

# *Brookedale West*

## **Homeowners Association (HOA) Annual Meeting**

**Agenda/Minutes for 29 April 2019**

**Meeting:** 29 April 2019 – 7:00pm – The Meganck Residence – 172 Stonetree

**Participants:** James Reynolds, Jessi Lee, Joe Porwoll, Kathy Wagner, Michelle Lamb, Dan Kilgore, Angus Craig, Shweta Mishra, Noreen Meganck, Gordon Duda

**Treasurer Report:** Draft budget provided by J. Reynolds

### **Old Business:**

1. Dues – raising dues maximum of \$5 to \$155 yearly for 2019. N. Meganck made motion, J. Lee seconded, and was put to vote and motion passed unanimously.
  - a. J. Reynold to work with B. Cain to get letters out
  - b. J. Lee will go door-to-door for late collections
  - c. G. Duda – handle collection agency
  - d. N. Meganck – liens
2. Board Member Open Spots – Special Liaison, Treasurer

### **New Business:**

1. Ice Cream Social – 14 June
2. Other Social Events – suggestions – Christmas Caroling, Rotating Dinners, Cookie Exchange, etc. Require volunteers to lead these events.
3. Need for volunteers – Looking for volunteers to fill empty Board positions and for volunteers to lead social events
4. Raintree “Brookedale West” subdivision entrance sign
  - a. Recommended to remove sign. N. Meganck motioned, J. Lee seconded, and was put to vote; 4 for, 2 opposed – Motion passed.
5. Discussed Shellbourne Cul-de-Sac – Do we continue with landscaping? Said it would be about \$800-1000 to finish. Decision made to move money to allow for completion this year.
6. Approved 2019 Budget – Reviewed 2019 Budget; \$1200+ allotted for Common Area maintenance removed from White Birch (they will not be able to provide services for this) and moved to Shellbourne Cul-de-Sac Common Area and Woods Clean Up; \$1000 of Miscellaneous moved to social events
7. Website – Need to look at other companies; looking for site that allows for login/password protected area for Residents only (allows to publish newsletters, directory, etc. and will reduce the need for printing them) – J. Reynolds to contact Allan Reynolds, former Hunters Creek HOA President, to get J. Lee POC for their website administrator
8. Oakland County Sheriff Deputy Hickson volunteered to come to a meeting to discuss a topic of choice with residents – J. Reynolds to contact him to arrange a time

9. J. Lee asked about rules and regulations for R.V.s as some Residents have asked her. Told that Brookedale West follows Rochester Hills City Rules – no more than a 72-hour period parked in driveway
10. Next meeting is Annual Meeting – K. Wagner volunteered to host. THANK YOU!

**Actions:**

<b>Date Action Assigned</b>	<b>Action</b>	<b>Point of Contact (POC)</b>	<b>Date Completed</b>	<b>Resolution</b>
04.29.2019	Contact Brian and work to send out dues letter	J. Reynolds		
04.29.2019	Contact Deputy Hickson about attending Annual Meeting 16 May	J. Reynolds	05.01.2019	He will not be able to attend. Looking at a future meeting date.
04.29.2019	New website research – one that has login/password protection for Residents only	J. Lee / J. Reynolds		
04.29.2019	May Newsletter	J. Lee	05.01.2019	Newsletter completed and sent to Board Members for review
04.29.2019	Decide on some tentative dates for Common Area Clean Ups	J. Porwoll		

**Next Meeting: 16 May 2019 – 7:00pm – The Wagner Residence – 380 Silvervale**

Minutes by Jessi Lee, Secretary