

# Brookwillow Village Condominiums

## Annual Meeting Minutes

January 31, 2018

### **Board Members Present**

Debbie Thomas  
Stephanie Sloan

### **Bray HOA Management Present**

Mark Shoberg  
Ali White

#### **1) Call to Order**

The 2018 Annual Meeting was called to order at 5:27 p.m. by Mark Shoberg.

#### **2) Introductions**

Mark Shoberg introduced himself as the new HOA Division Head with Bray HOA Management. Ali White was introduced as one of the Assistant HOA Managers, along with Savannah.

Debbie Thomas introduced herself as the President. Stephanie Thomas introduced herself as the Vice-President.

#### **3) Approval of Previous Year's Annual Meeting Minutes**

Mark Shoberg asked for a motion to approve the previous year's meeting minutes.

**Motion:** Debbie Thomas

**Second:** Stephanie Sloan

The motion passed unanimously and the previous year's minutes were approved.

#### **4) Announcement of Quorum Achieved to Conduct Meeting**

With two proxies received and eleven homes represented, it was announced that quorum had been achieved.

#### **5) Proposed Projects for 2018**

Mark Shoberg explained that the floor was open for discussion on any upcoming projects wanting to be presented for 2018. With no motions for upcoming projects, Mark Shoberg announced that the decks on units #5-10 of building 2474 were degrading and that the issue was a safety hazard for the members and the HOA and the decks needed to be addressed. There is moisture getting into the wood of the decks and causing the wood and stucco to crack and break. It is becoming a dangerous liability for the Association. Mark Shoberg had contacted two contractors and the previous manager had contacted a third. The cheapest bid provided was a bid to rip out the decks and replace them with aesthetic railings. The price for this project was quoted at \$8,780.00.

There was discussion that followed that showed hesitation on wanting to approve the price for any project. The Board ultimately believed – and spoke to the effect – that this is the best decision for the Association as a whole; both for cost and for curb appeal. The entire project would be expected to be completed in the spring and last between 6-8 weeks.

The cost to pay for the expenditure would come out of a raise in HOA dues. Mark Shoberg announced that the Association dues could go back down to the \$165/mo. in 2019 after the deck income was collected.

- 6) Mark asked for a motion to pass the removal of the decks.

**Motion:** Debbie Thomas

**Second:** Stephanie Sloan

The motion passed unanimously.

7) **2018 Budget**

Because the Association needed money to cover the cost of deck replacement, the proposed monthly dues for the Association would be raised to \$181/mo. Mark Shoberg also announced that there were other reasons for a necessary dues increase. When Bray HOA Management also managed their neighboring community (Brookwillow Village Homeowners Association), the neighboring HOA handled all of the contracts for the condominiums. Therefore, for a number of years, Brookwillow Village Condos never paid for landscaping, snow removal, or dog waste removal services.

Now that Brookwillow Village HOA is no longer under management by Bray, they have decided to stop those services. Mark Shoberg announced that the increase in dues would also go towards getting a landscaper and snow removal contract in place.

Discussion also commenced concerning homeowners who are in arrears. Two of the homeowners were making payments on a payment plan and one other homeowner is not making any payments. Debbie Thomas asked if there was anything within their CC&Rs that allows for the Board to turn off a homeowner's water (such as in another HOA community). It was resolved to look into the CC&Rs and discover if there was such language.

Because the community did not yet have enough money budgeted to contract with a pet waste cleanup crew (i.e. Opsie-Poopsie), it was agreed by the Board that any homeowner who does not clean up after their pet(s) will be fined \$100/occurrence.

Randy Bizer made a suggestion to keep dues higher through 2019 to also address the concrete issue. It was asked how much it might cost to get the concrete fixed. Mark Shoberg gave a minimum estimate of \$20,000 for the entire project due to the amount of work needed.

Guy Thomas asked that a tech from Bray Maintenance be sent out to clean up the cigarette butts in the gravel by the carport and handicapped parking area. It was also suggested to reach out to the trash company and request an extension on their contract to perhaps get a better rate on their service. It was resolved that Bray HOA would follow up with that

request.

Mark Shoberg asked for a motion to approve the budget as presented.

**Motion:** Debbie Thomas

**Second:** Stephanie Sloan

The eight votes in favor (including one proxy), the budget was passed.

**8) Annual Election**

Mark Shoberg called for volunteers to run for the Board.

Debbie Thomas volunteered to run for the position of president on the Board. With nine votes in favor, she was reelected as President.

Stephanie Sloan volunteered to run for the position of vice-president on the Board. With all votes in favor, she was reelected as vice-president.

With no other individuals to elect to the Board, Mark Shoberg called for a motion to close the election.

**Motion:** Debbie Thomas

**Seconded:** Guy Thomas

**9) Adjournment**

With there being no further business to discuss, Mark Shoberg called for a motion to adjourn.

**Motion:** Guy Thomas

**Seconded:** Debbie Thomas

The 2018 Annual Meeting was adjourned at 6:05 p.m.

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**Signature**

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**Date**