

## **Brookwood Hills II Board Meeting Minutes**

**2101 Pine Thicket Lane**

**7/28/2022**

**7pm**

The meeting was called to order at 7:05 pm. Board members in attendance were Brian Tompkins, Ann Graves and Amy Sabol. Pert Durapau was absent. Quorum was confirmed. In attendance was Cheryl Frech, Sandy Gautsche, Dede and Bill Farmer and Jim Cline. Proof of Meeting Notice was established: 1) Posted within the neighborhood 2) Posted on the website 3) Email sent

Meeting minutes were approved by board. Motion was made by Brian Tompkins and seconded by Ann Graves.

Brian suggested we vote to add to the board of directors with the resignation of Elston Eckhardt. Eckhardt resigned July 8, 2022. The board had asked Cheryl Frech to return to service and she agreed. The board nominated Cheryl Frech to act as Treasurer and Pert Durapau will serve as Vice President. All other officers will retain their positions. The motion was made by Ann Graves and seconded by Amy Sabol. The motion was unanimously passed. The motion to accept the new slate of officers was made by Ann Graves and seconded by Brian Tompkins. The motion was unanimously passed. The new board will now be as follows: President Brian Tompkins, Vice President Pert Durapau, Treasurer Cheryl Frech, Secretary Amy Sabol and Director Ann Graves. Our HOA bylaws state if an officer steps down from his/her role on the Board of Directors, the board may elect a new director as long as a quorum is present. The newly elected director will serve until the General Meeting in May when new officers will be elected by the body.

### **Old Business**

President Brian Tompkins asked if our 2 key executives for our Wells Fargo Bank had been changed. Amy Sabol replied, No. She stated with the change of leadership she thought it best to wait for this meeting to establish the new names on the account and a Key Executive. Sabol said we have selected Ann Graves to serve as our Key Executive. The change of leadership will change the Signatories/Names on the bank account. The board acknowledged. A motion was made by Brian Tompkins to assign new names to the Brookwood Hills II account as follows: Cheryl Frech and Amy Sabol. Brookwood Hills II will leave unchanged the June 6<sup>th</sup> decision for Ann Graves to serve as Key Executive. Ann Graves seconded the motion. The motion passed unanimously by the board of directors.

Brian Tompkins asked if there was more than one mailbox key. Answer was no and it is retained by the Treasurer. The board agreed one key should be fine.

Brian Tompkins asked that we discuss some of the policy required by our new Bylaws. One of which is the Rules Enforcement Policy and Procedure. Amy Sabol said she had not planned on discussing the policy because the topic will take great consideration. She explained the policy had been copied from another neighborhood to give us an idea of what is involved with the needed policy decisions. Sabol pointed out there needed to be a

comparison of the passed CC&R's in comparison to a list of possible fines. The procedures seemed viable in the document but she had not invested the time to see how it would match up with our passed document. Brian had looked over the copied document. It had fines and procedures for the board to follow. Brian said noise and vicious dogs were both discussions to be had. It was discussed for a short time but ultimately it was tabled because the decisions were difficult to make and needed more study by the board. A visitor commented problems on Oak Cove with a dog issue. It was many of the considerations discussed about decision about enforcement policy.

The next policy discussed was the Copy and Reproduction and Procedure. Sabol said according to the State and our Bylaws if we are asked to produce records by a member we are required to have a policy. The policy includes time allowed to respond, pricing for copies if required and also a clause where the board can decline to charge the costs if the "ask" is small. The motion was made by Brian Tompkins to approve Copy and Reproduction Policy and seconded by Ann Graves. The approval was unanimous.

The third policy to be discussed was the state mandated Alternative Payment Plan Policy. Sabol explained this policy is for members that are behind on their dues. Some of the visitors weighed in on possible solutions to the issues. Our Bylaws state we have a \$25.00 late fee and 20% simple interest applied at the point the member reaches delinquency. We are required to certify mail the delinquency notice with a payment plan. The certified date would be the day the alternative payment plan would commence.. Discussion ensued about amortization chart and how to go about a good plan for our membership. The document was tabled because changes will have to be made. Sabol will re-write with the suggestions made and the board will evaluate once again.

Brian Tompkins asked if the website was up to date. Sabol replied to the best of her ability. She suggested our archive documents could be added. It was agreed we could add a tab with the old documents posted. Currently, Agenda/Minutes, Budget, Email Registry Form and Policies, Dedicatory Documents and Paypal are all online. She will add more as needed. Tompkins asked if all the budgetary documents were online. She said the expenses/income and Operating Budget are located with their own tab. A guest suggested we still lacked an Summary of disbursement of revenue/expenses document required in our Bylaws. Cheryl Frech reported that could be easily attained. She has an excel spreadsheet. She will send out to the board and then Tompkins will send out to members. Sabol will place on website. A short discussion took place about the administration of Paypal. Cheryl Frech thought it was Tyler Puckett from years ago. Sabol said she engaged him when his parent lived here. He was instrumental in getting our HOA online and allowing payment to be made with Paypal. Sabol said she would communicate with the trusted Mr. Puckett to change our administration to a board member.

Brian reported he had only one member volunteer for Architectural Control Committee. The board discussed needing at least 3. Sabol mentioned the members on Oak Cove should engage in the work required to keep our fence along Central uniform. Everyone owns their own fence and it will take neighbors working with neighbors to keep Central looking uniform for the appearance of the neighborhood. Brian said he would specifically ask for Oak Cove residents to volunteer because Central is a big issue.

The progress of the collection of email registry was asked about by Mr. Tompkins. Sabol reported she had all the sheets. We have had 67 residents participate. Mr. Tompkins will be sending emails to the neighbors that have not registered. Sabol is working to update the email and the directory for possible publication this year. Sabol and Frech both have databases of our residents they keep updated to the best of their ability. Tompkins said he and Sabol have access to the Brookwood Hills email system. Both stated they would be happy to send notices created by our Treasurer or Director Graves about anything they felt was warranted to be known to our community.

### **New Business**

Ann graves mentioned the heat that is causing troubling side in our plantings. Masterscapes has offered to re-plant our perennials at the bottom of Brookwood Blvd because they are not flourishing. They will do so if and when the heat subsides. She also reports we have some dead plant at Central and Cummings. The budget included \$1,000 she may spend this year on replacements. She also believes she may gradually replace the pines on the boulevard with her budgeted money. Sabol mentioned we might as well get started on replacing the double check at the entrance on Edgewater. A guest suggested since we cannot find it perhaps a call to Mid-Cities Irrigation should be made. Talking to the owner, Darryl, may save us the cost of replacement. Ann stated we have had multiple companies try to find the double check and all were unsuccessful. She said she will ask Darryl and also get a quote for him for the double check replacement.

Guests were asked for their comments. They were allowed to engage in our meeting at times. Their suggestions were well received by our board.

Brian Tompkins moved to adjourn the meeting at 8:45. It was seconded by Cheryl Frech. Unanimous.

Alternative Payment Plan Policy sent in certified letter sent to delinquent payees  
Website Management: (Amy to manage the website)

Which documents are still needed for website compliance?

Previous Year Expenses/Income Statement. ?

Current Year Budget: ?

Other

Architectural Control Committee: • Jackie Piland. Any other volunteers? Will this committee be responsible for addressing the fence on Central?

Email Registry - What was the total received back?

Email database: Who to manage?

**New Business**

Vote on new board member.