

**Brookfield Heights Homeowners' Association Board Meeting Minutes**  
**Comfort Suites Meeting Room, 31 Frontage Road**  
**October 7, 2025**

**Board Attendees:** Kim Carlson, Jo Ellen Horton, Matt Curtis, Angie Curtis, Randy Rottler, Sharon Byrd, and Angela Felkey

**Board Members not in attendance:** Ed Butler

**Homeowners in attendance:** John Condreay

**Reading of Minutes:**

Minutes presented from the September meeting

Motion and second made to approve minutes from September 2025. Motion approved

**Treasurer's Report:**

New Annual Dues letter will go to printer next week; payments can be accepted at the Annual Meeting; Eads, Murray, and Pugh -rates will increase at the beginning of the year; Motion and second to approve the treasurer's report as presented; motion approved

**Report of Officers**

**President:**

Ed is absent; nothing from Kim (per Ed) to report

**Vice President:**

Nothing to report

**Secretary:**

Nothing to report

**Treasurer:**

Nothing additional to report

**Report of Committees**

**Welcoming Committee:**

Churchill Ct. has a new homeowner; no update on baskets

**Property Improvements committee:**

Property Improvement requests- will be discussed under new business

**Activity committee:**

Only 3 volunteers for Trunk-or-Treat; last year we had 8; need volunteers to help with trunk-or-treat, set up and clean up, bake sale, silent auction, face painting; Kim will reach out through connections to seek volunteers; Discussion whether or not to continue this event for next year due to lack of volunteers.

November meeting- the room is booked at Faith and the sign from PJ currently being used for Fall Family Festival can be used to advertise the annual meeting

**Covenant and Infractions committee:**

Ed and Matt visited a few homes; mostly positive interactions/feedback; a few people didn't answer door-will need to visit again

**Parks and Grounds Oversight committee:**

Nothing to report (per Kim in Ed's absence); Angie made note that Chuck Cochran has been at the park and along St. Rd. 26 trimming & keeping those areas clean; Matt, Ed, and Randy will get together soon to put up Christmas lights at the park

**Website/IT committee:**

Minutes have been added to the website; discussion whether or not kids can fundraise on our FB page

**Old Business:**

- Two signs with the tennis and pickleball courts are with Blumling Design - cost will be \$367.50; Proof will be approved by the HOA board before the final printing of the signs
- Discussion - stroller on the tennis/pickleball courts and kids riding scooters on tennis courts; Ed has addressed the issue
- Facebook page: Kim is still working on removing names; 2 sheets will be made with information needed
- Lights at the playground (on hold for now)
- Sidewalk to shelter #2 (on hold for now)
- Clearing brush along 26 (on hold for now)
- Facebook advertisement/webpage-can be added to the website; Angie will work on this
- Neighborhood Burning Recommendations- handout with information provided by Lafayette Fire Dept.- Discussion when and where to share this information with the neighbors of Brookfield Heights-suggestions to share at the annual meeting, BH Facebook page, and the website - Motion and second made to approve the handout as presented; motion approved

**New Business:**

- 2026 Budget- discussion. Motion and second made to approve the 2026 budget as presented; motion approved

- Year 2026 Dues increase- discussion and handout of necessary future repairs; \$25 dollar increase which is equivalent to 18% for a total of \$165/year
- Discussion-ways to get volunteers for neighborhood projects-suggested sign up sheet at the annual meeting to be kept on file when volunteers are needed
- Annual Election Committee Approval- committee consists of Stacie Ewing, Jim Everette, and Randy Rottler; if interested homeowners want to be on the board, they should contact one of these 3 people listed no later than Oct. 27th (to be listed on the ballot); Motion and second to approve the nomination committee (vote taken via text); motion approved
- Indemnity Agreement for special use of HOA public property handout- this is provided by the lawyer for BH homeowners to use to protect themselves; Motion and second made to approve the Indemnity Agreement handout as presented; Motion approved
- Property Improvement Requests: 1) Morgan Ullmer 33 Goldergreen Drive- request to remove all flower bed landscaping and replace it next spring; Motion and second to approve Morgan Ullmer's request to remove landscaping; Motion approved; 2) Morgan Ullmer 33 Goldersgreen Drive-request to remove one of the doors on the sunroom and close it off; replace the other door with a steel door and storm door if possible; replace siding with one solid color to match the house; Motion and second made to approve the property improvement request as presented; Motion approved (Note: there were 2 nays, but still approved)
- Property Improvement Request: Kim Carlson 337 N. Brookfield Drive-request to remove birch tree; Huge Ash Tree and Birch Tree in backyard- Birch tree is branching over the Ash Tree and the neighbor's fence; could cause damage if not removed. Motion and second made to approve the property improvement request as presented; Motion approved

#### **Questions & Comments from the Audience:**

John Condreay complimented the HOA Board for their time and effort.

#### **Next Meeting: Annual Meeting**

Faith Community Center - Meeting rooms 1&2

November 13th, 2025 6:30pm

Motion and second to adjourn meeting.

