

Brookfield Heights HOA Board Meeting September 27, 2022

6:30 p.m.

Home of Cecil Shoemaker

The meeting was called to order at 6:31 p.m. by President Leo Melle.

Board members present: Leo Melle, Lamyra Davila, Cecil Shoemaker, Sharon Byrd, Jo Ellen Horton, and Matt Curtis

Board members absent: Angie Curtis (Leslie Reed has resigned from the Board due to personal issues.)

The agenda was approved, past board meeting minutes were approved, and the Zoom meeting minutes were revised to reflect Leo's recommended change.

Treasurer's Report

Sharon proposed raising the annual dues assessment from \$110 to \$120 which is in line with bylaw allowance of no more than 10%.

Leo made the motion to increase the annual assessment to \$120, seconded by Cecil and passed with unanimous approval.

We have \$42,743.03 in general checking and \$40,526.76 in Money Market account. There are now 10 delinquent accounts.

Sharon received the statement for the annual liability insurance premium of \$2,091 and said this amount will be withdrawn on October 10, 2022 unless further board action is taken.

Jason Hayden will help Sharon with setting up Pay Pal account for payment of annual assessments. The cost for submitting the annual assessment payment through Pay Pal of \$120 will be \$4.85. A link will be posted on our website for payment. Our bank account will be ready to receive these payments by January 1, 2023. The Pay Pal account has been cleaned up in preparation.

Social Chair Report

Jo Ellen submitted a printed report that reported the outcome of our Recycle Saturday. Mayor Roswarski stopped by and said that the City's recycling day was not well attended as in the past. Ours did about half as well as in the past. Tippecanoe County Sheriff's Department collected an estimated \$16,000 in outdated drugs. Best Ways collected a full 20 yard roll off. Tippecanoe Solid Waste provided information concerning rain barrels. Eco-Shred printed out our hand-outs and had a good day of shredding documents. All in all it was a fun day of neighbors visiting with no rain, and recycling was achieved.

The food trucks were a success beginning on Thursday, May 21st and ending on September 29th. We will not continue into October for a number of reasons (see below). Because of its success this year, it was recommended to continue again next year with Thursdays from May to September.

There were thoughts about having a Halloween event at the park, but it was decided not to have it since business has dissipated due to the start of school and children being involved in other activities, along with cooler weather. We still had business early, but after that the park area was empty, and there wasn't any reason to

stay around. Jo Ellen recommended considering this event for October 2023. Instead our attention is now upon “Light Up Brookfield Heights” with the lighting decoration of the tennis court fences with LED strings of colored or white bulbs with a lighting ceremony/event on Sunday, November 27th. Lights would be up and on every night from November 27th until Sunday, January 8th. Ed Butler volunteered to create 110V outlet for powering our Christmas lights at the tennis courts.

IT Report: no new action is reported at this time.

Vice President’s Report

Most of Lamyra’s report concerned liability insurance for HOA and Board members. Reps from Henriott Agency were slow in responding to Lamyra’s request. Lamyra also shopped our policies with another company (West Bend, Matt Kopf, agent) to compare the price in premiums for comparable coverages. Lamyra will report back to board by September 30 for a Board action to occur by October 4th. Leo moved and Jo Ellen seconded the motion to decide by electronic email voting to decide. Motion was passed unanimously.

Addendum: It was decided by a unanimous decision to retain the Cincinnati Liability Insurance through the Henriott Agency for the coming budget year. Since we are in the third year of a three year policy, which allows us a discounted rate, it was hard to beat the premiums at this time, so we will revisit next year. This vote was determined by electronic/email means by 10:00 p.m. on Tuesday, October 4th.

Other Old Business

Contracting bids for the construction of a wheelchair ramp at the park have been delayed for now. We are still searching for a reasonable estimate to repair tennis courts, with help from our private guardian angel. Since nothing has been nailed down at this time, it was decided to table this until later and before the Spring.

Leo reported that in September, he had received a number of property improvement requests. After inspecting and reviewing these requests, he found no covenant violations and gave approval for all of them.

Mike Patel has offered to arrange for free mulch for our park. Jo Ellen moved, and Lamyra seconded the motion to accept this offer for the Fall. Motion was passed unanimously.

New Business

Lamyra and Matt submitted a **prioritized** list of 9 Property covenant violations. There are others besides these 9. These **prioritized** violations are on Penridge Court, N. Brookfield Drive, Scarborough Court, Castlewood, and Heritage Drive. A motion to have legal letters from our law firm sent to 3 of these addresses was made by Jo Ellen with Matt seconding as means of testing the effectiveness of such an approach and of keeping our legal costs down. The motion passed unanimously. A letter will be sent to homeowners on Penridge Court, Scarborough Court and North Brookfield Drive.

There followed the discussion of lawn service and snow removal service for our neighborhood. The current lawn service man has not communicated effectively with an invoice of services or providing a contract. We are not sure of what work he had done. Leo suggested that we hold any future checks until an invoice or contract is received. Ed Butler suggested to Lamyra that we contact Clint Federer, a former member of the neighborhood and a reputable lawn service man, as a substitute for our current lawn service beginning next Spring. Lamyra reported that Clint Federer had given her a verbal estimate then emailed her a written estimate of \$7,010.00 for

the year which Lamyra forwarded to all Board members. Action will be needed at our next meeting to decide whether to give this business to Clint.

Chuck Cochran has previously removed snow from school bus stops and the park for \$25.00 per occurrence. He has indicated that he would like to continue his service at the rate of \$35.00 per service. Board action will be needed in subsequent meetings to finalize his contract.

Our final point of business was review and approval of the budget for 2023. After reviewing the proposed budget that Sharon presented, we suggested to increase the budgeted amount for lawn and landscaping from \$5000 to \$7000, the budgeted amount for insurance from \$3,200 to \$3,600, the budgeted amount for Utilities from \$8,000 to \$10,000, the budgeted amount for Sign Rental from \$360.00 to \$600.00 and create a separate line item for Tennis Court Repair in the amount of \$20,000 with Common Area and Park given a line item expense of \$3000.00. There is enough money in our Money Market Reserve Account to cover any shortfalls in the 2023 Budget.

Addendum: A motion to accept the revised budget was made by Leo and seconded by Sharon by electronic/email means on Tuesday, October 4, 2022. The motion passed with unanimous approval by 10:00 p.m. on Tuesday, October 4, 2022.

Our next Board meeting will be on Tuesday, October 18th at 6:30 p.m.

With no further business being before the Board, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,
Cecil Shoemaker, secretary
Brookfield Heights Home Owners Association