



Brookwillow Village Condominium Association 2019 Annual Meeting

Monday, 05.01.2019

Attendees

Debbie Thomas, *President*

Stephanie Sloan, *Vice-President*

Mark Shoberg, *Bray HOA Division Manager*

Ali White, *Community Association Manager*

Members: Mary Ann Severin, Guy Thomas, and Janelle Gear

Call to Order

The 2019 Annual Meeting was called to order at 5:30 p.m. by Mark Shoberg.

Announcement of Proxies and Votes Needed

With zero (0) proxies submitted nine (9) units represented, it was announced that quorum had been achieved.

Approval of Previous Years' Minutes

Motion: Debbie Thomas

Second: Stephanie Sloan

The vote for approval was unanimous, with all nine (9) unit owners and representatives in favor and zero (0) against.

Discussion of Upcoming Projects or Issues

Prior to the meeting, discussion took place among Mark Shoberg, Guy Thomas, and Debbie Thomas of the roof condition of building 2474.

During the meeting, Mark Shoberg opened the discussion, announcing the need for the downspouts to be replaced and for major spalling occurring in the concrete. It was also

mentioned that the issues with dog waste had been resolved, as the Association had hired Oopsie-Poopsie to come out once per month.

Stephanie Sloan asked about removing the trees in the breezeway of the buildings. Several years prior, the Board had received bids for the trees' removal, but the Association did not have money at the time. The trees, at the time of the meeting, were reported to be touching the roofs and scraping the gutters.

Mark Shoberg mentioned that the estimated removal cost could wipe out the Association's Reserves. Mary Ann Severin suggested removing one tree per year, to avoid such a financial issue. Guy Thomas stated that the overall cost would be higher if one tree was removed at a time, compared to all of them removed at one time.

Guy Thomas continued the discussion of the roofs by asking of the condition of the 2476 building. Mark Shoberg stated that the insurance inspectors did look at the roof when they looked at the 2474 building. The 2476 building's roof is in much better shape; it has been blocked from any wind damage by the 2474 building.

Budget

The discussion on the proposed 2019 budget was opened. Stephanie Sloan asked about the "unscheduled building repairs". Mark Shoberg stated the amount was used for the removal of the decks.

Guy Thomas asked how much money is expected to be in the Reserve account by the end of 2019, assuming no major repairs are needed. Mark Shoberg answered that the Reserve account should be around \$8,000 by year end. However, the 2474 roof is the highest priority project for the year.

Debbie Thomas asked about the trash contract. Mark Shoberg said that the Association was locked into a three-year contract. The Association had also seen reduced unauthorized dumping after the warning sign was installed by the dumpster.

Delinquent accounts were discussed. The percentage of delinquent accounts fell significantly, as a number of the recurring delinquent owners had sold their units and paid off their balances. At the time of the meeting, there was only one unit that was outstanding.

Mark Shoberg called for a motion to approve the 2019 proposed budget.

Motion: Stephanie Sloan

Second: Mary Ann Severin

With all nine (9) units in favor, the budget was passed unanimously.

Annual Elections

Debbie Thomas volunteered to serve again as President.

Motion: Debbie Thomas

Second: Stephanie Sloan

With all votes in favor, she was reelected onto the Board.

Stephanie Sloan volunteered to serve again as Vice-President.

Motion: Stephanie Sloan

Second: Janelle Geer

With all votes in favor, she was reelected onto the Board.

With no other volunteers, the 2019 election was closed.

Announcement of Proxies and Votes Needed

Motion: Debbie Thomas

Second: Stephanie Sloan

With all nine (9) units in favor, the meeting was adjourned at 5:54 p.m.

Action Items

1. Request bids for tree removal;
2. Get 2-3 bids for the roof of building 2474;
3. Investigate if the existing contract for the Association to see if it covers weed & feed of common areas; and
4. Seeing if the shingles for the 2474 building are still under warranty.