

**Brookfield Heights Homeowners' Association**  
**Board Meeting Minutes**  
**August 1, 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 Julie Butler, Angela Felkey, Evan Gibbs, Mary Corwin, and Rick Wellner.

**READING OF MINUTES**

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

**TREASURER'S REPORT**

The General Checking Account has a balance of \$31,688.25, and the Money Market Account has a balance of \$60,535.26. Sharon also provided a printed Income/Expense report. Sharon also reported that all of the dues assessments for 2023 have been collected. Lamyra made the motion to approve the Treasurer's Report, Matt Curtis seconded the motion. Motion passed without dissent.

**REPORT OF OFFICERS**

A. President

1. Ed addressed the an issue of massaging the minutes before the meeting. Any revisions should be addressed at the Board meeting.

B. Secretary

1. Cecil reminded the Board members that most Board members prepare a written report at the Board meeting, i.e. Ed, Angie, Matt, Sharon, Jo Ellen and Jeremy. In order for clarity in presentation and discussion to occur, it is highly recommended that all Board members present, in writing, any action or visits/conversations taken by a Board member on behalf of the Board, particularly related to individual Board member communications and actions with EMP. Although offering to maintain a log with EMP communication upon our retaining EMP, there was not a good deal of any report in writing detailing date and time with mostly verbal reporting without detailed date and time.

**COMMITTEE REPORTS**

**Welcome Committee**

Mary Corwin and Sharon reported concerning past baskets. Mary questioned whether renters should receive a basket. The Board discussed whether to present a complete Welcome Basket to renters but, perhaps, just a welcoming letter. Cecil made a motion to only give a complete Welcoming Basket to new homeowners and a welcoming letter to new renters. Jo Ellen seconded the motion. Motion passed without dissent.

**Property Improvement Committee**

Jeremy reported that a homeowner wanted to expand his driveway. This homeowner has had his lot surveyed. Any changes to property lines will need to legally occur through a deeding authority. It is not in the purview of this Board to grant any property line adjustments.

**Social Activities Committee**

Regarding sign on SR 26 E announcing food trucks, Jo Ellen has spoken to Nathan and Matt at GL Graphics. They will email Jo Ellen a layout and estimate soon. Jo Ellen was pleased to involve the local Cub Scout troop in selling popcorn at the Park on Food Truck Thursdays. Angie reported on "Rollin' in the Park." Now that school has begun, they have curtailed meeting on Saturday mornings due to rain or heat. They hope to arrange a block party soon.

Regarding Recycle Saturday on September 2nd at the Park, Best Way of Indianapolis brings in a great big dumpster, Eco Shred will be available for \$10/box shredding, and Tippecanoe Sheriff's Department will collect surrendered prescription medications for proper disposal.

Regarding Oktoberfest, two dates were proposed for consideration, October 21st or October 28th. Regarding "Light Up BH," Jo Ellen has been making arrangements for an Angel Tree donation opportunity. Faith Church could collect all requested items by December 5th for distribution to any designated boy or girl from 0-18 years of age. A Carol Sing is planned and Brown Sugar Donuts would be available. Many food trucks don't work when it's cold. Jo Ellen presented a list of Food Trucks for the summer. She assured the Board that all vacant spots would be filled. Ed suggested Pink Walrus as a vendor.

Jo Ellen reported that the last few Food Truck owners have been happy with their profitability at our event. Jo Ellen has encouraged viewers of NextDoor and Facebook to attend. She has seen an up tic in sales. Mr. Ice Cream was added to our event.

### **Covenant Infractions Committee**

Matt and Randy Webber visited about 6 homes about various things: trucks parked at curb over 48 hours, weeds & lawns, trees overgrown walkways & drives. Most contacts were received well and willing to remediate the situation. Evan Gibbs reported issue with a weeping willow tree overgrowing the walkway and sight issues of a tree near the intersection near the park. Jeremy asked if we were legally allowed to cut overgrowth on public right of way. It is legally acceptable according to Matt Curtis, who spoke to the appropriate person at the Highway/Street department.

### **Park Oversight Committee**

This business will be reported in Old and New Business section of meeting.

### **IT/Webmaster**

Angie reported on some glitches on the website, however, the website is working well. Cecil inquired about the latest Treasurer's Report being posted on the website. He encouraged Sharon and Angie to work together to keep it up-to-date. Jeremy brought up whether renters should be allowed to join Facebook. We will discuss in New Business. Angie has posted a lot of current information for our neighborhood on our website including a calendar of events, committee assignments and newsletters.

