

## **BHHOA: Board Meeting on October 18, 2022**

Minutes revised after meeting on October 18. Board Approved Revision on 12/6/2022 is enclosed in brackets [ ] below.

The meeting was called to order at the Faith Community Center at 6:32 p.m. by President Leo Melle. Full board was present: Leo Melle, Lamyra Davila, Sharon Byrd, Cecil Shoemaker, Angie Curtis, Matt Curtis and Jo Ellen Horton.

Agenda and minutes from last meeting were unanimously approved, although Jo Ellen corrected her report to indicate that Food Trucks would begin on May 12, 2023 and NOT May 21, 2023.

### **TREASURER'S REPORT**

Treasurer, Sharon Byrd submitted her report in written form. Our General Checking Account has \$39,158.80 and Money Market Account has \$40,527.41. There are currently only 3 delinquent accounts. These 3 homeowners will have 2022 and 2023 assessments aggregated together with notice that if the payment is not received by January 31, 2023, they would be turned over for collection.

Treasurer submitted 2023 Assessment Letter and Return Form which includes information concerning dues increase to \$120/annual, consequences for nonpayment and instructions for mailing payment. No changes were made to Letter except increase in dues amount and a method of payment through PayPal with an additional \$4.85 surcharge. You has already received payment for the 2023 Assessment from 1 Homeowner who will be out of town throughout January 2023.

The Annual Dues Assessment Letter and Return Form will be prepared by the Earl Avenue National Group, who will charge approximately \$300.00 to merge the name and address fill with the dues letters, print and stuff envelopes, and deliver to the post office. Postage will be additional, but National Group can use their bulk rate postage account.

Jason Hayden is helping Sharon and Angie with setting up PayPal since he is still administrator. As stated above, the cost for \$120.00 assessment is \$4.85, making a total of \$124.85 for any homeowner who chooses to pay assessment using PayPal. Some issue with signing on were discussed and passwords were discussed and shared.

Income and Expenses were shared for October 2022 in the form of a spreadsheet. We have received \$550.00 in income for delayed assessment. Expenses include \$875 for lawn & landscaping, \$2,091 for annual liability insurance, \$156.00 for P.O. Box and postage, \$14.99 for monthly website fee, \$394.96 for monthly utility fee, \$150 for Common Area and Park, and \$267.39 for Events and Meetings.

Although Sharon prepared a sample ballot for annual meeting, the Board felt that we would need to create a more specific slate of names for the ballot. This will be discussed and decided soon.

Lamyra was pleased to report that when it was all over, the total for the mulch out of our pocket was \$250.20 per an email I posted after Mike requested we pay for the delivery and tax on the second load. We are still missing about 5 yards which may have to wait until we purchase more in the spring. Mike is checking with Wrede Rocks to make sure they delivered the proper amount. It still looks amazing! Mike Patel, Ben Davila, Lamyra Davila and Kenny from Wrede Rocks are thanked for their generous donation of time and/or expense.

### **SOCIAL CHAIR REPORT**

The Board decided that Sunday, November 20th 6:00 p.m. would be the best time to "Light Up Brookfield Heights. White LED lights have been purchased for a total of \$267.39. Ed Butler, Jim Everette, Matt Curtis, Lamyra, Jo Ellen and possibly other volunteers will be hanging the lights. We will update at a later time Purchase of green totes was recommended for storage of lights after use. We are investigating serving hot cocoa at our lighting event. Perhaps "Little Miss Cupcake" can provide. Lights will be turned on from Sunday, November 20th to some time in January.

Pond and drainage issues were reported by Jo Ellen. Any sludge buildups in the “pond” are the responsibility of the homeowners around the pond. The county surveyor/project manager, Jim Butcher stated that the county becomes involved when the drain clogs preventing road run-off to drain properly into the pond.

Jo Ellen has begun scheduling food trucks for next summer. Due to the popularity of this idea, many other associations are adopting this, so it is important to get dates on the calendar. Food trucks will begin on Thursday, May 18, 2023 and end at end of September 2023.

Bold lines to remind motorists to stop have been painted at the intersection of Goldersgreen Drive and North Brookfield Drive. Not much else can be expected of the county.

Jo Ellen introduced a new idea of creating a type of “Angie’s list” of presenting businesses of people of our neighborhood to encourage patronage. Further discussion is expected.

## **INTERNET TECHNOLOGY REPORT**

Angie Curtis reports that the proposed amendments created in 2020 have been reposted to the Covenant website for member review. The annual meeting time and place will be placed in banner form across our website from October 19th-November 10th, 2022.

Angie asked about who is responsible for creating our Fall newsletter. We discussed that it should be published and distributed after our annual meeting, but she is not responsible for creating the content.

Our website traffic had the following page views in order of hits: Home, Covenants, Minutes, Neighborhood Info/Events (tied). Page view counts were an average of 392/month. Summer of 2022 had massive traffic: June-1046 hits, July-642 hits, August-728 hits. Our current traffic exceeds that of 2022. Most Brookfield Webpage access is 80% directly, 16% Google search, 6% Bing/Yahoo search and 1% by way of Facebook.

## **PRESIDENT’S REPORT**

No property improvement requests have been received this past month. Two quotes have been received by Leo and copies given to Secretary for the purpose of constructing a wheelchair ramp and ADA sidewalk to east Pavilion. In our discussion concerning the wheelchair ramps construction, Lamyra recommended and Board concurred that extra concrete be used to fill in the area in front of the library share box due to the fact that the existing framed area is full of weeds and the mulch spreads everywhere except where it is supposed to be. We will decide in subsequent Board meetings. It was also suggested that a small concrete square be added below the Library Book Sharing Box in the Park. This will keep weeds at bay.

