

**Minutes of the August 12, 2004, Board Meeting of the
Brookeville Farms Homeowners Association
Longwood Recreation Center Lounge**

[Note: these minutes were approved by the Board via e-mail in January 2005.]

Board Members present: Sharon Wesolowski, Mike Wiercinski, Art Levine, David Sager, Dave O'Bryan, John O'Loughlin

Board Members absent: Tim O'Connell, Lisa Barksdale

Committee Members present: Chrysa Thear, Gwen Crane

Call to Order: Meeting was called to order at 7:00 pm by President Wesolowski with six Directors and two Members present.

Secretary's Report: The minutes of the June Board meeting were reviewed and approved (6/0/0). John will revise them and issue them in final form. John received a proxy from Tim O'Connell for two matters, as indicated below.

Treasurer's Report: The annual budget was approved in April. 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 a proposal for instituting a late fee or interest charge for past-due accounts. The Board approved a motion for including in all future bills a \$25 fee for any invoice not paid on time (7/0/0). The Treasurer's Report was approved (6/0/0). (Note: later in the meeting, the Board revised the budget allocation for landscaping – see below.)

Committee Reports:

- Architectural. David Sager reported that some routine approvals had been granted for sheds. The Board discussed questions from Members regarding fences and the need to strictly conform with the Covenants, Conditions and Restrictions.
- Landscaping. Gwen and Chrysa provided a detailed presentation of the recommendations and cost estimates from True Green for a wide range of landscaping projects. 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 rights-of-way in front of an individual lot. The Board directed the Committee to get best and final bids to address approximately ten high-priority trees. The Board approved a motion to allocate \$2,500 from the current budget for tree replacements. The Committee also reported that construction of the entrance monument at the west end of the community should commence in the fall of this year.
- 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. Art Levine agreed to head up a “welcome wagon” project.

Old Business: The Board discussed options for dealing with a member whose account is more than two years delinquent. John circulated a draft letter and received comments from the Board. The revised letter was approved (7/0/0). John will prepare a final letter for Sharon’s signature.

New Business:

- The Board discussed a draft letter to the County Department of Public Works and Transportation concerning the condition of Bordly Drive beyond the neighborhood. John is to revise the letter to reflect comments from Chrysa and others. He will prepare a final letter for Sharon’s signature.
- The Board discussed the operation of a landscaping business at one of the member’s homes. The Board considered a draft letter reminding the lot owner of the relevant portions of the Covenants, Conditions and Restrictions. The Board agreed that Sharon would call the member rather than sending a letter.

Adjourn: The meeting was adjourned at approximately 8:45. The next meeting of the Board will be Thursday, October 14, 2004, at 7:00 pm at the Longwood Recreation Center.