

Brookfield Heights Homeowners' Association Board Meeting Minutes
Comfort Suites Meeting Room, 31 Frontage Road
March 3, 2026

Board Attendees: Randy Rottler, Kim Carlson, Matt Curtis, Sharon Byrd,
Angela Felkey and Stacy Workman

Not in attendance: Ed Butler and Jo Ellen Horton

Homeowners in attendance: None

Reading of Minutes:

Minutes presented from the February 2026 meeting

Motion and second made to approve minutes. Motion approved

Treasurer's Report:

General Checking account has \$44,715.10 and the Money Market Account has \$55,567.68. One home still owes 2024, 2025, and 2026 annual dues. Two homes owe 2025 & 2026. The attorney has sent letters to homeowners. 88% (291) annual dues have been paid; 35 homeowners still owe (not counting the ones listed above); past due letters will be sent by end of week; Federal and State taxes were filed 3/2/26. EMP-usually sends invoice by first of the month; haven't received this month's statement yet; Motion and second made to approve the Treasurer's report as presented; Motion approved.

Report of Officers

President:

No report...Ed is absent

Vice President:

Randy will present some items in Old Business

Secretary:

Nothing to report

Treasurer:

already presented

Welcoming Committee:

Several baskets were ordered and delivered to new homeowners. Sharon received the bill. 2 homeowners completed the form and returned it to Sharon via email.

Property Improvements Committee:

Will discuss in new business

Activities Committee: Jo Ellen is absent- she sent an email. Easter candy has been purchased and is ready to give to Gaylene for the Harrison students to fill eggs for the egg hunt; Food trucks are mostly set up for summer

Covenants and Infractions Committee:

Kim and Matt visited 2 homes. One home had trash on the side of the house; the resident was responsive; they made another visit to another home for a vehicle parked in the driveway-this one will be discussed in executive session.

Website/IT Committee:

Nothing new to add; approved more people on Facebook; need to update website regarding fees from Paypal; different forms of payment

Old Business:

- Quote for clearing brush along St. Rd. 26- will move forward to get quotes-Memo, Zebra Landscaping, Gutwein Landscaping, and T-N-T; hoping to vote at the April meeting
- Move Facebook advertisements to web page- all advertisements go to webpage; Kim will work on this during her upcoming spring break
- Neighborhood Burn recommendations -need a cover letter (on hold for now)
- Discussion for new food truck feather flag; got a quote for \$250; board in agreement to not spend that amount; current flag purchased 6-13-24 was 55.99 for flag and customization; 43.00 for the pole kit; board will discuss at next meeting
- Long term goals/projects with budget numbers (discussed handout of future projects)

New Business:

- Tennis court lighting- handouts and discussion; Quotes provided: Option 1 (8 fixtures) \$10,850.00; Option 2 (6 fixtures) \$8670.00; Motion to sign contract **after** we receive an itemization of rebates/credits for work already done, movement of basketball lights, etc and a completion date for the project; Motion approved
- Welcoming committee handout -may need updates; on hold for now
- Property Improvement Requests- 2 for this month
 - Chuck Cochran at 23 N. Brookfield Dr. -Motion and second made to approve Chuck Cochran's new roof with fiberglass architectural shingles -gray/black as discussed at an earlier work session; Motion approved
 - Josh Brown at 5011 Britannia Ct. -partial in ground pool; cement patio, & gazebo; owner will provide all necessary documents, permits, drawings, pictures, etc. with Board approval to proceed with getting necessary documents; Motion and second to approve Joshua Brown's property improvement request to proceed with necessary paperwork as long as covenants and county rules and regulations are followed; Motion approved

The meeting is adjourned.

Next Meeting:

Comfort Inn & Suites - May 5, 2026 @ 6:30 PM