



**BROOKE MEADOWS**

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**HOMEOWNERS' ASSOCIATION MEETING MINUTES**

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

**Date:** Tuesday February 9, 2016

**Time:** 7:00pm

**Location:** Brooke Meadows Clubhouse

**Meeting Purpose:** Annual Homeowner Meeting

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**A. 7:00pm Call to Order**

**B. Welcome New Residents**

**C. Old Business**

**1. 2015 Maintenance/Upgrade Review**

- a. Pool** - A special assessment was voted on and passed back on April 27<sup>th</sup>, 2015. All repairs to the pool were completed successfully. Pool furniture that was included in the assessment.

**b. Furniture** - Furniture was purchased and put into storage and will be assembled and installed before pool opening. Board will continue to work on pricing and replacement of broken lounge chairs.

**c. Duke Energy Street Lighting Update** – Phase One Completed- The 10 year lease on the first 14 street lights that were installed in 2005 came up for contract renewal. As discussed in prior meetings, the decorative covers were 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. While changing the light fixtures did result in a savings, our electric bill has gone up around \$10.00 a month, due to the addition 6 lights.

2. **New Construction – Neighborhood Development** – Brooke Meadows is seeing many positive changes with the community. An increase in lots sold, homes under construction and new neighbors.
3. **Road Conditions** - 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.

#### **D. Financials**

1. **Overview** – Copies of Income/Expense Statements as of 12/31/2015 distributed to attending residents. Total monetary assets as of 12/31/2015 - \$26,575.24
2. **HOA Annual Dues** – As discussed at our last meeting in October 2015, the Board voted to make minor changes to the annual billing process.

**Annual Dues** - Payable as of January 1<sup>st</sup> of each year and considered late if not received by January 31<sup>st</sup>.

**Fees** – A late fee of \$50.00 will be assigned as of February 1<sup>st</sup> for payment not received by the due date.

**Two Option Payment Plan** – First payment is payable by January 1<sup>st</sup>, and considered late if not received by January 31<sup>st</sup>. Second half payment is payable on or before July 1<sup>st</sup> and considered late if not received by July 1<sup>st</sup>. If the first payment is not paid on time, the split payment option benefit becomes unavailable to that resident and the total annual dues, plus late fee, are expected in full.

In addition, the collection process through which a legal process is necessary to collect unpaid dues will be initiated at an accelerated rate. As in the past the home owner will be responsible for any legal fees associated with the collection process.

## **E. New Business**

### **1. Capital Improvements**

- a. **Clubhouse Parking Lot** - In order to prevent having the clubhouse parking lot asphalt ripped up and replaced in the future, bids have been obtained for restoration of the lot. A complete bid of \$3,400 was received by B&D Asphalt. 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 rebuild. Project to be completed before the opening of the pool for the 2016 season.
- b. **Cameras In The Pool Area & Clubhouse** - In order to provide additional safety and security to our common areas bids are currently being gathered to evaluate the feasibility of having cameras placed in our pool and clubhouse.
- c. **New Gate Locks** – In order to provide additional safety and security to our common areas bids are currently being gathered to evaluate the feasibility of having a key fob installed in our pool, tennis court and clubhouse area.

**2. Vandalism of Entrance** – Some months ago, the front entrance of the community was vandalized. The Board is currently looking into ways to repair the stone to the front entrance without causing additional damage.

**3. New Landscaper** – Our currently landscaper is under contract until April 2016 however, this contract may be cancelled before that time. The Board is currently receiving bids for the landscaping and maintenance of the common areas.

**F. Election of HOA Board Members** – Board terms last for two years. Casey Councilman, President and Christine Grubb, Secretary positions are up for re-election. Casey Councilman re-elected President. Christine Grubb has decided not to run for an additional term. Annette McKenna will serve as the new board Secretary.

#### **G. Open Questions and Concerns**

**Community Work Day - Retention Ponds** - We will be scheduling another work day soon to complete the mandatory maintenance requirements.

**H. Adjournment** – Meeting adjourned 8:10pm.