

BROOKEDALE WEST

Homeowners Association (HOA) Annual Meeting

Agenda/Minutes for 01 December 2020

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

Participants: Gordon Duda, Candace Duda, Jim Gaul, Kathy Wagner, Aimee Grahn, Joe Porwoll, Jessi Lee

Treasurer Report: All dues paid for 2020-2021 assessment. 2021 Draft Budget sent out to HOA Board just prior to meeting.

Old Business:

1. President Report – Enthusiasm over Holiday light competition
2. Jim is still working on getting bylaw and declaration of restrictions update pursuit
3. Christmas Vacation Light Competition – think it is a great idea; Michelle will work on a flyer
4. Drainage Issues: Neighbors came together and helped and job is complete! City estimate was ~\$7000.00, with neighbors as labor came to ~\$1250.00
5. Garbage bin issues – HOA will address with letters – Jessi to send letter to HOA Board to review before we start to identify houses and send them out.
6. 2021 Budget – proposal to increase 2021-2022 dues from \$160-\$165, increase commons lawn care budget with anticipation of price increases as our contract is up for renewal, increase to social events, escrow account increases and new escrow account for attorney fees for bylaw and declaration of restrictions update; budget accepted as is by Board.

New Business:

1. Thank you and recognition of our recent volunteers
 - Kathy and Joe who decorated BWest entrance sign for the holidays
 - Kathy, Joe, and Jim for helping to weed flowerbed on Shellbourne cul-de-sac for winter
 - Dan Kilger for printing all our recent flyers for events
2. Kathy proposed recognizing the efforts of one of our volunteers by gifting them a bottle of wine and plant to the Board; Jessi seconded; Board approved unanimously
3. Joe had a casual discussion with an attorney who does bylaw updates for subdivisions and condos. He is willing to discuss with us at a meeting. Joe will pass the contact info to Jim.

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 | Signs updated. Action closed. |
| 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. Action closed. |
| 09.01.2020 | Drop off letter for homeowner with unpaid dues and contact realtor of other homeowner | J. Lee | 11.03.2020 | Jessi to contact Brian and ensure they are still outstanding; Jessi will update Gordon 11.02 – 1 house left to be paid 12.01 – All dues paid. Action closed. |
| 09.01.2020 | Order sandwich boards and locks | J. Lee | 10.01.2020 | Ordered, awaiting delivery Signs received. Action closed. |
| 10.01.2020 | Kids craft for November Donut Day | K. Wagner | 11.02.2020 | Cancelled due to increase in COVID cases; Action closed. |
| 10.01.2020 | Social Media request for help digging drainage issue between Silvertale and Shellbourne | A. Craig / J. Lee | 11.02.2020 | Project complete. Action closed. |
| 10.01.2020 | Draft trash bin warning letter to Residents | J. Lee | 10.02.2020 | Letter provided to J. Gaul and J. Porwoll 12.01 – letter provided to HOA Board for review |
| 11.02.2020 | Budget proposed for 2021 | G. Duda | 12.01.2020 | Provided to HOA Board and discussed at 12.01 Meeting; budget accepted Action closed. |
| 12.01.2020 | Send garbage can letter to Board for review | J. Lee | 12.01.2020 | Letter emailed to Board. Action closed. |
| 12.01.2020 | Send attorney contact info to J. Gaul | J. Porwoll | | |

| | | | | |
|------------|--|-----------|--|--|
| 12.01.2020 | Gift bottle of wine and plant to our neighbor for all their help | K. Wagner | | |
|------------|--|-----------|--|--|

Next Meeting: Monday, 01 February (Meeting) – Zoom 7pm

Minutes by Jessi Lee, Secretary