

# Brookhaven West Annual Meeting

## January 21, 2020

**Attending:** 20 households, Cara Woosley

**Proxies:** 11 received

**Necessary Quorum Met**

**Location:** Millard Library, 13214 Westwood Lane

Meeting was called to order by President, Nancy Hunt at 6:30pm

1. Welcome & Introductions
  - a. Welcomed Homeowners on this cold winter evening and thanked all for coming
  - b. Introduced Board Members
    - a. Nancy Hunt – President
    - b. Jody Laughery – Vice President/Treasurer
    - c. Eunice Jalass – Secretary
    - d. Mary Brown – Member at Large
    - e. Michelle Faltus – Member at Large
  - c. Introduced Property Manager – Cara Woosley
2. Determined necessary quorum was met and the annual meeting would be official
3. Guest Speaker – Clif with Best Lawns was scheduled but unable to attend due to the impending snow and needing to prepare staff for the snow removal.
  - a. Explained that the mowing, snow removal and sprinkler system services were transferred over to Best Lawns Service after a bidding process late last summer.
  - b. Best Lawns had previously had the contract for the 3 services a number of years back.
  - c. Discontinued the contractor split: 1 for Lawn/Snow, 1 for Sprinkler
  - d. Sprinkler Fall shutdown and Fall cleanup were done by Best Lawn
  - e. Questions and/or issues should be handled through
    - a. Cara Woosley – 402-301-2042
    - b. Nancy Hunt – 402-402-397-6568
    - c. Your Advocate
    - d. Clif should not be called directly
  - f. Best Lawns also does landscaping but is separate from the HOA contract and is at owner's expense.
4. Financial Report – questions fielded by Cara and Nancy – Exhibit A
  - a. Review 2019 Expenses
    - a. Sprinkler system fall blowout was not done this year
      1. System is supposed to be self-draining if the valve open/close process is done by the homeowners as directed in the instructions distributed last fall
      2. If homeowners have their own sprinkler guy, do they receive a refund?
        - a. NO
    - b. Bill/invoice process has changed
      1. Board reviews and approves all bills monthly
      2. Board monitors that billed work was truly done
      3. If vendors do not submit bill by the 2<sup>nd</sup> Tuesday of the month, the bill will be carried over to the next month for review/approval/payment
    - c. Not all chemical treatments were done in 2019 due to the extreme heat
    - d. Six (6) units were not painted due to the untimely rain and heat for 2019
    - e. Snow removal cost was extremely high due to the heavy snow in early 2019

- b. 2020 Budget/Future Needs
    - a. The \$8400 is a carryover from 2019 for the units not painted, no new painting projects
    - b. Lawn Care and Lawn Chemical are now 2 line items so they can be tracked better
    - c. The \$1000 for tree care was questioned
      - 1. Trimming for lower branches in the way of lawn workers only
      - 2. All other trimming/chemical treatment/maintenance are the responsibility of the homeowner.
        - a. It was suggested that the trimming needs be reported to the homeowner and the homeowner pays instead of the HOA
    - d. The per home does not add up to the \$1500 in dues collected annually
      - 1. The approximate \$500 (\$440.84) is to start building up for the next round of painting and unexpected budget over/short
      - 2. A healthy HOA cash on hand should be approximately equal to total dues for one year.
        - a. Total dues - \$154,500
        - b. Current cash on hand \$32,289.86
        - c. Short of recommendation - \$122,210.14
        - d. Because of shortages, dues had to be raised but prior limited snow falls we were able to squeeze by without assessing each homeowner more
    - e. Request for an Ice Cream Social again for the social event
      - 1. Board indicated that multiple locations for the Ice Cream Social so the various sections of the HOA could attend one closer to their home
- 5. Painting Project
    - a. Homes look good
    - b. Homeowners expressed they appreciated the professionalism of the crew
    - c. All but 6 units have been completed
    - d. Paint quality was changed for the 2017, 2018, 2019 paint project
      - a. More durable
      - b. Should last for a longer period before repainting required
    - e. Next painting project not anticipated until 2023 or 2024
      - a. Homeowners need to observe if any paint touchup or repairs are needed
      - b. Contact Cara if there are any issues
      - c. Plan to review homes prior to start of project if touch ups could extend the next full round of painting for 1 to 2 years
      - d. Will consider doing the project in 4 segments instead of 3
  - 6. Election of Directors
    - a. Two (2) positions open
    - b. Volunteers for position were introduced.
      - a. Nancy Hunt, current director
      - b. Joan Robinson, spoke briefly about herself
    - c. Since 2 positions were open and only 2 volunteers applied, both were approved to serve for the next 2 year term
  - 7. Water Drainage behind Brookhaven West
    - a. Issue was brought up at the last annual meeting
    - b. Cara and Nancy reviewed the timeline and resolutions
      - a. Homeowners
      - b. City Planning/Environmental
      - c. Commercial Owners
      - d. Building Contractors

- c. The sewer drains we blocked by the current commercial building Infusion and by the new construction.
    - a. New construction has taken measures to correct after city temporarily shutdown site for noncompliance.
    - b. New construction has to pass city inspection prior to occupation
    - c. Infusion building owner is on notice for drainage issue
    - d. Bottom lot is now under construction and they have been notified of potential drainage issue
    - e. Empty lot has been sold – need to determine new owner
  - d. Homeowner reported the drainage has not been completely resolved
  - e. Underground drainage is supposed to be there, but with the mud from the construction projects it appears to be blocked again. May have issues until all construction is completed.
  - f. Two rows of evergreens were to be planted as a buffer between the commercial buildings and the homes.
    - a. Per the original covenants
    - b. Some never planted
    - c. Some torn out by the commercial businesses
  - g. Cara and Nancy will continue to follow up on the issue
  - h. Can the HOA sue the commercial business for damages?
  - i. Any lawsuits have to be done by the individual homeowners
8. Open Forum Discussion
- a. Majority of the open discussion occurred as the agenda was presented
  - b. Understanding that salt is not to be applied to driveways and sidewalks
    - a. This is correct for the snow removal crew
    - b. Homeowners can apply salt/sand/kitty litter or other de-icer at their discretion
    - c. Homeowners are responsible for any damage caused by the de-icers
  - c. Meeting date, time and location was different than in the recent past
    - a. Original by-laws called for a January annual meeting
    - b. Timely for a budget review
  - d. Meeting date and time was acceptable by the quorum
    - a. Would like hot chocolate considering the weather
  - e. Location was approved and an acceptable distance from Brookhaven West
  - f. Facility was more comfortable and suited for a business meeting
9. Adjournment – 7:09pm

Respectfully submitted by Eunice Jalass, Secretary