

Brookfield Heights Homeowners' Association
Board Meeting Minutes
April 4, 2023
Comfort Suites Meeting Room
31 Frontage Road

Meeting was called to order at 6:30 p.m. by President Ed Butler. In attendance were Ed Butler, Jeremy Gibbs, Sharon Byrd, Cecil Shoemaker, Jo Ellen Horton, Angie Curtis, and Matt Curtis. Board member Lamyra Davila was absent. All officers were present.

Also present were homeowners Bill & Karen Scott, Julie Butler, Evan Gibbs, and her daughter Lucy.

Discussion of "Reading of the Minutes"

Discussion concerning the recording of any street number and name in the minutes. Currently, we record the street name but not the house number. Most board members concurred with this practice. Sharon shared that Lamyra had spoken to our lawyer about this, and he felt that not even the street should be included. Cecil believed that to only refer to legal matters discussed in Executive Session. Ed suggested that we compromise by reporting the number (quantity) of houses visited and the issue in open board meeting and discuss the specific house in Executive Session where the house and street number would not be recorded but reported in very general terms.

Cecil moved to adopt the minutes as presented, Angie seconded the motion. Motion passed.

Ed has directed Cecil to present first draft of minutes within 5 days of board meeting. He asked for members to report any minor mistakes for revision not editorial revisions. He felt that this usurps the authority and validity of the Secretary's job.

Treasurer's Report

Sharon presented two spreadsheets: 1) Current year budget and expense report, 2) Report of Year End for Budget Years 2019-present. These will be posted on the website. The General Checking Account has \$64,289.74. The Money Market account, also known as the Reserve account has \$40,531.46. The Treasurer made a request to move \$20,000 into our Reserve Account from the General Checking account to earn more interest until such time we need to use it. Monies can easily be transferred when needed for tennis court repair. Jeremy moved that this request be approved. Jo Ellen seconded. Request approved.

Dues Assessments

Ninety-seven percent (97%) of assessments have been received for 2023. Ed entertained a motion to rescind our previous procedure for dues collection due to some issues that Sharon has had to deal with, particularly for homeowners that were delinquent by two years. Now, we should only have to deal with single year delinquencies, hence that request to change the procedure. Angie moved that we rescind past board procedure, Matt seconded the motion. Motion passed.

Sharon presented her new procedure for delinquent assessment collection in writing:

- Assessments are mailed in November and are due by January 31st.
- Assessments not received by February 28/29 will be sent a past due notice on March 1st.
- Assessments not received by March 31st will be sent a final notice on April 1st stating that after April 30th the homeowner will be turned over for collection. Payment plan will be offered by the Treasurer if necessary.
- Assessments not received by April 15th will receive the final notice by certified mail.
- Assessment not received by May 1st will be turned over to the lawyer for collection.

Sharon also presented a sample of the 2nd notice letter and the final notice letter.

Angie queried Sharon about the late fee which is \$1.80 per month, \$3.60 for two months. PayPal will also be edited to reflect the late fees.

Jeremy moved we accept the new procedure as presented by Sharon in writing and recorded above, Jo Ellen seconded the motion. Motion passed with no dissenting votes.

Sharon also presented in writing the legal invoices for the whole year from Eads Hughes and Pugh.

REPORT OF OFFICERS: No officer had anything to report at this time.

COMMITTEE REPORTS

Welcome Committee

Sharon reported for the Welcoming Committee that one basket had been delivered since our last meeting. One house has recently sold, and nothing has been received from the titling company. When a house is sold, the titling company contacts Treasurer/Sharon to inform her of closing date and inquire about the dues assessments to insure that current documents reflect the correct amounts. Ed was concerned about homeowners that move out of the neighborhood and their membership on the Facebook Private Forum. He felt Sharon needed to inform an admin of our Facebook page when move outs had occurred. Additionally, Angie suggested that the QR code for the Facebook page be included with future Welcome Baskets.

Property Improvement Committee

Jeremy reported on the following improvement requests: 1 fence request; 1 request to remove a large flower bed including a request to add-on to a driveway (committee asked for a drawing before approval) and adding a fence to the back of their property. Jeremy suggested that this homeowner contact and pay for a surveyor to line out his property for clarity when talking to his neighbors. This homeowner will be coming to a meeting to explain his request. Ed reported that 4 fence replacement requests were being reviewed. Two homeowners were mentioned by name. Jeremy usually responds by phone to any requests, then by email if phone not answered.

Angie asked about the use of the Google form for property improvement request. Ed was having problems accessing the form from the website. Angie suggested a cause.

