



**Brookfield Heights Homeowners Association**  
**P.O. Box 4701**  
**Lafayette, Indiana 47903**  
Website: [www.brookfieldheights.com](http://www.brookfieldheights.com)



**Brookfield Heights Homeowners' Association Board Meeting**  
**October 3, 2023**  
**Comfort Suites Meeting Room, 31 Frontage Road**

Board Attendees: Ed Butler, Sharon Byrd, Lamyra Davila, Jo Ellen Horton, Matt Curtis, and Angie Curtis

Not Present: Jeremy Gibbs and Cecil Shoemaker

Homeowners: Tim Hack, Julie Butler, Dan Howe, David Adams, Angela Felkey

**Meeting called to order at 6:30 PM by President Ed Butler.**

**Reading of Minutes:**

Minutes presented from September 2023 meeting. Angie moved to accept Minutes. Matt seconded. Motion passed without dissent.

**Treasurer's Report:**

Sharon presented report. Balance for General Checking -\$27,335.83 and balance for Money Market - \$60,537.49.

There was a question from Audience to clarify the \$40,000 listed for tennis courts. Ed briefly went over quote to address the question.

Angie made the motion to accept Budget, Jo Ellen seconded the motion. Motion passed without dissent.

There was a review and brief discussion of EADS & Murray Financials.

**President's Report:**

Ed expressed appreciation to Jo Ellen, Evan Gibbs, and Angie Curtis for the Fall Family **Festival**. Reminded Board Members about expectations of how they should be representing the Board.

**COMMITTEE REPORTS**

**Welcome Committee Report:**

Baskets delivered to 35 Saxon Court & 16 Haymarket Way

**Property Improvements Report:**

35 Saxon Ct – request to take up old patio and pour larger one that would also accommodate Hot Tub.

Request submitted online & approved (in person by Ed).

**Social Committee Report:**

There was a 20 week span of food trucks, which was successful. Jo Ellen is already booking for **2024 Summer of Food & Fun**.

Jo Ellen presented an idea for Christmas wreaths for signs and requested approval for funds. Jo Ellen made motion for \$150 for materials, and Sharon seconded. Motion passed without dissent.

**Infractions Committee Report:**

No issues to report during the meeting. Others will be addressed during the Executive session.

**Park Oversight Committee Report:**

Board members expressed appreciation to Clint and Jeremy, which was echoed by audience. Landscaping at park and along 26 looks great. Jeremy is working on plan to clean/power-wash patios before Fall Family Festival.

**OLD BUSINESS**

Filing Committee Update:

Sharon & Cecil heading up. Shed cleaned out, table available, and extension cord/work light available for lighting.

Discussion of contract for Tennis Courts. Questions about the warranty, color of lines, cost of backing out later, and if fence will be additional expense. Reemphasized how important maintenance will be after the project is completed.

Jo Ellen made motion to accept proposal for tennis court project, and Lamyra seconded. Motion passed without dissent.

Consideration of low-profile banners for neighborhood events tabled for now. Can revisit/discuss after the new year.

Street Paving Petition Discussion:

Determined that too many addresses are likely not relevant and concerned that the petition will not be taken seriously if presented as such. At the time, recommended redoing the petition and including proof of residency.

**NEW BUSINESS**

Annual Meeting Ballot Counting Team:

Ballot Counting Team of 3 homeowners presented: Jim Everette, Stacie Ewing, Randy Rottler. Motion to accept the ballot counting team made by Angie, and seconded by Jo Ellen. Motion passed without dissent.

Fall Family Festival Update:

Run down and overview of events with audience discussion. Working on finalizing details, with Facebook continuing to be the go-to for more information. Monetary request for incidentals was discussed, with hopes of recouping through bake sale and silent auction.

Audience member expressed concern and questioned covenant/park rules on alcohol. Determined that there is nothing specific regarding this and that it will be up to board/members to monitor.

Angie made motion to approve \$200 for Fall Family Festival, and Jo Ellen seconded. Motion passed without dissent.

Annual Meeting Discussion:

Verified time of meeting is from 6:30 pm – 8 pm (actually have room from 6 – 8 pm for set-up/clean-up).

Ballots will be printed in advance – 8 on list at moment (Ed, Jeremy, Sharon, Cecil, Jo Ellen, Matt, Angie, and Kim Carlson). Lamyra has not determined if she will be running or not yet. Right-ins accepted at meeting.

HOA Dues will be accepted for payment by Sharon & Jo Ellen. They will check in people and pass out ballots upon arrival.

Jeremy & Angie recommend having “tickets” prepared with email and password for incoming members/changing of the guard. In addition, a summary/manual should be available so new members can be up to date on all active issues/projects.

Discussion on old Minutes for website:

Determined that anything that falls in the time period of recommendation by Andrew should be accessible for anyone. Discussion ensued over the minutes from June 2022 (last minutes from a previous board & the Management company). Ed will contact Andrew to determine what course should be taken on June 2022 minutes.

Jo Ellen made motion to post old minutes to site, and Sharon seconded the motion.

Online voting Discussion:

More information is needed in order to be able to proceed. Cannot give appropriate due in the time left with this board. Board is recommending that next board address.

**Audience Comments/Questions:**

An audience member questioned the restrictions on number of occupants in a household. He also asked to clarify vehicle parking requirements for garage, driveway and street. Will follow-up with Matt.

**Meeting adjourned at 7:52 PM.**