

Agenda Brookwood Hills II HOA General Meeting
June 4, 2025
(Meeting scheduled due to no quorum on May 7)
7:00 pm
St. Timothy's Presbyterian Church
3001 Forest Ridge
Agenda

ROLL CALL and ESTABLISHMENT OF QUORUM – Josh Burchfield – (we need 46 proxies or in attendance)

PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE – Josh Burchfield –
Minutes to be silently reviewed by the membership and then vote taken.

Agenda Brookwood Hills II HOA General Meeting
May 6th, 2024
7:00 pm
St. Timothy's Presbyterian Church
3001 Forest Ridge
Minutes

ROLL CALL and ESTABLISHMENT OF QUORUM – Pert Durapau

Minutes to be read by Mark Ferguson – approved by the membership

REPORT OF THE OFFICERS

1. **Treasurer Report** – Mark Ferguson – Total Revenue May 5/31/24 \$30,029.14, Expenses \$29,087.74, Cash Balance \$27,503.46 compared to 5/31/23 \$25,966.75
2. **Budget** – Mark Ferguson – Operating Budget 2024-25 - Revenue \$29,294, with a possible deficit of \$1,307. Year End forecast cash on hand \$27,503.46
3. **Dues Increase** – Mark Ferguson – Due to a 21% increase in Maintenance and costs the board has chosen to raise dues the allowed 15%. Ongoing worries about our old infrastructure, trees on Cummings and on boulevard are costly. **Dues are now \$296**
4. **Attorney Report** – Amy – We budgeted \$5,000 to update our documents. We spent \$3,900. We have completed 9 policies. We will re-engage the Attorney in 2024 to finish work on our CCR's and Bylaws with additional budgeted funds. This is a onetime expense.
5. **HOA Management Company** – Amy – Postponed a contract with any management company this year but we have done research in case it becomes necessary. All the information concerning the research done about management companies is on the front page of the Website. www.brookwoodhills2.com. If we were to sign up tomorrow the fee for management would be an additional \$150/year added to your dues. A total of \$446. Volunteers offered their time so we felt we could delay the decision.
6. **Report on completed projects in 2022-2023** – Ann reported we had reconfigured the irrigation on Central to keep the water from hitting the fences. We have also cut down trees and fertilized the pines to hopefully maintain them for a little while longer.
7. **Fence on Central** – there were some complaints from neighbors along Oak Cove. They pointed out there are two fences incorrectly painted with the old color and one has not had any repairs or painted. The board commented they will continue to reach out to the residents. Worst case scenario, the HOA would pay to have the 2 fences painted the correct the color and bill the residents if they do not want to comply. And if the fence repairs are not made the next step after we pay for the repairs is to place a lien on the property to recoup the costs.

NO COMMITTEES TO REPORT

ELECTION OF DIRECTORS AND OFFICERS – Ballots and Proxy votes were tabulated.

There were 3 officers elected to add to the 2 remaining on the board

1. Ann Graves
2. Jason Dozier
3. Josh Burchfield

They have scheduled an organizational meeting April 13.

UNFINISHED BUSINESS

Request for assistance.

- **Block Captains Request** - Jack Connell and Jackie Reily agreed to help
- **Architectural Control Committee Volunteer** – Bill Reily will join the Architectural Control Committee
- **National Night Out** – Jenna Williams, Pert Durapau and Mary Ann Corder will head the organization of the event

ADJOURNMENT 8:15

HOA Management Report to be added to the record.

Report on HOA Management companies

We have revenue of around \$30,000. Assuming we have a 3% budget increase every year. Of course this year has been considerably higher.

We asked for information from 3. We received references from 2 of the companies.

Accelerated Association Management

SBB

Associa

We did a deeper dive on Accelerated Association and Associa because the prices came in a bit lower. It appears the price if we were to sign up tomorrow would be approx. \$750-\$900/ month so let us estimate \$1,000/ month. It would add around \$150 to our present dues. So this year we are at \$296. The yearly bill for dues would be \$446...if a management company was chosen and the board agreed to move forward. We have volunteers tonight willing to serve on the board. I will tell you the procedures, state requirements and duties are more involved than any other volunteer position I have ever held.

We would still retain a board but they would

take care of all the violation letters (25 this year with 20 follow ups,

bill for dues and assessments

prepare the budget

follow up on late payments

file liens

following state required statutes

change policies/documents as needed,

check neighborhood for CCR violations

prepare for our meetings with Proxies/signage and web announcements.

Provide us with vendor quotes (lawn maintenance/irrigation).

Provides monthly management reports to board.

They would take over resale certificates/management Certificates.

They would maintain a state approved information site for residents.

We would have a portal to report violation of CCR issues, pay our dues/bills.

They would coordinate our Architectural Control Documents and give them to committee

They would attend our meetings. We would be assigned a manager and have a supervisor.

All of their discoveries and actions would be approved by the board.

They are bonded.

There is no contract. We can quit them each year.

Ways to pay? Initially use reserves or have an assessment. We would need to have a raise in dues approved by the membership. As you serve on the board you realize it is a big undertaking for volunteers. It is not fun volunteer opportunity. It is also a job that requires accuracy. If we were to have one homeowner move into the neighborhood and he/she wanted to create havoc. They could. All that would be necessary was to discover one thing the board had not prepared or taken action on correctly. I have heard horror stories from other HOA's with one resident that continued to throw lawsuits at them. The state does not allow HOA board members to be sued.

REPORT OF THE OFFICERS

- 8. Treasurer Report – Mark Ferguson**
- 9. Budget – Mark Ferguson**
- 10. Dues Increase – Mark Ferguson**
- 11. Attorney Report – Review of the CCR's and Bylaws (vote is possible) – Josh Burchfield**
- 12. Highlights of the Year - Josh**

ELECTION OF DIRECTORS AND OFFICERS – Josh

Nominations for officers

UNFINISHED BUSINESS

Request for assistance.

- Block Captains Request – Amy Sabol**
- Architectural Control Committee Volunteer - Mandatory**
- National Night Out Chair - Jenna Williams**

ADJOURNMENT