

Brooke Height Annual HOA Membership Meeting
Saturday, January 13th, 2018
FB&T Conference Room

Meeting was called to order at 12:00 pm on Saturday, January 13, 2018. Board of Directors present included Chris Breunig, Jason Cannaday, Mark Willis. Membership present totaled 83 representing 52 properties. Proxies from other voting members and developers totaled 163 establishing quorum.

Due to numerous residents going to FirstBank& Trust main building instead of coming to PrimeWest the request was made for next time to have signs posted.

Chris Breunig started the meeting with the comment that the Neighborhood was growing.

Chris asked if everyone had had an opportunity to review the minutes. Motion was made by Sarah Cypert to approve, seconded by James Caldwell, with no additional discussion, motion carried.

Board of Directors report was given. 300+ hours of work, including but not limited to, working with Builders on all compliance issues, AT&T communication regarding damage to the park, CPA work, enforcement work, Quarterly meetings held with Hawkize Mgmt. Co., numerous conversations and meetings with insurance companies.

The decision was made to remain with the current insurance company since they are willing to maintain the same rate again.

Meeting was held with Electric Companies and bids were requested for green space lighting.

A 4% increase for the landscape company EPM was given, since there had never been an increase since beginning the service.

Ratification of minutes motion was made by Paul Wilbanks, seconded by Amanda Gandy, with no further discussion, motion carried.

Maintenance report was given stating that the entry lights had been repaired by the Developer's son. There are pump house issues and the sprinkler system needs repairs.

Election for Board of Directors:

Chris Breunig
Mark Willis
Jason Cannaday

Landon Hale made motion to approve, seconded by Ryan Kauffman, with no further discussion, motion carried.

It was mentioned at this time that Sarah Cypert had volunteered for President. Chris explained that current bylaws state that the BOD is to elect the President, Vice President and Secr/Treas.

Since the Developer had designed the Bylaws originally, there are plans to review and amend them as necessary.

The ACC Committee will consist of Barry Brown, Cole Pofahl and Chris Breunig.

Events Committee volunteers are Shelby Nichol, Pooja Hedge, Lindsey Bean, Sarah Cypert, Laurie Key and Lindsey Craig.

Discussion about Covenants and Restrictions pertaining to the current screening restrictions around the air conditioners and the 98% are not in compliance. The request has been made to remove this restriction from the Covenants and Restrictions. James Caldwell made the motion, seconded by Landon Hale, with no further discussion, motion carried.

Treasurers report was given by Jason Cannaday. 2017 HOA budgeted income was overestimated because of incorrect lot count (lots still developer owned). \$4,800 was spent on replacing trees. Budget deficit at \$2,771.72.

2018 Budget was reviewed. Management fees were increased from approximately \$.03 per day to \$.06 per day.

Zero excess of appropriations.

Jason discussed the enormous amount of volunteer hours performed by Chris Breunig. From landscape issues, sprinkler system repairs, hours of phone work with electricians, insurance agents, meetings with the management company.

2017 actual budget: motion to approve made by Landon Hale, seconded by Ryan Kauffman discussion about lot count, 303 platted lots, 234 with homes on them, Developer has donated park (another city HOA had been billed for the park that the Developer had put in).

To begin the neighborhood, the Developer normally charges a low amount to get the area built up.

The Events Committee wanted to know if there was any money in the budget for actual events to be held?

Jason spoke about the need to have at least 1 year of dues in a Reserve Account and this has not happened.

Next year a plan needs to be in place to begin building the Reserve Account.

Special Assessment, regular dues are \$120, asking for \$120 in special assessment. Some of the items that the special assessment will be used for is the rock building on 125th, standing water under the electrical panel, lighting and the entrance, exposed wiring at the entrance and all along 125th.

Motion to approve the special assessment for electrical, lighting, sprinklers and Christmas lights. Special assessment will be due 30 days later than regular dues, making it February 28, 2018. This is a one time \$120 assessment charge per lot.

With the late ratification of minutes and BOD work, the dues notices are going out late. Chris Breunig made motion to extend deadline to 02/15/18, seconded by Paul Wilbanks, with no further discussion, motion carried.

West Texas Outdoor Living made a presentation on repair and update of lighting for the 125th area. His credentials were given and then a report on what they would do for the quote amount provided. Total revamp of 125th electrical, would stay with softer white lamps, proposed plan was outlined, covered the proposed products to be used, continuing service with 1st year at no charge, lamps are warrantied for 5 years, once a quarter the property lighting would be reviewed. Lights would burn Dusk to Dawn, photocells are used.

Special Assessment vote was made with motion to approve by Sarah Cypert, seconded by Jacob Hedge, with no further discussion, motion carried.

Multiple requests about a possible playground in the park had been brought to BOD members. A very simple piece of equipment had been quoted installed for \$14,000. Forming a Landscape Committee was felt to be the best option. Volunteers for the committee were Wiley Guy, Zach Bean, Shelby Nichol, Andrew Huff, Chris Breunig and Rusty Stockton.

Someone mentioned that trashcans are needed in the park. Someone also asked if it was supposed to be a private park and if so, do they have the right to ask people in the park if they live in Brooke Heights? The question was answered with a resounding "Yes".

The need for a dues increase was discussed. Chris Breunig made the motion, seconded by Rusty Stockton, with no further discussion, motion carried. The 2019 dues will be \$240.00, to be billed in December 2018 and payable by January 31, 2019.

The membership was made aware that there is a payment plan in place for dues payments. Discussion about electronic payment opportunity was also discussed.

Other business, who is responsible for open lots with no homes? Developer if unsold, or builder if purchased. Potholes on 125th and Norfolk, City has been contacted about not only potholes but also Stop signs. Instead of a mass number of people contacting them immediately, wait until all the large cement trucks, and other delivery vehicles start to subside.

Barrier wall between Tech Café, Storage facility and the neighborhood was asked about. Multiple comments about when this will be done.

Final business, percentage required of residents to make a quorum is currently 51%. This is a very difficult percent to reach. Zach Bean made motion to reduce to 20%, seconded by Mark Willis. After discussion about it being to low, vote was called and motion carried.

Chris Breunig thanked everyone that came for participating.

Meeting adjourned at 1:27 pm.