

# **BROOKFOREST HOA 2011 ANNUAL MEETING**

## **Saturday, July 2, 2011**

### **Attendees:**

Will & Emilie Landon, 150C  
Deb & Dan Doran, 140F  
Russ and Linda Colling, 130D  
Ellen Smith, 140C  
Doyle & LuAnn Tinkey, 130C  
Al and Joan Dugas, 130B  
Colleen O'Conner, Matt McElhiney, 140D  
Eugene Barta, 140A  
Carol Geott & son, 150B

### **Not Attending + Proxies:**

Fred Hearty, 140B, Proxy Dan Doran  
Jason & Michelle Becker, 130 – Proxy LuAnn Tinkey  
Joe & Kathleen Thompson, 140D, No Proxy

The meeting was called to order by President, Dan Doran. Introductions of all homeowners present and Management Company were made.

### **Approval of the Minutes of Last Annual Meeting –**

A motion was made by Dan Doran and seconded by Matt McElhiney to approve the minutes without further corrections. Motion was approved.

### **Financial Report (given by Kevin Lovett of Summit Management Group)**

- Operating and reserve Budget - Kevin reported that we are under budget by \$2408 at this point in the year which is about the same as last year. He didn't see any reason to increase the dues this year.
- Matt M. asked whether we had adequate insurance coverage. Kevin said that we're insured @ \$200/sq. ft. which is about total replacement value. We are able to get a good insurance rate due to the SMG combined properties rate negotiated with the insurance company.
- Capital Reserve Budget – We are over budget a bit in the reserve area but the only scheduled item for 2011 is asphalt crack sealing & coating.

### **Old Business and Manager's Report –**

- There was a discussion about the cable TV again. The plan is to ride out the remaining 2 years left on the lease and then look at what options might be available at that time. The cable lease was renewed last year for three years (per contract option) in order to preserve our current rate, which is significantly lower than any current alternative. When the lease expires, the Comcast rates will significantly increase.
- Trash Removal – The question was raised about problems with animals in the trash and if other people were regularly using our dumpster. The garbage seems to be okay, with no recurring Bear issues. Trash comes early on Monday morning.
- Kudos were given to Jocelyn for the lovely yard that we are enjoying and also to Colleen O'Connor for the great planter flowers and 4<sup>th</sup> of July decorations.

- Kevin reported on the spring clean up and pine tree spraying that was done again this year, w/ pine beetle pheromone packets on trees beside the creek. Sod was planted on 130 and 140 Bldgs. where snow removal damaged the grass. Colleen volunteered to help monitor the fall clean up of dead branches and any other problems that might need to be addressed concerning the landscape.
- Kevin reported on House bill 1078 which requires HOA properties to register with the Real Estate Commission. This was done for us earlier this year.
- The roof was inspected last year, and some minor maintenance repairs done. SRG also replaced some deck and step boards and tightened some railings.
- Fireplace Cleaning – This needs to be done yearly for regular fireplace users to prevent chimney fires. Kevin will send out an email asking who would be interested in getting this done so that we can get a group rate.

### New Business –

- Al Dugas brought up the issue of the lot directly to the east of the Brookforest property. The lot is in bad shape with the gate broken and trash littering the property. He asked if there was anything we could do to clean it up since Al looks directly onto the property. Dan will talk to the owners on Sunset Dr. (across the creek) in his role as President of our association.
- Colleen O'Connor addressed the problem of Cabin Creek residents letting their dogs poop on our property without picking up the results. What can we do to encourage those residents to pick up after their animals?
  - Suggestions –
    - Buy a sign to be placed our property reminding people to pick up after their animal.
    - Purchase a poop bag station to be placed between the properties. Kevin thought that the stations cost about \$75 plus cost of the bags.
    - Have Dan talk to the Cabin Creek HOA president.

It was decided to have Dan talk to the Cabin Creek president and get their buy in for further action. LuAnn raised the question of renter's animals. The HOA rules state that no renter animals are allowed. Everyone agreed that this policy needs to be followed without exception.

- Sealing Asphalt Cracks – Kevin said that he felt the cracks needed to be sealed to preserve the integrity of our asphalt. We have about \$1800 put aside to have this done this year. Colleen & Ellen asked that we delay this job until a weekday in late August so that we don't disrupt summer vacation plans and annoy people with fumes. The cars will need to park on the street for the day. Kevin will get permission from the city to do this.
- Al Dugas asked about hiring an engineer to look at the drainage problems on the asphalt near 130 and 140 Buildings. Kevin will get information on the cost of getting a plan for future asphalt repair that would mitigate drainage issues we have now. If the cost is under \$500 for a survey & mitigation plan/bid, the board will go forward to see if & how much it will cost to prevent the winter ponds from occurring.
- There was much discussion on the Snow/Ice Dam problems and the engineering report by Turner-Morris suggesting solutions to mitigate this problem. The conclusion was that the report solutions had some serious drawbacks.
  - It is very expensive initially for the recommended ice bars, heat tape & gutters, plus expensive ongoing. There would be electric costs, and costly

- roof snow shoveling behind the dams when the ice load gets near the 125lb/sq.ft. roof weight limit.
- Dan noted that any winter roof shoveling could potentially rip out roof screws introducing leaks that wouldn't occur otherwise.
  - Dan also discussed a "safe passageway" option that would allow treatment of the roof line on only a small section of each of the buildings involved as opposed to the entire roofline. This would cost about \$7650.
  - LuAnn suggested that perhaps better signage and more caution to renters and visitors might be the best solution for now. It was agreed that we would purchase better signs for the buildings.
  - Dan also asked Kevin to investigate if there was a roof panel heater product we could use instead of heat tape to safely melt roof ice a bit at a time without the need for ice bars & gutters. Kevin agreed to investigate.
  - For this winter, the only action taken will be new signage & heat panel investigation.
- LuAnn brought up the need for a new top railing board on their back deck. Could that be done now that the common railings were taken care of? Kevin and Jocelyn will take care of it.
  - Al Dugas noted that there is no water shut off value for each unit in building 130. There is only a shut off in Colling's unit which is an issue if there is a significant water leak in the other units in the building. Kevin will get a price and proposal on installing shut off valves in the garages of the building and submit it to the board for action.
  - Al asked if there was interest in getting someone to clean the high windows in the living areas of the upper units. Could we pursue a group cost for those people interested in having this done? Kevin will put this option in his email to the homeowners along with the fireplace cleaning.
  - Collings are asking that owners and visitors watch where they park at the 130 building. They can't get out of their garage if cars are parked alongside their unit.

#### **Appointment of Directors –**

- Slate of Directors as follows:  
Fred Hearty to take the place of Emilie Landon who resigned Board-member-at-large.  
Dan Doran to stay as President  
LuAnn Tinkey – Secretary  
Michelle Becker – VP/Treasurer  
Colleen O'Connor – Board member-at-large

Doyle moved to approve the slate. Seconded by Ellen Smith. Approved.

The next HOA annual meeting was set for Saturday July 7<sup>th</sup>, 2012 at 10 AM. Dan moved to adjourn the meeting and Doyle seconded it. Meeting was adjourned for the walk about.

A BBQ picnic followed at 12:30 on the common lawn area.

Respectfully submitted by LuAnn Tinkey, Secretary