Social Activities Committee

Jo Ellen submitted a printed report. For the Easter Egg Hunt, we are having “L’il Miss Cupcake” and “Traveling Tom’s Coffee Truck” present at park from noon until 2:00 p.m., hunt at 1:00 p.m., eggs placed on tennis courts for pre-schoolers and in the park for the older children. Eggs are to be returned after hunt. Evan suggested empty eggs be redeemed for goodie bags. Volunteers needed to “hide” the eggs from 11:30-noon.

Garage Sale sign went up today (4/4/2023). El Mata Food Truck will be present with an expanded menu. Time for food truck presence will be posted on sign at a later date. Did you know that 130,000 drivers go by our neighborhood in a 24-hour time period?

Jo Ellen submitted a lineup of Food Trucks for the Summer as a written report with contact information on the reverse.

Activity ideas: corn hole games on Thursdays in summer, organizing horse shoe tournament, entrance sign enhancements with donated perennials, lighting of signs, U.S. flag somewhere, small flags for Memorial Day or Fourth of July, an event to raise funds for a cause important to neighbors, “Light Up Brookfield Heights” with the addition of an Angel Tree and singing of Christmas carols. Jo Ellen has thought through many of these ideas. Tennis court would need to be locked when Angel Tree is displayed from November-December. After residents select an item from the Angel Tree, it would be purchased, wrapped and addressed and left at Faith Church for retrieval.

Recycle Saturday: Regarding electronic recycling, Winski does not do neighborhood collections. Ed suggested Best Buy. Jeremy offered to contact Alex Bluhstein at Winski. During the first 3 years, Winski brought a large truck, and it was filled up. Food trucks will be available. Clothing used to be collected by Goodwill, but they no longer have a truck. Salvation Army was suggested. Jo Ellen will contact Salvation Army. Homeowner Karen Scott asked Jo Ellen if medicines would still be collected. Jo Ellen responded that the Tippecanoe Sheriff’s office would be present on that day to collect old or unused medicines. Pharmacy also has a drop off bucket.

Infractions Committee

Matt presented a report in writing. Some issues noted: shed and fence need painting, truck on jack stands, cars parked across sidewalk forcing walkers and moms with strollers to go into the street. This house has frequently been reported with these issues. Another issue with cars parked in front of mailboxes or on wrong side of street has been reported to Matt. Ed stated that parking in front of a mailbox is an HOA issues that needs to be addressed in order to prevent it from becoming a Postal Service issue. Matt suggested neighbors speak with each other concerning this issue. Issue with blue Chrysler car was again brought up. Jeremy felt it was time for this car to be moved, since it is continuing to violate

covenant regarding curb parking. Angie amplified the issue of parking on the wrong side of the street. Matt will call Sheriff's office to determine legality.

Park Oversight Committee

Ed asked Board if there was any interest in reinstalling lighting on 3 legacy signs. The Board wholeheartedly concurred with this suggestion. Ed will begin investigating and purchased needed materials to accomplish this task.

Jeremy proposed a motion to state, "If Ed can be able to install lighting at the 3 signs for \$400 or less, the Board give advance approval to this action." Cecil moved to approve the motion, Jo Ellen seconded the motion, motion passed with no dissent.

Jeremy presented two invoices for 2 stumps removal at the park: one for \$140.00 and one for \$215.00. Angie moved that we accept the Invoice from Chris Crum for \$140.00, Matt seconded the motion, motion passed with no dissent.
{Addendum: both stumps were removed the morning of the Easter Egg Hunt (4/8/2023)}

Jeremy has reached out to a number of his firefighter friends regarding the condition of fire hydrants in our neighborhood. We have 18 fire hydrants in our neighborhood. He asked the guy in charge of water works who was in charge of painting the fire hydrants. He stated that he had no crew, and he did it himself. Jeremy suggested the idea of him providing the paint and paint brushes and having a crew of neighborhood volunteers paint all 18 of them. The Board felt this was a great idea. The guy from the Water Works will provide the paint and tools as he feels is necessary for our neighborhood crew to accomplish this task.

Angie reminded the Board of an Old Business item regarding installing a concrete ramp at the park from the parking lot to the sidewalk in the park for handicapped and stroller accessibility. Ed will reach out to the Cement Masons' Friendship Program to see if they would be willing to donate labor &/or materials to complete this project.

Matt asked about fresh mulch at the park. Ed stated we did 2 truck loads last year, and one corner did not get covered as well as it should have been. Ed entertained a motion to contact Wrede Rocks to provide a truck that would hold 8-9 yards of mulch to cover this corner and other low-lying areas in the park. Jeremy brought up the horseshoe pits and need for a load of dirt to raise the pits which are underwater or soggy after rain. No motion for action occurred at this time.

