoping to receive the shipment on or about July 12th.
6. Regarding the Playground Swings, Ed reported that all damaged swings have been replaced and the remainder of swings (2 adult belt and 2 children) are in a box in the shed.
7. Regarding Washout on the Inside of Sidewalk at the Brookfield Drive and 26 East intersection, Ed contacted Jessica with INDOT, who inspected the issue and admitted that it was an issue for INDOT to remedy. They will look at options and get back to Ed, probably not until October.
8. Resident, Michelle Toth, has requested reservation of a shelter for her Sunday School class Ice Cream Social on July 15th. Ed approved her request after speaking to Jeremy.
9. A gift card was given to Jim Everett in appreciation for his Park monitoring. Both Ed and Sharon received "thank you's" from Jim.

### **NEW BUSINESS**

1. Regarding Tree Removal Quotes, Ed distributed 3 quotes that were received by Jeremy. The Board approved the lowest quote of \$490.00 from T-N-T Tree Services to remove and cleanup 3 mulberry trees between the pine trees east of entry sign at west entrance. Although stumps would remain, 2 treatments of Tordon a month apart to slow down regrowth were also quoted.

This being the most comprehensive and lowest quote, Cecil moved to approve the T-N-T quote, seconded by Matt. Motion passed without dissent.

2. Jo Ellen proposed the preparation of a small banner at the 2 entrances announcing Food Truck in the Parks. Jo Ellen will look into it by getting a couple of quotes.
3. Regarding Tennis Court Repair Quotes, Ed reported that he has found 4 companies that do this type of work. He submitted a copy of his Court Repair Quote Request to ensure consistency of the quote. The Board asked that warranty and scheduled maintenance information be also provided, in addition to the 12 items that Ed wrote down. He would like all quotes by August 14, 2023 and provided his contact information. Cecil moved that the Board accept the Court Repair Quote Specs with the addition of request for warranty and scheduled maintenance. Matt seconded the motion. Motion passed without dissent.
4. Regarding Street Sealing and Repair, Ed called upon the Tech people to create a petition for present to the Tippecanoe Highway Department with the possibility of setting a higher priority to our neighborhood. The Highway Department is aware of our issue, but all work is prioritized by a rating and ranking by need of work and budgeted monies available. Petitions might be considered to move our need up the priority list. Jeremy reported that we could do a digital petition. This would be the easiest way to get names and signatures. Jeremy will investigate a digital petition.
5. Regarding Covenant Infractions by our Neighbors, Ed reported that we will be discussing 2 existing neighborhood infractions and action to be taken in our Executive Session to occur immediately following this meeting.

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

1. A neighbor was concerned about having animals inside the tennis courts. Ed also reported that children were drawing with chalk on the pavement of the tennis courts, riding their bikes and skateboards on the tennis court surface. Although there is a small sign posted on the gate with prohibitions, these are ignored. Ed reassured the homeowners that once our tennis courts are rehabilitated, we will monitor and enforce these prohibitions. Angie recommended a larger sign be posted to avoid verbally approaching a neighbor. Angie suggested an item be added to our newsletter to remind our neighbors. A key lock was suggested by Ed, but logistics might be cost prohibitive. Ed suggested the homeowner contact him immediately if verbally abused by another.
2. Ed solicited the audience for additions to the committees. Sharon would like to have homeowner, Dan Sikes, to be assigned as an Ad Hoc Assistant to the Treasurer. Angie moved to approve his as an additional Board member. Jo Ellen seconded the motion. Motion was approved without dissent. {Editor's note: this may violate our bylaws. We may have no more than 8 vested members on our Board.}
3. Ed commended Jeremy on his work to trim the landscaping along 26 East.
4. A homeowner expressed concern about the continuous parking of boats in the neighborhood and loud trucks. Ed reported that there is a procedure in place, and suggestions have been given to these homeowners.
5. A neighbor expressed concern about homeowners dumping grass clippings in the easements behind their property. Ed stated he would investigate this issue and get back to this homeowner.
6. Another homeowner expressed his appreciation for our Board regaining control of our neighborhood after attending the 2021 annual meeting with the Property Manager.

There being no further business before the Board, meeting was adjourned at 7:58 p.m.

Our next meeting will be at the Comfort Suites, 31 Frontage Road on Tuesday August 1, 2023 at 6:30 p.m.

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