

Brookfield Heights Homeowners' Association Board Meeting Minutes
Comfort Suites Meeting Room, 31 Frontage Road
January 6, 2026

Board Attendees: Ed Butler, Randy Rottler, Jo Ellen Horton, Kim Carlson, Matt Curtis,
Sharon Byrd, Angela Felkey and Stacy Workman

Homeowners in attendance: None

Reading of Minutes:

Minutes presented from the December 2025 meeting

Motion and second made to approve minutes (with a change for the next meeting to February 3rd) from December 2025. Motion approved

Treasurer's Report:

163 homeowners have paid annual dues; 167 homeowners still owe annual dues (49.29% paid). Dues must be paid by the end of February to avoid a penalty.

*Note: The overall expenses for 2025 are \$116,095; After subtracting the amount for the Tennis Court project, then the expenses are \$34,448 and are within the same range as previous years.

Motion and second to approve the December 2025 treasurer's report as presented; motion approved

Report of Officers

President:

Tennis court lights -will ask Pete from Houston to come to a work session meeting before next month's meeting-informal discussion

Vice President:

Nothing to report

Secretary:

Nothing to report

Treasurer:

Nothing additional to report

Report of Committees

Welcoming Committee:

Sharon has sent notices; Mary suggested to wait until January (after the holidays) to proceed with basket delivery

4-5 new homeowners

Property Improvements Committee:

Matt received an email about a trailer on Brookfield; needs to park it in the driveway; Matt and Randy will assist another homeowner with replacing some siding

Activities Committee:

Social events handout provided -note that Gaylene's kids will fill Easter eggs for the Easter Egg Hunt; Discussion for someone new to take the lead for the Fall Family Festival; Jo Ellen will start booking food trucks soon; American Porkers will be here for the neighborhood garage sale; Discussion about replacing the feathered flag for Food Truck Thursdays-more discussion will continue in February

Old Business:

- Sign for the Tennis/Pickleball courts is complete
- Kim discussed process for removing neighbors from Facebook-Motion and second to only allow residents of Brookfield Heights to be on the Facebook page; Motion approved
- Sidewalk to shelter #1-on hold for now
- Brush along St. Rd. 26- discussion for once a year maintenance; leave mowing to Clint Federer; mulch around trees and playground
- Get quote for trimming trees and bushes, removal will be separate; revisit mulch discussion at a later date
- Discussion and comparison of rubber mulch vs regular mulch
- Facebook advertisement- Neighbors with a business will not be allowed to advertise on our Facebook page; instead there will be a place to advertise through the Brookfield Heights website
- Burn recommendations- discussion to get burn recommendations to neighbors

New Business:

- Stacy Workman email account is up and running; Board members please remove Angie Curtis and add Stacy Workman
- Board of Directors Liability Insurance- Board personal liability (coverage for board members) expires in February; Liability insurance for personal property of HOA expires in September; discussion to combine these; For tonight, we are looking at a new company for the Personal Liability Insurance; The two companies are The Mitchell Agency- Thomas Gothard or Insurance Broker Direct- Matt Kopf; discussion of prices and coverage; Motion and second to approve Mitchell Agency; Motion approved
- No property improvement requests this month

Motion and second to adjourn meeting

Next Meeting:

Comfort Inn & Suites

March 3rd, 2026 @ 6:30 PM

