

**Minutes of the June 24, 2004, Board Meeting of the
Brookeville Farms Homeowners Association**

Longwood Recreation Center Lounge

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

Board Members present: Sharon Wesolowski, Mike Wiercinski, Dave O'Bryan, Tim O'Connell, Lisa Barksdale, John O'Loughlin,

Committee Members present: Gwen Crane

Call to Order: Meeting was called to order by President Wesolowski with six Directors and one Member present.

Secretary's Report: The minutes of the April 13, 2004, Board meeting were reviewed and approved (6/0/0). John will revise them and issue them in final form. The Board adopted (6/0/0) a resolution designating John O'Loughlin the resident agent and his home address as the address of record for the Association. John will submit the appropriate form to the State and will request a \$25 check from Mike for the processing fee.

Treasurer's Report: The annual budget was approved at the previous meeting. Mike reported that most members had complied with the Board's request that the entire year's dues be paid in the first quarter. The Board considered and tabled a proposal for instituting a late fee or interest charge for past-due accounts. Following discussion, Mike said he would revise the presentation of the landscaping portion of the budget to more clearly distinguish the ordinary maintenance from the improvements and replacements. The Treasurer's Report was approved (6/0/0).

Committee Reports:

- Architectural. A representative of the committee was not present. Sharon said that some routine approvals had been granted.
- Landscaping. Gwen reported that she is working to obtain a commitment from Chick landscaping on when the construction of the new entrance monument will commence. She noted that the contract with True Green will expire this year and that the costs for next year's maintenance might be higher. Gwen reported that approximately 14 street trees in the neighborhood are dead. The approved budget does not contain any funds for replacements this year. The Board had a lengthy discussion about replacements and whether there should be a distinction between trees that are on common areas and those that are on the right-of-way in front of an individual lot. A motion was adopted (6/0/0) to allocate \$2,500 from current reserves for replacements in 2004. Gwen agreed to obtain estimates to see how many trees could be replaced for that amount. She will report back to the Board with a recommendation on which trees should receive priority and which trees can wait until next year. She also agreed to obtain the opinion of an arborist to determine why certain types of trees are not surviving and to make recommendations about the replacements. Planting will not occur until fall, so she will report her findings

to the Board in time for the Board to approve the commitment of funds.

- Bylaw Review. This committee has never met. A motion was made to dissolve the committee with the option of recreating it if the need arises. The motion passed (6/0/0).
- Communication. Martha Rakhshan has moved from the neighborhood and resigned from the Board and the Communication Committee. Sharon agreed to contact other Committee members to see who would take over editing the newsletter.

Old Business: The Board discussed options for dealing with a member whose account is more than two years delinquent. A motion was adopted (6/0/0) to issue one final invoice – along with excerpts of the appropriate passages from the Covenants, Conditions and Restrictions – before seeking assistance of counsel. John agreed to draft a cover letter for Mike. Before sending the letter via certified and first class mail, John and Mike will check with past officers to ensure that we have a complete set of records for this account. John presented to the Board an estimate of the basic costs for using legal counsel for assisting with the debt collection.

New Business:

- Martha Rakhshan has resigned from the Board. Her position will be filled at the next annual meeting of the full membership.
- The Board discussed a draft letter to the County Department of Public Works and Transportation concerning the condition of Bordly Drive beyond the neighborhood. The Board agreed to defer sending the letter until members had additional time to review the letter. John agreed to follow up via e-mail.
- The Board discussed the operation of a landscaping business at one of the member's homes. John agreed to check with past officers and committee members to confirm what approvals (if any) may have been granted. Pending the outcome of that, the Board approved (6/0/0) a motion that John would draft a simple and friendly letter for Sharon's signature reminding the lot owner of the relevant portions of the Covenants, Conditions and Restrictions.
- The Board discussed establishing a Neighborhood Watch program. John shared some information on the subject from the internet. The Board discussed getting Montgomery County Police to patrol the neighborhood periodically and having representatives attend either an annual meeting of the membership or an organizational meeting for a neighborhood watch.

Adjourn: The meeting was adjourned at approximately 8:45. The next meeting of the Board will be Thursday, August 12, 2004, at 7:00 pm at the Longwood Recreation Center.