### **OLD BUSINESS**

1. Regarding Handicap Ramp at Park, Ed is still trying to get this done for the lowest cost. Cement finishers are not interested because Teamsters are taking over.
2. Regarding EMP filing committee, Angie, Sharon and Cecil will begin this job when weather gets cooler. Jeremy suggested the use of "Neat Desktop" that upon scanning a document, allows for easy search and finding of key words. We will look into this. Our goal is to make digital copies for storing as archives on our website and storing on a thumb drive for ease of searching when needed.
3. Regarding Park and Common Ground items, Ed reported that a date will be set soon to spread mulch at the Park. Cecil stated that he posted information concerning this mulching and requested interested homeowners contact Ed at the numbers provided in the post. Kim Carlson indicated interest. The new fountain is installed and working. A new drain line will need to be installed and will be done within the month. Jim Everett reported to Ed on the climbing wall and the Park. The bolts are completely shot and will need to be replaced in the Fall. This is not a safety issue yet.
4. Regarding activity on the Brookfield Heights email address, a couple emails were concerned about excessive parking on Britannia Court. Matt and Ed visited homeowners, problem was resolved. Covenants require permission to take tree down. Permission was given to a homeowner by Jeremy due to its proximity to house and risk of property damage.
5. Mulberry Tree removal at entrance was discussed. We are waiting for TNT to provide this Board approved service.
6. Regarding low profile banners for Food Trucks, we are awaiting preparation and estimate. These banners will be used in subsequent years.
7. Regarding Tennis Court repair, Ed reported that 2 of the 4 companies have not responded. One company is booked solid for this year and will not be able to get to it until 2024. Ed will try to get on somebody's list even if we have to wait awhile. A homeowner, Terri Clark, seems to have a contact with the Street Department to get some repaving done. Jeremy would like to recruit her for future projects.
8. Regarding Petition Drive for Street Sealing and Repair, we have 144 completed petitions and asked the Board for guidance for moving forward. Cecil said that after Ed and he and spoken with people in the know that all roads in the county are rated and ranked depending on need for repair and budget requirements. The petitions can be used to set the priority higher on the list of roads to be repaired, but a lot of bureaucracy is involved. Cecil will create a flyer with a QR code to direct other homeowners to the petition online. Cecil was hesitant to create a written petition for signing. This led to the suggestion by Jeremy to create a petition drive for changing our covenants and creating consensus for a voting to change any covenant, especially the one relating to rentals in our neighborhood. Ed suggested that included in a printed flyer or subsequent email that any homeowner could contact Ed or another Board member concerning covenant change petition(s).
9. Regarding getting volunteers for washing the entrance signs, Jeremy stated that Matt and Ed could help, as well as homeowner, Derek DeWitt. He didn't feel that the crew needed to get any bigger to complete this project.

### **NEW BUSINESS**

1. Regarding approval of any new committee assignments, Ed reminded everyone that if any homeowner has expressed interest in serving on a committee, the Board member should ask the homeowner to indicate their name, contact information and choice of committee, so that we can approve them through regular Board action. Terry Clendenen was recommended by Ed to be added to the Improvements Committee. Cecil made a motion to approve this recommendation with Sharon seconding the motion. Motion passed without dissent.
2. Regarding adding Dan Sykes as an Assistant to the Treasurer, Cecil reminded the Board that we couldn't add another Board member at this time; however, the Board explained that Dan would function in the capacity of an assistant to the Treasurer as a homeowner volunteer member of the Treasurer's Committee. Ed explained that Sharon had requested a backup in the event that an emergency presented itself and her duties needed to be completed on her behalf. Angie felt that his name should be posted on the website. Ed felt that he should not be contacted about any Treasurer's business. Sharon felt the most need would be needed in November and December when assessment payments begin coming in.
3. Regarding Covenant Infractions, there are two existing neighbor infractions that need to be discussed and action taken in this evening's Executive Session. Matt previously reported in this meeting other covenant infractions.

4. Jo Ellen wanted to further discuss the date for our Oktoberfest. It was decided to go with Saturday, October 21st. Jeremy suggested having a Trunk or Treat event on that date. Angie agreed. Lamyra reminded the Board that we had discussed this last year. A costume parade was also suggested by Evan Gibbs. Jo Ellen thought this should occur on October 21st. Jo Ellen suggested that Evan Gibbs be on the planning committee for this event. Julie Butler joined the discussion and felt it should be a fun event for both children and adults to dress up on October 21st. Jo Ellen is excited to plan this with Evan Gibbs and Julie Butler.
5. Regarding allowing renters to join our private Facebook page, Jeremy had no problem with renters joining our Facebook page, but he didn't feel "landlords" should be able to participate. Renters would be more concerned about neighborhood business than "landlords." Cecil stated that it is difficult to confirm renters address information from our database. It would have to be based on individual contact and monitoring of the renter's occupancy. It was believed that we only have 9-10 renters currently in our neighborhood. After some discussion, it was decided to table this decision until our next meeting in September. Jeremy insisted on removing "landlords" from the Facebook page. Rick Wellner asked if we knew if the landlords are individuals or corporations. We have both in our neighborhood.

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

1. All of the questions and concerns were included in the discussions by the Board of issues presented during the meeting.

There being no further business before the Board, meeting was adjourned at 8:03 p.m. Jeremy moved for adjournment and seconded by Matt. Motion passed without dissent.

Our next meeting will be at the Comfort Suites, 31 Frontage Road on Tuesday September 5, 2023 at 6:30 p.m.

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