

**MINUTES OF MEETING
BROOKFIELD HEIGHTS HOA BOARD
OCTOBER 2, 2017**

In Attendance: Sharon Byrd, Jaime Eskridge, JoAnn Ferris, Jason Hayden, Kent Smith, Dan Suiter

Treasurer's Report: The Treasurer reported that all but one household has paid their annual dues. A reminder was sent by certified mail at the end of July.

Checking Account Balance	\$18,911.96
Pond Checking Account Balance	\$ 776.69
CD Balance	\$29,341.35

Insurance premiums were paid in September. Expenses are pending to repair park equipment. Proposed 2018 budget was discussed to include increase in dues to \$100 per household in anticipation of hiring a property manager as well as to increase reserve funds. JoAnn asked that budget for welcome baskets be removed as an unnecessary expense. This issue may be put to vote at the annual meeting. Dan reminded everyone that the covenants require the proposed budget be ready 30 days prior to the annual meeting for homeowners to review.

Improvements: Kent reported no pending improvement requests.

Website/Communication: Jason is still working on upload of the budget and information regarding how to report problems with street lights and streets. Dan stated G-Suite is available free to nonprofit organizations and will investigate obtaining it to improve communication between the Board and homeowners. Facebook access continues to be controlled by former board member JoEllen Horton and it was agreed that this access needs to be turned over to a current board member. JoAnn reminded everyone that the fall newsletter needs to be mailed in the next week or two so that homeowners have enough time to review information prior to the annual meeting. She presented information regarding the need for volunteers that should be included in the newsletter. Dan/Sharon will coordinate and JoAnn will help if needed.

Facilities/Park: Parts have been ordered to repair equipment reported damaged by a homeowner on Next Door. It appears that this damage was due to vandalism and not normal wear and tear. It will be 6-8 weeks before delivery and Dan and Jason plan to install. In the meantime, yellow tape will be placed around the damaged area to prevent injury. Investigation of grants available to nonprofit organizations for playground equipment is in process.

Lawn Care: It was agreed that Chuck Cochran will be invited to submit a proposal for next year's lawn care to include snow removal, mulching, shrub/plant maintenance, and application of fertilizer/weed control. It was mentioned that no problems with Caddy Shack were observed this year and that the Board generally tries to go with the lowest bidder for these services.

Management: Tim Shriner's proposals were discussed. Jason asked that Dan try to arrange a meeting with Tim and board members prior to the annual meeting so that questions can be answered.

Assessment of Dues: Dan discussed a memo from Attorney Kevin Riley concerning the Board's authority to increase dues. He e-mailed a copy of this memo to all board members for review.

Annual Meeting: Will be held at Faith Community Center on Thursday, November 9, 2017 from 7:00 – 8:30 p.m. in Community Rooms 1 and 2. A large attendance is anticipated to discuss potential use of a property manager to take over treasurer's responsibilities.

Meeting Schedule: The following are dates for the next Board meetings. They begin at 7:00 p.m. with location(s) to be determined.

Monday, December 4, 2017 with new board members