

**MINUTES OF MEETING  
BROOKFIELD HEIGHTS HOA BOARD  
AUGUST 24, 2021**

**In Attendance:** Nikki Engel, JoAnn Ferris, Macy Hart, Jamie Schlueter, Cheryl Strong (all via Zoom)

The meeting was called to order by Cheryl Strong. She mentioned she had 4 requests for links to attend the meeting. No guests attended.

The minutes from the June 8, 2021 meeting were unanimously approved.

**Budget:** 10 households still owe for 2021. Cheryl will send notices to these homeowners before the end of the year. Those who remain unpaid for both 2021 and 2022 by January 31 will be sent to collection. Horizon checking account was closed in June. Both checking and money market savings accounts have been opened at Huntington Bank. Auto pays have been established for bill payment for utilities and insurance. Cheryl has a debit card to pay for website (Vista Print and GoDaddy). The reserve account has been moved from Old National to Huntington and has a balance of \$40,507.70. We will be receiving a \$400 credit from Huntington to our checking account 60-90 days from opening date of the account (approximately mid September or early October).

**Park:** Parking lot and basketball court have had cracks filled and surfaces resealed. Lines to be redrawn on basketball court in the next day or so. Eagle Scout project (lending library) was completed in June. Bid from Hedges Lawn (\$3,080) was approved for next year's mowing at park and along SR 26. Hedges will also replenish playground mulch in the spring (\$345). Discussion re turning lights on for fall and winter ensued. Jamie is willing to show a volunteer from the neighborhood how to turn the lights on and adjust the timer. It was agreed the doors to the light switch and to the timer would require locks. Currently there have been no volunteers to serve in any capacity. Cheryl will check to see if warranty is available to replace damaged basketball pole pad. Nikki will work to prepare a "park rules" sign to post on the tennis court fence. This sign will include "no fireworks permitted" due to recent July 4 weekend events.

**SR 26 Landscaping:** It was unanimously decided to only lay weed barrier and replenish gravel at all three signs. It was unanimously agreed that maintenance and watering were too problematic to warrant the addition of shrubs or plants. Bid from Hedges Lawn (\$1,410) was approved and hopefully work will commence and be completed before year end. Wood on all three signs has been resealed.

**Events:** Recycle Saturday remains unscheduled due to Covid.

**Annual Meeting:** Scheduled for Thursday, November 11, from 6:30 – 8:30 p.m. at Faith Community Center, Room 1. Room is reserved from 6-9 to allow for setup and takedown. Nikki is the only board member who plans to continue serving for next year. Jamie will provide names to Cheryl of individuals whom he thinks might be willing to serve. Cheryl will begin to prepare 2022 budget. She will include \$1600 estimate for taxes due on investment CD earnings. Cheryl stated a 30-day written notice is required by our covenants to notify homeowners of the date and time of the meeting. We will also need to give the same amount of notice for voting on covenant amendments. JoAnn stated a sign at the entrance will most likely still be beneficial since it is the notice the neighborhood is accustomed to receiving.

**Covenant Amendments:** We have been working with attorney to finalize wording on numerous amendments. Specific ones discussed at this meeting concerned quorum size, dues increases and above

ground pools. Cheryl is seeking approval from attorney to post the actual proposed amendments in their entirety on the website for homeowners to review rather than mail the entire package to all 332 homes. Anyone will be able to request written copies if unable or unwilling to access via the website. JoAnn will draft a guide to help homeowners understand the amendments and the rationale for the revision of old and the addition of new covenants.

**Covenant Enforcement:** Several violations were discussed. Cheryl was instructed to send letters. It was agreed that street parking enforcement was an important issue for the board members due to safety concerns. Too many parked vehicles on the streets make it hard for drivers and pedestrians to see and maneuver around them. Cheryl initiated discussion re the standard for lawn and building maintenance. The covenants were consulted. It was noted it is extremely helpful to get input from homeowners re potential issues because things noted on a random drive through may or may not represent a continual problem.

**Communication:** Website links are now working.

**Next Meeting:** Tuesday, September 28, at 6:30 p.m. via zoom.

Respectfully submitted,  
JoAnn Ferris