**Brookwood Hills II HOA Board of Director Meeting Minutes**

**March 23**

**7:00 pm**

**3700 Edgewater Drive**

**Agenda**

Call to Order at 7:08 pm with all the current officers in attendance. Pert Durapau, Mark Ferguson, Amy Sabol and Ann Graves.

Minutes were approves with a motion by Ann Graves, Second by Amy Sabol.

**Brookwood Hills II HOA Board of Director Meeting**

**March 7 - 7:00 pm**

**3700 Edgewater Drive**

The meeting was Call to Order by Pert Durapau, Vice President at 7:02 pm.

Board members present were Pert Durapau, Amy Sabol and Ann Graves. To be appointed Treasurer Mark Ferguson

Guests: Mary Ann Corder, Elston Eckhardt

The board accepted the resignation of Brian Tompkins as President. Motion was made by Sabol, 2nd by Graves. Vote was unanimous to accept the resignation.

The board accepted the resignation of Cheryl Frech as Treasurer. Motion was made by Sabol, 2nd by Graves. Vote was unanimous to accept the resignation.

The appointment of Mark Ferguson was made by a motion from Amy Sabol. Seconded by Ann Graves. The board unanimously voted to accept Mark as Treasurer.

**The Treasure Report – Interim Treasurer Amy Sabol, Secretary stated we have**  $27,000 in Savings and Checking. We have 3 months left in this budget. Typically our bills run around $1,000/mos average ($3,000) without any additional emergency projects. Knowing the averages and proposed cost ($5,000) to treat the pines it will lower our balance to $18,000 by June 1st. NOTE; THE $5000 WAS NOT REQUIRED TO BE USED. EXPLANATIO IS IN THESE MINUTES.

**Secretary – Minutes** A motion was made by Ann Graves and 2nd by Mark Ferguson to approve the minutes. They were unanimously approved.

Next the New Business commenced. It was decided the Budget would be developed by Pert, Ann and Mark. must have ready for General Meeting 1st Week in May. Discussion; Included trees, inflation, reserves required, Dues, Possible costs for repairs, tree trimming, attorney etc.

A room must be scheduled hopefully at St. Timothy’s – one of the committee members must find a location.

Last year it cost $150.00 to rent St. Timothy’s. Ann reported she met with at least 6 certified Aborists. She had quotes from $800-$11,000. A “call out” was made to our membership for recommendations for Arborists. One was specifically recommended. Arborlogical. They are the arborist recommended for years by Neil Sperry. They recommend fertilizing all the trees for $800 and cutting trees down as they die. There are 2 trees near Cummings near death. Arborlogical advise the Loblollies were not planted properly, there have been climate issues and their age are all factors. They recommend removing the loblollies a few at a time as they die and planting replacements. The board approved the fertilization of the pines ASAP. Ann has monies left in her landscape budget to pay for the project. The board agreed we need to start the process.

The city a few months ago talked to Ann about repairing Brookwood Blvd on the Northside. They have warned the improvement of the street may kill the pines. They will not be responsible. Currently they lean and it is a concern. Ann would like to plant a few trees in replacement in preparation for the day the pines are cut down

Lights on Edgewater. The electricity has been repaired after several years of issues. We will need new lights and Ann has replacements ordered. There are supply issues so there will be a wait. The replacements are budgeted.

Dues increase and/or a Special Assessment was discussed for the trees on the Boulevard. The board discussed raising our dues 15% (the maximum allowed without a general membership vote). Why? Inflation, known tree treatment and replacement required this coming year. There are also some trees along Cummings requiring Tree trimming. The last time the pines and trees on Cummings were trimmed it was $4,500. A notice must go out a month before the dues invoice if the dues are increased. With a possible 15% increase the member bill will be $258 from $225. It was decided a special assessment will be avoided. The budget committee will meet and decide what we may need but the board gave permission to consider an increase.

There was a brief mention of hiring an attorney to review our documents but it was decided to wait until the Texas Legislature is no longer in session. They have several bills proposed that will effect the HOA for this session. We will wait to take our documents to an attorney after the session is over. The budget committee plans to add a line item in the budget.

