

BROOKFIELD HEIGHTS HOA

Meeting to reestablish the HOA Board after the resignation of two members and the Contracted consultant, Cheryl Strong. Director Lamyra Davila was given notice of their resignations.

Sunday, 12 June 2022

Meeting was called to order by Current Director, Lamyra Davila, at 5:10 PM at Leo Melle's house.

HOA members Leo Melle, Sharon Byrd, Lamyra Davila, Cecil Shoemaker, Leslie Reed, and Angie Curtis were in attendance.

By the procedures in the Covenants, Lamyra Davila appointed Sharon Byrd and Leo Melle as Directors, both who had served on the Board in previous years. As the current and newly appointed Directors, Lamyra, Leo, and Sharon then voted to appoint additional Directors so that all Officer Roles for the Board could be filled. The five additional Directors included Cecil Shoemaker, Leslie Reed, Jo Ellen Horton, Angie Curtis, and Matt Curtis.

The 1st order of business was nominating officers. After discussion and voting, the officers were chosen. Leo Melle as President, Lamyra Davila as Vice President, Sharon Byrd as Treasurer, and Cecil Shoemaker as Secretary. These were voted on and approved unanimously.

The standing Board voted and agreed to appoint Leslie Reed as Assistant Treasurer, reappoint Jo Ellen Horton as Social Coordinator, and appoint Angie Curtis and Matt Curtis to handle website communications.

Lamyra Davila clarified that these positions are to fill the interim until the next normally scheduled HOA meeting in November, as per the Covenants.

Leo Melle stated the goal was to work together as a team to prevent any one individual being suddenly overburdened as the Board is working to reestablish all legal functions.

Website:

Angie Curtis reported that she was able to gain control of the website. Under the Board's instruction she will continue to make appropriate changes for contact and schedule information. We certainly welcome and appreciate the help and expertise.

Because the website is public access, it is our responsibility to prevent anything that can be misunderstood and surely anything that can be misused by people in or outside our HOA. We are proud of our neighborhood and our homes, and we want to keep the good name. In the interest of protecting members privacy, maintaining the good reputation of the neighborhood, and preventing any confusion, all minutes will be proofread by Leo Melle and Lamyra Davila.

Treasurer:

The Contracted Consultant delivered two Cashiers checks to Lamyra Davila. Sharon Byrd and Lamyra Davila properly deposited the two checks into the proper accounts in Old National Bank. Old National Bank is where HOA monies were deposited in the past.

It was found that the HOA Post Office box had been closed. The Board agreed that legal, tax, and official paperwork should not be delivered to various individual homes. Lamyra Davila volunteered to have the Post Office again provide a Post Office box under the legal name of Brookfield Heights HOA.

Common Area Maintenance:

Jim Everett has agreed to resume supervising the park. He had done a great job in the past. The Board agreed to compensate him for his time in the amount of \$75 per Month.

The drinking fountain in the park, which needs turned off for the winter, was not turned back on all of 2021 because of health concerns. It appears to need repair. Leo Melle will investigate what it will take to repair and turn it back on.

Contractual obligations:

Reviewing past problems, Leo Melle offered that the Board needs internal regulation, that any contract negotiated where HOA money is spent has specific descriptions of the job contracted, expectations of work done, specific time of completion and details for chemicals or other supplies. It will be a good idea to require MSDS sheets to be submitted by the suppliers for chemicals used. Leo Melle will research the topic more to be submitted and voted on at a later date.

Because of the extreme short notice of the prior Board resignation and the priority to restore all the business activity of the HOA, it was decided to postpone the public meeting that was scheduled by the prior Board and consultant. This public meeting will be rescheduled at a date, allowing for the prior notice clause in the Covenants.

The meeting was adjourned at 7:00 PM.