IT/Webmaster

Angie reported that Jeremy approved the Facebook information to be posted as a link at the top of each page at our neighborhood website. Angie has gotten the Google Calendar set up and will work with Jo Ellen to post activities coming up. Ed thanked the IT/Web team for their work: Jeremy, Angie, Cecil & Jo Ellen. Old Facebook Brookfield Heights is still present, but Angie suggested we change the picture to our new page's QR code. Angie would like to clean up our webpage to make it more interesting and clearer.

OLD BUSINESS

ID badges were distributed to Covenant Infractions Committee. Brookfield Heights email address has been receiving payment confirmation of assessments and property improvement requests. Other Old Business will discussed in Executive Session.

NEW BUSINESS

Any homeowner that wishes to be on a committee should be brought to Ed's attention, so we can officially discuss and add that homeowner to the committee if Board agrees.

Location of future Board meetings: Ed would like everyone to know and be invited to our annual Board meetings on the first Tuesday of each month. Evan Gibbs suggested that on Food Truck Thursdays we have committee information communicated to any interested homeowners.

Jo Ellen was prompted to suggest the need for the purchase of 8 orange street cones for use on Food Truck Thursdays at the Park. Ed made note of need to purchase these cones.

Jo Ellen brought up the presence of signs in yards. This is addressed in our covenants. Signs in yards that solicit a business are prohibited. Signs at the Park were complimented.

Angie is going to have a blurb on the web page concerning the description of each committee.

Eads Murray and Pugh Seminar Dinner board member confirmations were Ed, Cecil, Lamyra and Matt.

Tennis Court Repair: Ed has at least 3 quotes. We would need a specialty company to repair and renovate the courts. We are still gathering quotes in order to do our due diligence. Many companies are booked up for this year/summer. One company guarantees 7-10 years for their work. Ed would like for a company representative to speak to the Board before a decision is made. Questions regarding foundations of fence posts, condition of nets, maintenance requirements and materials/labor and timeline would also be addressed. It appears that this project will not be started until Fall 2023 with access to court not occurring until Spring 2024. Apples to apples comparisons need to be made before final decision is made.

QUESTIONS AND COMMENTS FROM AUDIENCE

Bill Scott commented that the Board is a fun group.

Homeowner Velesca Crowe came to address the Board. She admitted that her property needed a lot of work, and she has begun to improve the look of her property by removing the fence and disposing of a lot of items in her backyard. She is requesting from the Board our expectations for her property and a timeline for getting things improved. She also was concerned with the way the Board was handling her issue. She noticed that the one Board member that was causing her the most concern was not present at this meeting. She only recently learned the name of this Board member. This Board member has been driving by her house almost every single day to the point that her children have noticed. On the previous day, this Board member was taking pictures of both Velesca and her daughter in the driveway. Velesca is aware that the HOA may take pictures of her property, but she wasn't sure about the legality of including her and in daughter in the pictures. Velesca had spoken to Andrew at EMP to determine expectations and timeline for property improvement. Velesca reported that Andrew was waiting to hear from the Board to determine next steps. She reported that Andrew was very professional and stated he was a representative of the Board and could not cross that line. The Board member had sent Andrew more pictures of her property showing the shed needed painting. Velesca is aware of this condition. Velesca felt this behavior is borderline harassment, and came to the Board to express her frustration with this Board member. She felt that this behavior was not professional. She felt this issue needs to be addressed by the Board. Ed responded by saying that Velesca chose the proper forum to address her problems, but the Board would need to address this issue in Executive Session. Regarding a timeline, Ed and Matt felt we had never given a timeline for issues to be resolved. Matt stated that if a homeowner is showing a conscious effort to improve covenant infractions, then a timeline is not necessary. This issue will be decided in Executive Session.

Lucy Gibbs suggested the possibility of putting soccer nets on the tennis courts. An issue with a gentleman who was concerned about the use of the tennis courts by teenagers playing soccer was discussed. The teenagers in question were abiding by all of the rules of the court and playing on one court only. The gentleman was a guest of a resident of Brookfield Heights. Jeremy felt that this kind of behavior was a power play and not acceptable in our neighborhood. Lucy is going to come up with suggestions for using the park for playing soccer or footsel.

Motion to adjourn was made by Jeremy and seconded by Angie. Motion to adjourn passed without dissenting vote. Meeting adjourned at 8:09 p.m. Executive Session occurred immediately after adjournment.

Our next meeting will be at the Comfort Suites, 31 Frontage Road on Tuesday May 2, 2023 at 6:30 p.m.

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