

**Brookfield Heights Homeowners' Association**  
**Board Meeting Minutes**  
**March 8, 2023**  
**Comfort Suites Meeting Room**  
**31 Frontage Road**

Meeting was called to order at 6:30 p.m. by Vice President Jeremy Gibbs. In attendance were Jeremy Gibbs, Sharon Byrd, Cecil Shoemaker, Angie Curtis, Matt Curtis, Lamyra Davila. Board members Ed Butler and JoEllen Horton were absent. Also present were homeowners Paul & Angela Felkey, Gary DeWitt, Brad Broderick, Evan Gibbs, and Randy Webber.

Discussion of "Reading of the Minutes" occurred. Lamyra had some questions about what was discussed after she and Sharon had to leave the February meeting due to illness. One of her questions was about Cecil's proposal to make changes to the December Minutes. He had rewritten a part of the Minutes that he strongly felt were inappropriate and he felt they should be corrected. The Board, minus two members denied that request. The Board decided they would no longer allow changes to the minutes after they had been posted. Lamyra asked how had they reached that decision, and what was different about that request from the others. Jeremy stated that he believed it was because they had already been posted. She cited two previous changes in minutes that had been accepted by the sitting Board after they had been posted, as examples. More discussion ensued and then she was told to email her rebuttal to the Board and a decision would be made by email. The other things you mentioned were not discussed at that meeting if I am hearing correctly.

At our last Board meeting, Ed had suggested, and the Board had discussed, that any rebuttals should be approved only at face to face meetings in a subsequent Board meeting for inclusion in that Board meetings minutes. Angie pointed out that we have been doing a preliminary review of drafted minutes by email for adoption at Board meeting. Nearly all members of the Board have responded with changes before the meeting. Motion to accept February minutes with rebuttals by Lamyra at the April meeting was accepted by the majority of the Board.

### **Treasurer's Report**

The General Checking Account has \$62,901.09. The Money Market account, also known as the Reserve account has \$40,530.15. The Treasurer made a request to move money into our Reserve Account from the General Checking account. Discussion ensued without a decision being made, tabled until next month's meeting.

### **Dues Assessments**

Ninety-five percent (95%) of homeowners (287) have paid their 2023 assessments. The ability to pay using the PayPal app has been very successful. According to adopted Board policy, Sharon has added interest to payments received after the due date of January 31, 2023. Angie has changed the fee for PayPal and the new total amount amount due on our website.

After due diligence by Sharon, only one homeowner has not paid the 2022 dues assessment. She will forward this information to the attorney for collection. According to Board adopted policy, delinquent homeowners for 2023 will receive notices at 30 days past due by email (or postal mail if we have no email on file). The treasurer always checks for property ownership on Beacon prior to sending past due notices. A final notice will be sent at 60 days by certified registered mail. In the final notice a payment plan can be offered. At 60 days delinquent, a final notice will be sent by certified mail. Any dues not paid by May 1 will be turned over to the attorney for collection.

### **Committee Reports**

Jeremy asked for a report from the Welcoming Committee. Sharon reported for the Welcoming Committee that one basket had been delivered since our last meeting. It was noted that a house would be closing in about a week and another had just sold. Jeremy shared a story about 3 real estate agents who have mistakenly stated that this neighborhood does not have an HOA. Sharon stated that in 2010 when they bought their house her real estate agent collected copies of all covenants for suburban neighborhoods with HOAs and shared them with her. A neighbor of hers who had 4 dogs related the story of her real estate agent diminishing the influence of our HOA.

Property Improvement chair, Jeremy, reported they had received a request for a change of fencing type, which will be reviewed by the committee. Angie inquired about any requests occurring digitally. Spring will bring more requests, and we need to be ready to field and review them.

## **Social Committee Report**

Plans are moving ahead for the Easter Egg Hunt to be held on April 8th at 1 p.m. Eggs and candy have been purchased, and the Harrison French class of fellow homeowner Gaylene Hayden has volunteered to fill the eggs for us. Thank You! A new banner has been made for the park promoting the Egg Hunt. Preschoolers will "hunt" inside the tennis courts and the older children will be outside. Little Miss Cupcake will be there. hopefully to be joined by another food truck.

