

**MINUTES OF MEETING
BROOKFIELD HEIGHTS HOA BOARD
JUNE 16, 2020**

In Attendance: Nikki Engel, JoAnn Ferris, Jamie Schlueter (all via Zoom app)

The minutes from the May 19, 2020 meeting were unanimously approved.

Property Mgmt: Robyn King and Jennifer Freeman from Cas-i (Associa) discussed their company's services and answered questions from board members.

Goals: Discussion re short and long-term goals was tabled in interest of time. JoAnn has printed a list for board to review.

Facilities/Park: Eagle Scout project/community library was approved by board and Mason has received approval on his end. He will contact 811 before commencing any digging at the park. Nikki asked if we wanted to censor any material placed in the library and she stated "rules" would be posted on the structure as to what constituted appropriate material. JoAnn stated she believed we had adequate funds to proceed with roof replacement of picnic shelters, but Jamie will confirm with Tim. It was agreed to go with the Keller Builders bid. Nikki indicated that painting of the structures would probably not be an appropriate job for her scout group; therefore, Jamie will ask Tim to obtain bids for painting the picnic structures. The scouts will rake the mulch on the playground. Jamie met with Jim Everett and stated he believed honoraria paid to Jim was appropriate for the duties he performs. Jamie will ask Tim to get with Noblesville firm re tennis courts and get suggestions from this firm re alternative uses for the space. Nikki suggested possible conversion to a dog walk/run.

Landscaping: Jamie will ask Tim to contact Caddyshack about weeds that persist at park and along SR 26. JoAnn stated she is hopeful volunteers will step up to weed and plant around signs.

Communication: There has been a 77% (256 households) response to PayHOA. JoAnn has been able to update some info on the website via Vista Print, but has been unable to obtain access to Google Drive to upload minutes. Jamie will contact Jason for info on how to access Google Drive.

Budget: JoAnn now has access to Horizon Bank checking account. She will contact bank re obtaining a debit card for miscellaneous purchases. The Old National account was closed on June 3 and \$10,988.03 has been deposited to Horizon Bank. Jamie and JoAnn have been unable to reconcile PayPal transfers with amounts expected. Jamie will obtain username and password for PayPal from Tim so we can review records and reports from PayPal. It was agreed that three households delinquent on dues should be sent to collection, and Jamie will ask Tim to process.

Events: Nikki stated she found a sidewalk sign (one-sided) for purchase on Amazon. It weighs 77 lbs and is 3 x 4 feet. It comes with both letters (black) and numbers/symbols (red) and she believes there are an adequate amount for our purposes. It is able to withstand winds of 30 mph. If the sign fits in the storage shed, it might prove to be a more cost effective option to renting signs for events such as the garage sale and annual meeting. She was unable to locate any other vendors other than The Sign Guy for sign rental in the Lafayette area.

Covenant Enforcement: We have had 2 households who have complied with recent requests. There are 3 households that have not yet complied and Jamie will ask Tim to follow up.

Insurance Policies: JoAnn met with Marci Kuhlman, agent at Henriott Agency, to review the Directors and Officers and Property and General Liability policies. Marci did not recommend any changes to the D&O policy, but she had several recommendations to reduce cost in the Property and General Liability policy. It was unanimously voted to approve these recommendations. JoAnn will convey this information to Marci. Marci also stated she required a copy of Tim's certificate of insurance and Jamie will request same from Tim.

Welcome Letter: It was agreed a welcome letter needs to be sent to new homeowners. JoAnn will revise to include information re the importance of timely payment of dues.

Next Meeting: Tuesday, July 28, 2020 at 7:00 p.m. Jamie will request Tim's presence at this meeting.

Respectfully submitted,
JoAnn Ferris
Secretary/Treasurer