

**Minutes of the December 9, 2004, Board Meeting of the
Brookeville Farms Homeowners Association
Longwood Recreation Center Lounge**

[Approved by the Board at its January 2005 working session.]

Board Members present: Sharon Wesolowski, Mike Wiercinski, Art Levine, David Sager, John O'Loughlin, Tim O'Connell, Lisa Barksdale

Board Members absent: Dave O'Bryan

Committee Members present: Chrysa Thear

Call to Order: Meeting was called to order at 7:00 pm by President Wesolowski with five Directors and one Member present. Two Directors arrived later.

Secretary's Report: The minutes of the October Board meeting were reviewed and approved. John will revise them and issue them in final form.

Treasurer's Report:

- The annual budget was approved in April. The Board discussed its policy regarding a late fee for past-due accounts, which was approved in August. Based on input from the Landscaping Committee, the Board approved allocation of an additional \$500 for the previously approved tree replacements. Mike reported that the current year expenses were within budget but that he anticipated significant increases in expenses for next year, primarily for landscaping maintenance. Mike provided the Board with a request for proposal for a new landscaping contract. He volunteered to solicit proposals from four or five landscaping contractors. The Treasurer's report was approved.
- The Board discussed the anticipated increases in expenses for 2005 as well as the growing list of maintenance projects that have been deferred due to budgetary constraints. After considerable debate, the Board agreed (7-0-0) to raise the Annual Assessment for 2005 from \$480 to \$600. Sharon agreed to prepare a notice to the membership explaining the need for the increase.

Committee Reports:

- Architectural. David Sager reported that some routine approvals had been granted. An application by Chrysa Thear for approval of a fence was denied by the Committee and is the subject of an appeal to the Board.
- Landscaping. The tree replacements and removals have been accomplished. As noted above, the final cost was \$500 more than what was budgeted. The Committee will need to identify new participants for the Landscaping Committee in 2005 because Chrysa and

Gwen have both resigned.

- Communication. The Board is still looking for someone to head the Communication Committee. Sharon agreed to contact other Association members to see who would take over editing the newsletter on a regular basis. David S. agreed to put together a newsletter with input from other Board members. The goal is to be able to mail or deliver the newsletter prior to the Annual Meeting.

Old Business:

- The Board discussed a member whose account is more than two years delinquent. John sent the final demand letter via FedEx but neither he nor Mike has received a response of any kind. The Board will retain the services of an attorney to proceed with placing a lien on the property after the first of the year.
- John agreed to provide electronic copies of all approved Minutes to David S. for inclusion on the website.

New Business:

- Sharon will confirm the date and time for the Annual Meeting. She will also arrange for a meeting place for an additional Board meeting to prepare for the Annual Meeting.
- Once the date for the Annual Meeting is established, John will prepare the official notice of the meeting and arrange for first-class mail delivery to all members.
- There will be at least two seats open on the Board in the new year. Sharon asked the Board members to consider if they intend to continue serving so that we have the proper number of slots on the ballot at the Annual Meeting. The Board will not appoint a formal Nominating Committee because in past years we have been able to fill vacant Board seats with volunteers who are then formally elected by the Members at the Annual Meeting.
- Lisa has established contact with the Montgomery County office responsible for street light maintenance. She solicited input from the Board members regarding light outages.
- Sharon agreed to review the trash collection contract to see if any changes are in order.
- The Board briefly heard from Chrysa Thear regarding her appeal of the Architectural Review Committee's denial of her application for a fence. The Board agreed to continue the discussion in light of the late hour. [Subsequent to the Board Meeting, Sharon agreed to contact Chrysa to set up a meeting at Chrysa's property to review her appeal in more detail.]

Adjourn: The meeting was adjourned at approximately 9:00pm. The next meeting of the Board will be in January or February at a date, time, and place to be determined.