## **Infractions Committee**

Regarding the Infractions Committee, on February 25th, Matt reported that Randy, Lamyra and himself walked around the neighborhood and recorded 2 violations.

The Infractions Committee reported walking the neighborhood and reported two "courtesy calls" they had with homeowners. A report was presented to the Board "Procedures for Covenant Violations Committee 2023" listing the procedures to be followed by the committee. Badges or lanyards will be prepared for committee members to wear when speaking with the homeowners. Lamyra submitted a written report concerning "Procedures for Covenant Violations Committee 2023. Lamyra stated that when it gets warmer, the committee will be going out more, hopefully with no more than 2 people making contact with homeowners. Lamyra mentioned pending litigation to be, for instance, infractions that have surpassed the "courtesy call" stage, and we are now discussing whether or not to move forward with the attorney. Lamyra stated in her report that by making the initial face-to-face approach, an additional goal would be to build a relationship with our neighbors, so they will feel comfortable reaching out to us with any complaints or questions in the future.

## **Park Oversight Committee**

The Park Oversight Committee reported that a tree was taken down along the tennis courts and will be getting quotes to remove 2 stumps. The horseshoe pits were cleaned up and the removal of an old sign to be replaced with a new one. More discussion was had about replacing other signs along with 3 new signs to promote the new Facebook forum/website page, with a price of \$874.50 plus tax. We also discussed that Jim Everette is always available and eager to help with anything he can.

## **IT/Webmaster Report**

Angie reported as the IT/Webmaster. She did some cleanup of our website to make navigation and finding of information easier. She would like to move the menu to the top instead of the side. Calendar is still a work in progress using Google calendars since the website designer is limited in only the use of Google Calendar.

Jeremy presented a new mockup of the Facebook sign. The new one is a little busier than the one Cecil created. Jeremy asked the Board to approve the design. The old Facebook page is being dismantled in preparation for the new Brookfield Heights forum link. Jeremy tested the invitation with Matt to see how he responded. Verification is required to be admitted to this site. Evan shared the questions: what is your address, what is your last name, are you over the age of 18. After inputting the answers, the user must agree to the policies of the Facebook Forum. These questions are consistent with other Facebook pages in our community. Facebook only allows 3 questions to be created. The old page will disappear by the end of March. Problem: unless we go through email invitation, it causes some issues. Angie said that we should include this information in our next newsletter. Our private page title is "Brookfield Heights Community." Discussion regarding the design of the Facebook sign occurred. Jeremy will provide the Board with a final invoice to vote upon within the next few days.

## **Old business**

A date will be chosen to meet with the law firm concerning the proposed amendments.

Lamyra presented a written report on "Executive Session."

Matt raised the question about violations of policy for Facebook page use. Evan stated that there are a number of options: time out, remove ability to respond, delete their membership.

Concerning "Communication to Residents," Jeremy asked about the new gmail addresses for the Board members. Sharon shared her story concerning the creation of the Treasurer's special email address in order for timely response to communication. Now every member of the Board will be able to easily transfer email information to new Board members.

Concerning the creation of ID badges for our Violations Committee, Cecil will begin to pull these pieces together for distribution at our next Board meeting.

### **New Business**

It was noted that there is still room on the Social Committee if anyone is interested.

Dates of future Board meetings will be the first Tuesday of each month at 6:30 p.m. except for July and November due to the 4th of July and Annual Meeting. Currently, we will continue to meet at this location: Comfort Suites, 31 Frontage Road.

It was discussed that there had been several companies contacted about repairing the tennis courts and at this time there is one company coming soon to give us an estimate.

Brief discussion concerning Summer Food Trucks occurred. Most weeks have been booked. Jo Ellen will let us know soon.

### **Questions from Audience**

There was discussion about limiting the newly posted signs to basketball courts only but should be "Park facilities".

There was a discussion about installing a camera for surveillance at the park due to a recent theft. It was suggested that we could do a wireless router in the shed.

Our next meeting will be at the Comfort Suites, 31 Frontage Road on Tuesday April 4, 2023 at 6:30 p.m. Motion to adjourn was made by Cecil, seconded by Lamyra. Motion passed unanimously. Meeting adjourned at 8:06 p.m.

Respectfully submitted,  
Cecil Shoemaker, secretary  
Brookfield Heights Homeowners' Association