

Brookdale West

Homeowners Association (HOA) Annual Meeting

Agenda/Minutes for 16 May 2019

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

Participants: James Reynolds, Jessi Lee, Joe Porwoll, Kathy Wagner, Jeff Wagner, Angus Craig, Gordon Duda, Candace Duda

Treasurer Report: All houses paid for 2018, no additional update at this time

Old Business:

1. Raintree "Brookdale West" subdivision entrance sign
 - a. Get quotes on sign for Raintree – smaller scale of current sign – Jessi
 - b. Sign to come down – Angus and Jeff
2. Dues – Brian to stay Treasurer
 - a. Letters going out next week requesting dues for 2019; \$155 due 15 June
3. Vacant positions – Special Liaison – Jeff and Kathy Wagner, Treasurer – Brian to stay Treasurer
4. Special Liaisons – contact city about asphalt on ground by Walton sign
5. Shellbourne Cul-de-Sac – Spring cleanup 0800-1000 Saturday – volunteers, gloves, rakes, shovels – Jessi to put on FaceBook
6. Oakland County Sheriff Deputy Hickson – invite him to the Ice Cream Social and potential for speaker
7. Elections – President – James Reynolds – voted in
 - Vice-President – Michelle Lamb
 - Special Liaisons – Jeff and Kathy Wagner
 - Treasurer – Brian Cain
 - Secretary – Jessi Lee
 - Horticultural Endeavors – Joe Porwoll
 - Social Media – Jessi Lee
 - Members At Large – Gordon Duda, Candace Duda, Noreen Meganck

New Business:

1. Website – Gordon made motion to move BrookdaleWest.com site to WordPress; Candace seconded motion – Board passed
2. 2019 40th year for HOA
3. Sandwich Board signs – Jessi to research and send out proposal via email
4. Water issues – no known complaints
5. Next meeting is tentatively set for Tuesday, 25 June – location TBD through email. THANK YOU!

Actions:

Brookdale West
HOA May 2019 Meeting

Date Action Assigned	Action	Point of Contact (POC)	Date Completed	Resolution
04.29.2019	Contact Brian and work to send out dues letter	J. Reynolds	05.16.2019	Brian sending out dues letter.
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	05.16.2019	Board voted to move www.brookdalewest.com to WordPress
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	05.16.2019	Attempting for 05.18.2019 – weather dependent
05.16.2019	Set up new website	J. Lee		
05.16.2019	Research sandwich board purchase	J. Lee		
05.16.2019	Take down Shellbourne Brookdale West Sign	J. Wagner / A. Craig		
05.16.2019	Extend invite to Ice Cream Social to Deputy Hickson and Oakland County Sheriff Department	J. Reynolds		
05.16.2019	Contact City of Rochester Hills re: asphalt dumped at Firewood entrance	K. Wagner / J. Wagner		
05.16.2019	Get quotes for new smaller scale of Walton “Brookdale West” sign for Shellbourne	J. Lee		

Next Meeting: Tuesday, 25 June – Location TBD

Minutes by Jessi Lee, Secretary