



BROOKE MEADOWS

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HOMEOWNERS' ASSOCIATION MEETING MINUTES

Board Members In Attendance: Casey Councilman – President
Frankie Hart – Vice President
Toby Stevenson – Assistant Secretary

Date: Monday October 12, 2015

Time: Called To Order 7:00pm

Location: Brooke Meadows Clubhouse

Meeting Purpose: Meeting was informal. Meeting called by HOA Board in an effort to keep the residents of the community informed of current status between official HOA Annual Meeting.

Neighborhood Development – Brooke Meadows is seeing many positive changes with the community. An increase in lots sold, homes under construction and new neighbors.

Pool – A special assessment was voted on and passed back on April 27th, 2015. All repairs to the pool were completed successfully. Pool furniture that was included in the assessment arrived late in the season. Furniture was put into storage and will be assembled and installed next season. Board will continue to work on pricing and replacement of broken lounge chairs.

Duke Energy Street Lighting Update – The 10 year lease on the first 14 street lights that were installed in 2005 are up for contract renewal. As discussed in prior meetings, the decorative covers will be replaced; however, pole and blub will remain the same. This will result in a saving for the community. Once the 8 lights installed in 2007 contact is up for renewal, those lights will also be replaced with less expensive decorative covers. In addition, there will be another 6 new street lights installed in the new construction areas throughout the community.

Community Roads Resurfacing - All roads in phase 1 of the Brooke Meadows development are State Department of Transportation (DOT) maintained. Unless there is a problem with the roads that require the DOT's immediately attention, the community roads are subject to the DOT maintenance schedule. The roads in phase 2 are not yet under the responsibility of the DOT. Once phase 2 is developed additionally with more homes, it will be taken over by the DOT. Non DOT maintained roads are the responsibility of the developer. Unless critical, developer is not likely to repair roads while heavy construction is still in progress. Road problem due to underground boring on McClanahan was addressed by the Board with the DOT and problem has been corrected.

Clubhouse Parking Lot – In order to prevent having the clubhouse parking lot asphalt dug up and replaced in the future, bids have been obtained for restoration of the lot. It's a matter of spending a few thousand now to increase the useful life of the lot vs. \$40,000 plus in the future for a complete redo.

Non-compliance Issues – The HOA Board continually manage and will continue to address non-compliance issues, landscaping, yard maintenance, disabled vehicles etc.

Social Events – Nothing on schedule at this time. Annette McKenna looking for someone to handled Halloween party. Christmas/Holiday Celebration to be organized for early December by Social Committee.

Retention Ponds - All community retention ponds are subject to annual inspection by the County and must meet the County requirements. Last year a volunteer day was organized to correct the items that our ponds failed during the inspection. The day was a great success providing an inspection pass by the County and saved our communittee well over \$10,000. We will be scheduling another work day soon to complete the required maintenance requirements.

Financials – Detailed financials will be discussed during our Annual HOA meeting. Date to be determined. Board looking to schedule annual meeting sometime in December. As of September 1st, 2015 there were \$12,300 annual dues/fees and assessments unpaid. With attorney involvement, \$5,513.00 as been collected to date. Summary of current outstanding dues/fees owed as follows.

\$4,964.00	Outstanding Annual Dues
\$1,486.00	Outstanding Special Assessment
\$ 400.00	Outstanding Late Fees
\$1,321.00	Outstanding Attorney Fees (when attorney involvement is necessary to collected dues, responsibility for attorney fees falls on delinquent resident)

As neighborhood develops our financial situation is becoming more optimistic. The neighborhood is close to 10 years old and some structure/property have been somewhat neglected for lack of excess funds. With the neighborhood growth, a surplus is anticipated. The Board is working on a schedule of rotation for capital improvement, in hopes of not having to do any special assessments in the future.

Annual Dues Billings - Board is working on a concise payment structure for the annual dues. Plan will be discussed during next Annual Meeting and rolled out for the upcoming year.

Abandoned House on Hopkins Farm Court – Caesy Councilman was helping to maintain this property landscaping until notice was received advising that the maintains being done was considered trespassing. House turned over to bank.

Open Questions

Square Footage of New Homes – Residents concerned that new homes under construction appear to be “small” and concerned that they do not meet the minimum dwelling community standard.

Article III Restriction - Section 2. DWELLING. All dwellings shall have a minimum of 2,200 square feet in the case of a one-story dwelling, and a minimum of 2,600 square feet in the case of a two-story dwelling and a two- car garage. All plans must be expressly approved in writing by the developer.

Bikes On Tennis Courts – Resident concern with seeing people riding their bikes on the tennis courts. Rule number 19 of the HOA Pool Rules states “No riding bicycles, skateboards, rollerblades or scooters inside the pool area” Will amend to include tennis court area.

Security Cameras In Pool & Clubhouse Areas - Board will be looking into the possibility of having cameras installed and key fob in order to help improve the security and resolve some problems incurred during this previous pool season.