



BROOKE MEADOWS

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HOMEOWNERS' ASSOCIATION ANNUAL MEETING MINUTES

Date: Monday, November 18, 2019

Location: Brooke Meadows Clubhouse

Called To Order: 7:00 p.m.

Roll Call & Introduction	Board	Frankie Hart, President. Michael Alewine, Vice President (Not in Attendance) Jeff Rosenberger, Treasurer Annette McKenna, Secretary Edie York, Assistant Secretary
Architectural Committee		Matt Mancini, Chair (Not In Attendance) Frankie Hart, Co-Chair Jim Auston Jeremiah Hawes (Not In Attendance)

President Frankie Hart

A. Welcome – Current and new members

B. 2018 Annual meeting minutes approval

Motion to approval 2018 meeting minutes made and seconded with no objections. Minutes were approved.

C. Old Business

a. Pool Perimeter Shadow Box Fence

At the 2018 annual meeting the damaged fence behind the pool and clubhouse was discussed. Several estimates for repairs were secured. In March 2019 the fence was replaced with a superior build, materials and concrete footings. Additional detail discussed during financial review.

b. Pond B Inspection and repairs

At 2018 annual meeting, we discussed the yearly pond inspection by the Guilford County. During the 2018 pond inspection, the small pond at the end of McClanahan (pond B) failed the county inspection and required repairs. Several estimates for repairs were solicited. The repairs were completed by Southern Exposure in March of 2019. Additional detail discussed during financial review.

c. Landscaper, Southern Exposure Contract

In March of 2018 we switched our landscaping service provider to Southern Exposure. Their contract has been extended thru May 2020. Additional detail discussed during financial review.

D. Financial Review, Treasurer

a. Opening Statements

1. Thanked community members who have donated their time, talents and materials to benefit the community.
 - i. Barnwell and Burke families for maintaining the common areas that adjoin their properties.
 - ii. Bill Smith of Carolina Blue Plumbing for providing and replacing the filter that supplies the water to the clubhouse.
 - iii. Jim and Joann Auston for the donation of picture to kitchen area in clubhouse and for assisting with clean up and setup for pool opening.
 - iv. Michael Alewine for power washing furniture and concrete around clubhouse and pool.
 - v. Zachary Edlin for maintaining our community website and for helping us get back online when we lost our web domain.
 - vi. Edie York for maintaining a Community Facebook group.
 - vii. Members of the architectural committee for volunteering their time and talents to help manage our association.

b. Property Overview – Community Background

1. Community 15 years old
2. 30+ Acres of Common Area including 5 Ponds and 2 Leach Fields
3. 27 Street Lights
4. Club House
5. Swimming Pool
6. Tennis Courts
7. Entrance Signs and Water Feature
8. Total Number of Parcels: 127
9. Current Owner Count: 106

10. History of Community – The number of parcels in original development plan was 250+. Original developer subsidized the development, until recession when he handed it over to HOA. With the reduction in parcels and low annual dues, income has never been adequate to maintain common areas adequately or establish capital reserve fund. Deferred maintenance has been the norm and it lead to asset deterioration and ultimately asset impairment. Two years ago a four year plan was established to accumulate a capital reserve fund.

c. Financials – See 2019 BMHOA Annual Meeting.pdf Presentation

i. 2019 Year in Review

1. Item to Note

a. Unplanned/Unbudgeted Expenses

- i. Pool Fence repair, total cost \$7,861 (\$5,000 insurance, \$2,861 operating budget)
- ii. Pond Repair, total cost \$3,408 out of operating budget
- iii. Negative expense variance from budget due to funding fence and pond repair out of operating fund, however did not negatively affect the associations operating fund.

b. First deposit into our capital reserve was made upon closing of 2018 in the amount of 7,902 and we remain on schedule to deposit additional funds at the closing of 2019 for a total balance of \$13,783.

c. Unbudgeted Income of \$6,464 was a combination of insurance claim funds and recouped legal fees.

ii. 2019 Forecast

1. Final year-in-review will be sent to association early 2020, once books are closed for the year.

iii. Capital Budget Forecast & Projections

iv. 2020 Budget

1. Items of Note

- a. Increases in management fees, mailing, insurance, electricity and maintenance items, other line expenses in line with previous year.
- b. Assessment for 2020 will increase to \$966.00, which is in line with the 4 year financial plan put in place effective 2018.

E. New Business

a. Non-Resident Pool Membership Request

Pros and cons of non-resident membership discussed and attendees polled. Membership request rejected.

b. Pool Repairs

Current condition of the pool and repairs needed discussed. Four options were discussed and put up for consideration. The option of a long term fix with a full resurface and replacement of fixtures was voted for by 80% of attendees. A special assessment meeting will be scheduled.

F. Elections – Open Board Positions

Floor was opened to candidates to be added to the ballot, none received. Votes were taken by written ballot.

Voting Results:

Frankie Hart	47.4%
Annette McKenna	42.3%
Zenaida Batiste	10.3%

G. Questions

Q. What makes the pool supplies so expensive?

A. The size of our pool is a large factor in the cost of the chemicals and maintenance. The pool is serviced weekly during the open season. Overall, our cost are 15% to 20% lower with our current service provider.

Q. Who is responsible for the roads?

Q. I thought you said last year that four houses per mile and the county would take over?

A. All the roads in Phase One of our development have been under the management of the Department of Transportation (DOT) for some time now (McClanahan Drive, Loomis Place, Chilcutt Drive, Brooke Meadows Drive and Kaleigh Way). One of the requirements of the DOT to take over the maintenance of a road is 2 homes per 10th of a mile. This means at least 4 homes per street for most of our community. While Hopkins Farm Court meets this requirement, it cannot be added until the access road, Hopkins Farm Drive, meets its requirement and is added on as a DOT road. The developer, Ourselves, is responsible for maintaining all roads not under the management of the DOT. Once any road maintained by the developer meets the DOT requirements, the developer petitions the DOT to take over. The DOT does an inspection and if repairs are need to the roads, will advise the developer. They will not take over until the repairs are made.

Q. Would we have to pay the special assessment at the same time as the dues?

A. No, we will defer the special assessment payment until the Spring.

Q. Will the developer contribute to the expenses of the pool repairs?

A. We have addressed the pool repairs with the developer and are awaiting their response. We do not anticipate any funding from them. They are not responsible under our governing documents. The pool is the responsibility of the association.

Q. When will the repairs be made?

A. Once the special assessment is approved, we can contract for the repairs. Our hope is to have it scheduled before the 2020 pool opening season unless scheduling does not permit. We do not know how quickly we can get it scheduled until we have a special assessment meeting and schedule with the vendor.

- Q. The tennis courts appear to be underutilized. Can we consider making one of the tennis courts into a basketball court?
- A. Yes, that is something we can research. First, the developer would have to approve before we could move forward and put it to a vote with the community. In addition, we would have to research the cost and the impact on our insurance costs.
- Q. There are a number of street lights out in community. Who do we call for service?
- A. You can contact Duke. Their phone number is on our website under homeowners resources, or you can email the board and we will contact Duke.
- Q. Why are the legal fees increasing?
- A. The majority of the increase has to do with hourly rate increases.

H. Adjournment – Meeting adjourned 7:58pm