

**Minutes of the Brookeville Farms Homeowners Association, Inc.  
Board Meeting**

**April 13, 2004 – 7:00 PM  
Sherwood High School**

**[Note: These Minutes were approved by the Board at its June 2004 meeting.]**

**Board Members in Attendance (6/9):**

Arthur Levine, John O'Loughlin, Martha Rakhshan, David Sager, Sharon Wesolowski, Mike Wiercinski

**Home Owners in Attendance:**

Chrysa Thear

**Call to Order**

The meeting was called to order at 7:00 pm with (6) Board Members present.

**Officer Elections**

Moved to the end of the meeting to allow more board members to arrive.

**Secretary Report**

The secretary's notes from the November 12, 2003 meeting were reviewed.

One change was noted:

1. Old: Mike W. called the country for a signage plan.  
New: Mike W. called the county for a signage plan.

A motion was made to accept the treasurer's report with the one modification.

**Vote: 6/0/0**

**Treasurers Report**

1. Mike W. provided budget information, including written documentation.
2. Board reviewed the budget and debated over HOA funds being depleted to \$150. Board analyzed budget line items and focused on landscape line item, Storm/traffic/animal damage to vegetation, \$5,000.
3. Chrysa T. mentioned the architecture committee is aware of (4) dead trees in the front of the development and the line item in debate could be used to replace the trees.
4. Pulled notes from 2003 Board meetings: decision to enforce by-laws that street trees are homeowner's responsibility and any tree replacement by the HOA would be handled on a case-by-case basis.
5. Mike W. noted a cost saving method the board should review for the 2005 budget is the removal of Landscape Line item: Mulching, trees in front of houses, \$2,150.

A motion was made to remove line item: Storm/traffic/animal damage to vegetation, \$5,000 from the budget to reduce the 2004 Landscape Improvement budget from \$27,116 to \$22,116 and the overall budget changed from \$51,335 to \$46,336.

**Vote: 6/0/0**

A motion was made to approve the treasurer's report.

**Vote: 6/0/0**

## **Committee Reports**

### Architecture

Members: Debbie Stine (chair), Sheila Marks, David Sager, Reza Rakhshan  
David S. spoke for the committee at the meeting.

1. An application for an awning was made and approved since the last meeting.

### Landscape

Members: Gwen Crane, (chair), Chrysa Thear,  
Chrysa T. spoke for the Committee at the meeting.

### Monument

1. Bids to implement the monument at the west entrance were brought to the table for (3) landscapers. All (3) bids came in above the HOA's budgeted cost of \$20,000. The Landscape committee recommended using contractor C, which came in at the lowest rate.
2. It was noted that fencing could be installed at a later time to reduce the monument installation cost to \$20,000. The committee noted the fence cost would be greater than the quoted price if installed later. Chrysa T. mentioned she would search for a cheaper installation of the fence than contractor C's price.
3. John O. mentioned we could issue a one time bill to homeowners to gather the \$5000 needed to complete the full project. The attending board members discussed briefly.
4. Mike W. noted the CD for the amount in reserves was renewed in April for 60 days. The funds would be available when the CD matures.

A motion was made to select Landscaper C to implement the monument minus the fence.

**Vote: 6/0/0**

### Communication

Members: Martha Rakhshan (chair), Dottie Auerbach, Colleen Craig, Pam Cyr, Deb Helen, Art Levine  
Martha R. spoke for the Committee at the meeting.

1. Martha R. obtained input regarding a newsletter sponsors or advertisers.
2. The Board discussed using newsletter sponsors:
  - o Must note the sponsor is not endorsed by HOA.
  - o The Board agreed that \$25 per ¼ page, \$50 ½ page would be appropriate.

### By-Laws

Members: Susan Garfield, John O'Loughlin, Bret Stine, Chrysa Thear, Reza Rakhshan  
The Committee has not met yet.

## **President's Report**

None. The term of the outgoing President, Kerry Hemphill, expired following the Annual Meeting. The new president will be elected later in this meeting.

## **Old Business**

### One homeowner has 2.5 years of outstanding dues

- Board discussed issuing a lien against delinquent homeowner's home to collect dues and interest.
  - o Action: John O., Tim O. – investigate HOA using a lien to collect dues from homeowner.
- Can CCOC get involved?
  - o Action: Mike W. - contact CCOC.

### Status of one-time payment of annual HOA assessments

- Discussed being lenient on a few homes – we received a few strong nay's in the written ballot.
- Send letter in the mail one month after dues are delinquent.
- Mike W. would be sending out the letter/dues assessment for 2004 in a few days.

## **New Business**

### Board Communication method

- Board members can be accessed via email with the exception of Martha R and possibly Lisa B.
- Action: Sharon W. - contact Lisa B. for an email address.

### 2004 Meeting Dates

- 2<sup>nd</sup> Wed/Thursday or 3<sup>rd</sup> Wednesday/Thursday in June, August, October, December, and February. The February session will be a closed meeting to discuss the March 2005 Annual Meeting. Notice of the annual meeting must be sent to homeowners via US mail.  
Action: Martha R. – book meeting rooms at Longwood Recreation Center.

### Brookeville Bypass

- John O is on the mailing list for the Environmental Impact Study and has not received anything. He believes that the western alternative with an at-grade intersection with Brookeville Road will be selected but that the bypass will not be built for at least 5 years due to funding competition with the ICC.

## **Officer Elections (by unanimous consent)**

President:	Sharon Wesolowski
Secretary	John O'Loughlin
Treasurer	Mike Wiercinski