

**Brookfield Heights HOA  
Board Meeting Minutes  
Tuesday, August 25, 2020**

**In Attendance:** JoAnn Ferris, Nikki Engel, Jamie Schlueter  
Also attending was Cheryl Strong, Hart Consulting

July minutes were approved as written.

**Special note:** Board members Jamie Shlueter, JoAnn Ferris, and Nikki Engel, met with Tim Shriner, August 10th, to discuss performance issues. Tim abruptly ended the meeting and requested that the board "make him an offer", in writing, to end the current management agreement.

**Management:** Discussion was held regarding the termination of our management agreement with Tim Shriner, Shriner Agency. Unanimous decision to send another letter to Tim (first one was sent 8/11- at his request, delivered to PO box 8/13-14 - per certified letter receipt, had to be told via email from Jamie it was in the PO box, signed for and picked up from post office 8/20- by someone other than him) stating that our relationship will be terminated September 30, 2020. Cheryl Strong will start as management September 1, 2020- also unanimous decision- with cooperation from Tim for, hopefully, a smooth transition. We have decided to remove Tim from our bank accounts effective immediately. Discussion was held with Cheryl regarding what she will need for a smooth transition to being our property manager, she will send a list via email to the board. The board will attempt to facilitate the transition between managers.

**Budget:** The budget was reviewed to date. JoAnn was successful moving the funds from and in disabling PayPal. Account is still there but is no longer able to take payments. Decision was made to keep PayPal account to have access to previous statements and in case we would need to reactivate it for payments in the future. Reviewed dues payment status. We were able to recover a payment via collections.

**Park:** It was decided to move forward with the roofing project on the shelters at the park. It was also decided to get another bid on painting and playground safety equipment. Cheryl will handle after 9/1. Nikki will have scouts work on mulch in the next 2-3 weeks. Eagle Scout project is moving along, next step will be contacting 811 to finalize location, will then move on to finalizing plans, then the build will happen.

**Events:** Jamie says Room 1 at the community center is still available. Will continue moving forward with Annual Meeting planning, will make a final decision closer to November 12.

**Covenant Enforcement:** Several covenant infractions were discussed with Cheryl. She will begin working on them after 9/1.

**Communication:** We will continue with our current website for the time being. Hoping to find a "webmaster" volunteer to help us keep up with it. Cheryl will start sending welcome letters to our new neighbors. She will send the draft to the board for approval. Cheryl will also send a transition letter to the neighbors to introduce herself and gather some basic info.

**Misc:** PO box has been closed. Nikki will start to monitor the HOA gmail account.

Respectfully submitted,  
Nikki Engel  
Board Secretary