Discussion ensued about a rental property on Goldersgreen Drive with brush buildup at curb. Lamyra, Sharon, Matt and yourself Googled the address on Goldersgreen Dr and the only contact information found was an email address. There are only two employees that work for the Keystone Management Company, and neither one had a phone number listed in our database. Leo googled the property manager and was able to get phone numbers for both the management company and their legal representation. Both contact persons assured Leo that the issue would be handled as soon as possible.

## **VICE PRESIDENT’S REPORT**

Two letters from our law firm have been sent to two property owners concerning covenant violations. Action is stipulated by early November. Lamyra reported that the Park looked poor this summer due to the weather conditions and minimal lawn care.

## **OLD BUSINESS**

The park looked poor this summer due to the current company, Hedge's Lawncare, and lack of communication with three different Directors that had contacted him. It was also a very dry summer. After some discussion concerning communication issues with our current lawn service and discussion about the differences between our current lawn service and Federer’s Lawn Service, a motion was made by Lamyra to accept a contract from Federer’s Lawn Service. Motion was seconded by Jo Ellen Horton. All voted in favor of the motion except for Leo who felt there had not been enough clear communication with Hedges

Lawncare. [Upon communication from previous treasurer to current treasurer on November 11, 2022, it was made known that the 2021 Board of Directors had hoped Jacob would provide better service in 2022 than U.S. Lawns had in 2021. The previous treasurer was not sure what the communication issues have been. She never had problems communicating with Jacob. In her correspondence she attached the estimate Jacob of Hedges Lawncare provided. The 2021 Board decided to have him mow and continue with TruGreen for the lawn treatments. The previous treasurer didn't know of if any contract was signed by Cheryl of Hart Property Management. After the Board decision was made to have him provide mowing, all further communication went through Cheryl.] We haven't received all of the invoices yet for this year, and Sharon has had to ask for some of them, It was discussed that there had been multiple attempts made to communicate with him, but he didn't even supply a copy of the contract for this year, as requested. When trying to determine what the fees would be in the coming year and getting a contract from him, he was very vague with his answers. Motion carried to have Federer's Lawn Service under contract for the 2023 year. Although amount quoted appears to be high, it represents a full service and comprehensive plan to maintain a beautiful park and common areas.

A fellow homeowner, Chuck Cochran has cleared snow in our common area around park and school bus stops in past year's for \$25/occurrence. He has asked for an increase to \$35/occurrence when the snow is over 2 inches deep. Cecil moved that we accept this offer. Lamyra seconded the motion. All voted in favor of this motion. The Contract is to be simple without added legal jargon to maintain the goodwill of our neighbor.

## **NEW BUSINESS**

Since Faith Community Center was closing at 8:00 p.m., and the Board had not addressed important New Business, the meeting was adjourned at 7:58 p.m. and reconvened on Tuesday, October 25 to complete our agenda. Minutes from that meeting follow in this document.

Meeting on Tuesday, October 25, 2022 was called to order at 6:28 with all Board members present by President Leo Melle at the home of Secretary Cecil Shoemaker .

Much discussion concerning the agenda for the Annual Meeting ensued. Since our time in the meeting spaces is limited, it is imperative that we maintain an efficient agenda. It was decided that homeowners would check in with Sharon Byrd who maintains a database of current homeowners. After check in, homeowners will receive a ballot the slate presented by the Board. This ballot includes all of the current officers and Board members with an additional 2 homeowners (Ed Butler and Jeremy Gibbs) who have expressed interest and approved of their nomination. In addition, a spot is available to add any nominations from the floor on the night of the meeting as write in candidates. President Leo will ask each candidate to introduce themselves and say a few words about their interest in the Board. These statements will be limited to 2 minutes. Completed ballots will be collected and tabulated while other business is presented including current financial information and actions the Board has completed since June. Questions and Comments will be allowed during this time. At the announcement of the 8 elected Board members, the meeting will be adjourned with the new Board called to order for the purpose of election of new officers.

Social Chair Jo Ellen reported that almost all vendors for next year's Food Trucks have agreed to their presence on Thursdays from May through September 2023.

Board members attending the HOA law firm's annual meeting in Indianapolis on Wednesday, November 9th will be Leo Melle, Lamyra Davila, Cecil Shoemaker and Matt Curtis.

Covenant violations were discussed, and it was decided to send a law firm letter to an address on Heritage Drive due to fence falling down and weed growth.

With only 3 delinquent assessments, it was decided to include these assessments with the 2023 assessment letters which should be mailed by late November. Due date for all assessment is January 31, 2023.

A Fall newsletter will be prepared and sent out by the end of November. Input concerning contents will be collected from Board, and it should include information concerning easement responsibilities.

Proposed Covenant and Bylaw Amendments prepared by our previous law firm will be discussed and approved for an electronic vote in an effort to reach a 2/3 quorum for approval.

Leo will prepare a printed agenda and order of business for the annual meeting and send to all Board members soon.

With no further business being before the Board, meeting was adjourned at 7:47 p.m.

Respectfully submitted,  
Cecil Shoemaker, secretary  
Brookfield Heights Homeowners Association