

# BROOKEDALE WEST

## Homeowners Association (HOA) Meeting

Agenda/Minutes for 24 June 2020

**Meeting:** 24 June 2020 – 6:00pm – The Wagner Residence – 380 Silvervale

**Participants:** James Reynolds, Jessi Lee, Joe Porwoll, Michelle Lamb, Kathy Wagner, Jeff Wagner, Noreen Meganck, Jim Gaul

### Treasurer Report:

#### Old Business:

1. Playground Repair – quotes coming to fix playground border, remove pea gravel and replace with commercial playground mulch, and potentially add a new piece of equipment
2. Directory update – once current HOA dues are collected for this year, Jessi will work to ensure it is up on the website in password protected area
3. Resident Complaints – going to send notification of violations to residents from HOA (Jessi to provide on letterhead); will deliver to houses; call the city for ordinance violations
4. Dues – 24 homes left; letter more official looking for next year and ensure that due date is well known (some feedback that it was confused with late fee date of 15 July)

#### New Business:

1. Bylaws – Rental property stipulation on form; find copy of current bylaws and work an update to bylaws
2. Event Planning – End of Summer event? (gauge participation from Donut Day)
3. Common Areas – Quote for yearly landscaping of sign and 2 cul-de-sacs (\$1865 for the rest of this year)
4. Annual HOA Meeting has been postponed until 01 September 2020 due to COVID-19. Jessi will change out sandwich boards and post to Facebook and on website.

#### Actions:

Date Action Assigned	Action	Point of Contact (POC)	Date Completed	Resolution
06.24.2020	By law update	J. Reynolds / J. Gaul		
06.24.2020	Budget update	J. Reynolds		
06.24.2020	Annual Meeting – September 1 <sup>st</sup> (Place TBD)	J. Lee		
06.24.2020	Summer Newsletter	K. Wagner /		

		J. Lee		
06.24.2020	Common Areas – Trees in playground	J. Porwoll		
06.24.2020	Assess 3 pines at Fordcroft and Raintree	J. Porwoll		
06.24.2020	Dues collection	J. Lee		
06.24.2020	Violation letter	K. Wagner / J. Lee		

**Next Meeting: Tuesday, 01 September (Annual Meeting) – Location TBD**

Minutes by Jessi Lee, Secretary