

BROOKEDALE WEST

Homeowners Association (HOA) Annual Meeting

Agenda/Minutes for 01 October 2020

Meeting: 01 October 2020 – 7:00pm – Zoom Meeting (Thank you, Aimee Grahn!)

Participants: Gordon Duda, Candace Duda, Jim Gaul, Jeff Wagner, Kathy Wagner, Joe Porwoll, Aimee Grahn, Michelle Lamb, Angus Craig, Faith Chu, Javier Perez de Zabalza, Dan Kilger, Jessi Lee, Anil Mishra

Treasurer Report: All but 2 houses are paid for 2020-2021 Assessment

Old Business:

1. President Report – went over agenda and rules of engagement for Zoom meeting
2. 1st Halloween House Decorating Contest – \$200 Gordon motioned, Joe seconded, up for vote – unanimous approval; Dan Kilger volunteered to print the flyers

3. Fall Social Event – November 8th – Food truck/donut truck, potential craft

Action: Kathy to talk to Gina about bringing in the Painted Pot for the craft

4. Update on Actions

- a. Gordon motioned from overhaul to update of playground equipment, voted and was approved
- b. Jessi will contact Brian to ensure we still have 2 houses where dues are outstanding. Then she will contact Gordon to move forward with collections, etc.

5. Drainage Issues: Angus to be Project Lead – base of Shellbourne and Silvervale, excavating and adding a pipe to improve drainage; Miss Dig has been called out; looks to be about a \$1500 project minus labor, looking for labor help within neighborhood

Action: Angus to contact immediate neighbors affected to workout project costs; Angus to get with Jessi on call for help via social media; Kathy suggested for before, during, and after pictures/after action report that we can use for other areas around the neighborhood

New Business:

1. Fall Cleanup – proposed weekend of October 17th and 18th, alternative October 23rd and 24th, now dependent on drainage issue weekend
2. Joe and Jim met with Aimee – toured the backyard and easement; believes issues can be remedied in Fall Cleanup
3. Complaint on north Shellbourne corner house / Commons Area – no

improvement on homeowners

4. Joe to submit violations for garbage cans to Board, will provide a violation letter to Resident; next step after letter will be to contact City for violations

Action: Jessi to draft letter to send to Jim and Joe

Actions:

Date Action Assigned	Action	Point of Contact (POC)	Date Closed	Update
09.01.2020	Bylaw update	J. Gaul		Jim has contacted attorneys to come up with a cost; Jim is currently proofreading the typed up versions of Deed of Restrictions; Jessi to drop box off to Jim and Gordon to check with older board members
09.01.2020	Playground update	J. Porwoll		Met/Exchanged emails with Brookedale Woods (Tom) and Hunters Creek (Alan); going to get with Ben Weaver; update and not overhaul required
09.01.2020	Donut Day Signs	J. Lee	10.01.2020	No update required
09.01.2020	Directory uploaded onto BWest website	J. Lee	10.01.2020	Decision to not put directory on the website until we ask permission with next due letters.
09.01.2020	Drop off letter for homeowner with unpaid dues and contact realtor of other homeowner	J. Lee		Jessi to contact Brian and ensure they are still outstanding; Jessi will update Gordon
09.01.2020	Order sandwich boards and locks	J. Lee	10.01.2020	Ordered, awaiting delivery
10.01.2020	Kids craft for November Donut Day	K. Wagner		
10.01.2020	Social Media request for help digging drainage issue between Silvervale and Shellbourne	A. Craig / J. Lee		
10.01.2020	Draft trash bin warning letter to Residents	J. Lee		

Next Meeting: Monday, 02 November (Meeting) – Zoom 7pm

Minutes by Jessi Lee, Secretary