Recommendation was made by Amy Sabol for the board to send the members a note about the reasons for the increase Here is a start to the list;

1. Reserves are depleted and projects such as tree trimming trees on Cummings cost $4,000-$4,500 each time. This year 2023 is the year we usually are asked to do it by the city. It is a bi-annual process.
2. Pine Trees (Cost to save and/or replace in near future, Move lights from dead pines, repair irrigation after removal of tree) No estimate - except to cut down dead tree at the top of Brookwood Blvd is $1,600 to cut and grind stump. Fertilize for now and progressively cut them down and replant new ones as budgeted
3. Inflationary costs
4. First increase since 2015
5. Major repairs were experienced in 2022.
6. Irrigation cost continue to rise because system is old. We irrigate 2,800 linear feet along Central and Cummings.
7. Attorney

**May 1st at General Meeting we will elect new board members**

We need to solicit for new board members. Email and speak to members. We need to follow the following rules. It was suggested we deliver the notice for board election to the members 30 days before the general meeting.

1. At least 10 days before the date of voting in a board election the association must provide notice to the association members soliciting candidates interested in running for a position on the board. There must be instructions to notify the association of the candidate’s request to be placed on the ballot and the deadline to submit the candidate’s request. The deadline may not be earlier than 10 days after the date the association provides the notice required.
2. Rules are in IN THE TEXAS PROPERTY CODE about how to carry out ANY vote.
	1. Not later than 10 days from the date of vote. Proxy/ballot must be in members hands. (I recommend 30 days). Need to be delivered by hand and by email.
	2. Voting must be in writing and signed by member.
	3. If race is uncontested no balloting is necessary.

A discussion about the fences aligning Central and the Oak Cove residents.

* A letter was approved by the board. The need for fence improvement will be discussed at General Meeting in May. Letter will be sent out before the General Meeting to give residents on Oak Cove a chance to think about volunteering to Chair conversations with their neighbors along Central. We would like a policy to be written to achieve a better appearing fence and continuity when fences are replaced and become unattractive.
* Date to set up meeting with Oak Cove residents will be decided at meeting March 23rd, 2022.

Tentative Scheduled Next Board Meeting in March 23 and General Meeting May 4th

Adjournment – 9:15 pm Motion by Ann Graves 2nd by Mark Ferguson. Unanimous.

**Comments/Questions from guests**

Elston Eckhardt commented we needed to be aware of the resale documentation necessary for the property on Pine Thicket Lane. Exception for shed only for current owner.

Appreciated the due diligence on pine trees.

He believes we need to raise dues and appreciates our thoughtfulness on considering special assessment.

**Budget Discussion**

A three hour discussion insued. At the last (March 7) board meeting it was decided dues would be raised to $258.00/year. The budget forecast and work session was based on the new assessment. It is the board’s opinion we may need a raise dues for the next few years to catch up with inflationary costs.

These minutes are on a “high level” summary of the meeting. Mark, Ann and Pert had worked together the week before on the draft budget. A list of forecasted line items for Brookwood Hills II were discussed one by one. Ann had received quotes on many of the items to allow us to forecast expenses for the coming year. The past fiscal year has uncovered several expenses we will have to address in the near future. After careful research and examination, the trees on Brookwood Blvd have some problems we will deal with over time, the trimming of the trees on Cummings will be addressed over several years in several budget cycles. We have included cutting down dead trees, and one tree that could become a liability to the HOA. There is a line item for replacement trees in the medians on Brookwood Blvd but it will happen gradually over several years. The rise in inflation in the last 2 years has had an effect on savings.

The new Budget will be presented at the General Meeting on Thursday, May 4th at St. Timothy’s on Forest Ridge at 7 pm. As the membership is aware our repairs are hard to predict such as irrigation and electrical repairs.

We do know we need some amendments to our current documents. The Texas Legislature is in session and by September they will have more statutes we will have to incorporate into our documents. We have found an attorney to address our concerns. She specializes in HOA Real Estate law. Three of our current Officers attended a meeting held at the Bedford Public Library designed to help HOA’s address the Texas Property Code to design appropriate documents.

**Central Fence Plan for residents on Oak Cove.**

 There will be a meeting at 2209 Pine Thicket Lane for the residents on Oak Cove with homes aligning Central Drive. The meeting will be held tentatively in May. The entire membership may attend but it is a time for the members with homes backing up to Central to meet and discuss the fence along Central. The board will make a recommendation for replacement fences as needed but the residents will have to determine their willingness to follow the board’s suggestions. It is more than acceptable for the group to devise their own plan if they desire it. The HOA board will attend the meeting to start the conversation among neighbors it is our hope the residents along Central can work out and agreement so the fences along Central have an attractive appearance for our community.

There was a brief discussion on the Agenda on May 4 and what items would be delivered by which officer at the meeting in May. Amy asked for an Agenda item for block captains to help distribute information as needed.

**Adjournment 10:15 pm**