

Brookfield Heights Homeowners' Association Board Meeting
December 5, 2023
Comfort Suites Meeting Room, 31 Frontage Road

Board Attendees: Ed Butler, Jeremy Gibbs, Sharon Byrd, Angela Felkey, Kim Carlson, Matt Curtis, and Angie Curtis.

Not Present: Jo Ellen Horton (attending granddaughter's Christmas Program)

Homeowners in attendance: Julie Butler and Juanita Kruger

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

Reading of Minutes:

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

Minutes presented from November 2023 Annual Meeting. Matt moved to accept Minutes. Angie seconded. Motion approved without dissent.

Ed wished to thank Angie for doing the Minutes for October and November 2023.

Treasurer's Report:

Sharon presented Treasurer's Report. Balance for General Checking is \$27,518.39; Balance for Money Market account is \$60,539.52. Previously getting 0.1% and now we are getting 0.2%.

27% of the 2024 Annual Dues have been collected. A question was asked if this was the norm for this time of year. Sharon noted letters were sent out three weeks earlier this year.

A question was raised at the annual meeting regarding the percent interest rate. Sharon will discuss in New Business.

Ed noted paypal is coming in the Board email and the President's email. This is due to getting a different rate, Sharon had to use the Brookfield Heights email address.

Minutes presented from November 2023 Annual Meeting. Matt made a motion to approve the Treasurer's Report for November. Kim seconded motion to approve Treasurer's Report. Motion approved for Treasurer's Report without dissent.

President's Report

Ed expressed need to straighten up a misunderstanding from the Annual Meeting regarding the online petition. It had been stated that it was Jeremy's idea for the online petition. It wasn't set up correctly, which allowed people from all over the world to sign. It was Jeremy's idea to do the petition online, but it was the fault of the new program and not being policed appropriately per Ed.

Starting for the new year, the secretary will send minutes to each member, and then print 6 or 8 copies for any guests. The Treasurer will do the same for the Treasurer's Report and Ed will do this for the agenda.

Any public reports should be printed for guests.
Let Ed know if there is anything you wish to have added to the agenda.

Vice President's Report

Jeremy stated he is following the agenda.

Treasurer's Report

Nothing else to report

Secretary's Report

Nothing to report

COMMITTEE STATUS:

Ed will email the current list of existing committees. Need to revisit it to determine whether people are still interested in serving. Need to increase the number of people on committees. Think about neighbors who might be interested. Get names and numbers for Ed to contact them. Board will need to vote on them for each committee.

Improvements Committee Status:

Jeremy plans to fill in where needed. Jeremy and Ed need to streamline.

Infractions Committee Status:

Matt will continue on the infractions committee. Jack Young will assist with the Infractions Committee.

Park and Grounds Oversight Committee Status:

Ed will remain on the Park and Grounds Committee and assist Matt with the Infractions Committee.

COMMITTEE REPORTS

Property Improvements Committee Report:

Use form to request property improvement, but also add paper that comes to Board for action to be decided, vote, add notes, & send back to homeowner notifying them of decision made. Board keeps original copy for future reference and sends the homeowner a copy. Angie suggested adding a turnaround time to wait for a decision to be made. Time Frame stated in covenants. Needs added to website for clarification. Purpose is to keep a paper trail for any future reference.

Activity Committee Report: (Joellen's report)

Library-Discussion on what to do with books and magazines

Angie offered to temporarily maintain and police the library with set parameters. Books torn and trash reported at the library and grounds of park. Board will revisit it at next meeting.

Covenants and Infractions Committee Report:

Matt reported that it has been slow. Addressed email for trailer on street. Matt spoke to individual who stated they will be leaving soon. Signs in yards. Matt contacted company regarding signs. Company agreed to no longer put signs up.

Park and Grounds Oversight Committee Report:

Board received positive feedback regarding park and 26 easements. Further conversation about tennis court. Chuck interested in snowblowing at park and sidewalks. Matt made motion to approve Chuck snowblowing park for \$35 at 2 inches and above. Sharon & Angela seconded. Motion approved. Need to check parameters. Will revisit to vote regarding depth of snow.

Activity Committee Report:

Discussion of decorating for Christmas yard signs. Add winners names to website. Matt made motion to approve purchase of 3 signs for winners of Christmas displays. Kim seconded. Motion approved without dissent.

Website/IT Committee Report:

Board member page updated. Angie proposed next meeting Jan. 9th, 2024.

Updates to be made to website regarding adding and organizing minutes.

Set recovery emails to Brookfieldheights@gmail.com. 131 Facebook members. Number is up 13 since Oct. meeting. Discussion about appropriate representation by board members on BH FB page.

Keys given to Kim for shed and electrical panels at park. Keys will be given to Angela. Angela & Sharon work on Filing Committee. EMP (Andrew) will send 2 books to Kim and Angela. No charge. Discussion regarding 2nd post office box key. Key will be given to Angela.

OLD BUSINESS

Assign new members on committees. Add 3-5 new people on committees. Filing committee is only Treasurer and Secretary.

Discussion of connection to contractor for asphalt overlay that Outdoor Court Specialties is requiring. Ed will meet with contractor and get ballpark figure to discuss at next mtg.

Street Improvement Petition online and door to door. Online for ease, convenience, and speed. Four retired gentlemen willing to go door to door to get remaining signatures. Goal is to be ready by mid-February.

Brookfield Heights email account-many dues paid

Low profile banner at entrances-remind Ed in spring

Discuss Low Profile Banner vs No Soliciting signs
Tennis courts -rebates for LED lights

NEW BUSINESS

Already discussed above (agenda not followed)

Discussion of previous meeting minutes not currently posted on website.

Motion to approve posting 3 months of meetings currently known and any that come up through filing committee or by checking website. Kim seconded. Motion approved without dissent.

Discussion of copies of audio. Archive for 2 years. Members may not have copies. All members may listen to tapes on prearranged time and place agreed upon by board. Members may take notes. All information is per attorney.

Audience Comments /Questions

An audience member questioned an issue from discussion on previous minutes (from September). Discussion was made during Executive Session. Apology made to member of audience. Member is good with situation for now. May address again during spring.

Audience members thanked for coming to meeting.

Discussion for next meeting to be Jan.9th, 2024.

Kim made motion to adjourn. Matt seconded. Motion to adjourn meeting approved.

Meeting adjourned at 7:39 PM.