

MINUTES

Brookwood Homeowners Association, Inc.

Board Meeting | October 26, 2017 | 6:30 PM | Crosswater Hall at Splash Park

Board Members

Bill Fitzgerald | Elaine Prisby | Terry Jones

Item:

CALL TO ORDER	Meeting called to order at 6:30 PM
ESTABLISH QUORUM	A quorum was established with all board members present.
PROOF OF NOTICE	Notification of meeting in compliance; signs placed at both entrances and posted online at least 48 hours in advance.
PREVIOUS BOARD MINUTES	Terry made a motion to approve the 6-14-17 board meeting minutes, seconded by Bill, passed 3-0
NEW BUSINESS	
2018 Budget Review	<ul style="list-style-type: none">2018 Budget reviewed/discussed and approved based on a motion from Elaine, seconded by Terry, passed 3-0
Association Dues Collection Policy	<ul style="list-style-type: none">The board reviewed the existing collection policy and agreed to stay proactive by reaffirming the following policy:<ul style="list-style-type: none">Step 1: Invoices to be sent a minimum of 15 days prior to due date.Step 2: Reminders to be sent out between due date and 10 days from end of grace period.Step 3: Late notices to be sent out with funds due within 10 days or further action will be taken after end of grace period. Owner will incur additional charges.Step 4: Intent to Lien certified letter to be mailed beginning 10 days from termination date in Step 3 Notice. Owner will have 45 days to pay before account is turned over to legal and collections. Owner will incur additional charges.Step 5: After 45 days from mailing of letter in step 4, account will be sent for placement of a lien and collection efforts, including foreclosure action if necessary. Owner will incur additional charges.Bill moved to approve, seconded by Elaine, passed 3-0
Willow Ridge Drive Retention Pond	<ul style="list-style-type: none">Board will pay a one-time \$175 to seed with winter rye the opposite side of the retention pond bank based on a motion made by Bill, seconded by Elaine, passed 3-0.

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- Communication to be sent to the homeowners about their responsibility moving forward of living on the retention pond per section 8.10 of the CCRs.

ADJOURNMENT

Meeting adjourned at 6:45 PM