

Brookwillow Village Condominium Association
Annual Meeting Minutes
Brookwillow Clubhouse, 2472 Orion Way, Grand Junction, CO
January 26, 2016

Board Members Present

None

Bray Property Management

Jami McLennan

Carrie Grubbs

1. Call to Order

The meeting was called to order at 5:24 p.m. by Jami McLennan.

2. Introductions

Jami McLennan introduced Carrie Grubbs as her new assistant.

3. Approval of 2015 Annual Meeting Minutes

Jami presented the 2015 Annual Meeting minutes for approval. Jami stated the minutes had been posted online the previous year at www.BrayRentals.com. The minutes were reviewed aloud for members present.

Resolution: No other discussion being forthcoming, to approve the 2015 Annual Meeting minutes.

Motioned: Debbie Thomas

Seconded: Stephanie Thomas

4. Election

A. Ballot or Proxy

Jami confirmed that quorum had been achieved with the members present.

B. Nominations

Jami stated that two members were needed for the Board of Directors. Debbie Thomas and Stephanie Thomas volunteered as new members. There were no other nominations from the floor and nominations were closed.

Resolution: To accept the slate as presented that Debbie Thomas and Stephanie Thomas will serve as the Board of Directors.

Motioned: Norma Flynn

Seconded: Guy Thomas

The motion carried unanimously.

5. Close of the Election

There was no further business to come before the election and the election was closed.

6. New Business

- A. Jami stated the Association has budgeted for a minimal amount of concrete work to be completed in 2016. Jami will get bids from concrete vendors.
- B. Jami reminded members of homeowner responsibilities. She explained that there has been an increase in requests from homeowners for the HOA to handle neighbor-to-neighbor disputes, concerns with pets, and noise issues, for example. She further explained that this is not just an issue with Brookwillow Village Condos, but with most of the associations that she manages. She explained to members that the HOA does not have authority to intervene in these types of issues.
- C. Jami alerted the members that irrigation sprinklers continued to be an issue last season. There was an issue with the original sprinkler heads and those are being replaced as soon as they show signs of malfunction.
- D. Jami informed members that unauthorized parking continues to be an issue. Bray sent out postcards in December reminding owners and residents that parking spaces marked with a number are reserved for specific homeowner's use only. Members asked about towing options. Jami stated that, before one is legally authorized to tow a vehicle, notice must be provided (to the vehicle's owner). The notice can be a tag, sticker or a sign at the entrance. Members discussed the sign option and agreed upon the installation of an Unauthorized Parking sign alerting violators will be towed.
- E. Jami stated that pet waste is an on-going problem. She reminded members to clean up after their pets.
- F. Jami reminded members the Association clubhouse is available for use. Information is posted in the clubhouse and members are welcome to contact Bray Property Management for further information.
- G. Jami informed members that vandalism continues to be an issue, especially during the warmer months and when school breaks for summer. The Association has a security company that performs random patrols and she encourages residents to report any suspicious behavior.
- H. Members reported an issue with the condominium second-story patios. The stucco and/or concrete along the patios' façade are showing signs of cracking and stucco appears to be falling off. Jami stated she would schedule a vendor to assess the matter.

- I. Members inquired about delinquent HOA dues accounts. Jami explained the steps the Association takes when an account is past due. Letters are mailed to owners when their account is two-months, four-months and six-months past due. At six months, if payment has not been made, a lien may be filed. Bray Property Management is performing a trial with a collection agency. If the trial proves successful, collection services will be implemented for the Association, as well.

- J. Members asked about furniture and other household items being placed outside of the garbage dumpster for pick-up. Jami explained that those items are not included in the regular trash service and the Association is charged an additional fee for these items to be picked up. Options to deter this violation were discussed, including relocating and/or installing a fence around the dumpster's perimeter. Jami stated it is likely the items will continue to be dropped off, regardless of location or fence.

7. Approval of the 2016 Budget

Jami presented the 2016 Budget for approval. Jami stated that there would be an increase in 2016 dues to allow for a required 10% allocation to the Reserve account. Jami informed members that the Colorado Common Interest Ownership Act (CCIOA), passed in 2015, requires the 10% allocation. If approved, the dues increase to \$132.45, will be effective March 1, 2016.

Resolution: To approve the 2016 Budget as presented.

Motioned: Debbie Thomas

Seconded: Norma Flynn

The motion carried unanimously.

8. Adjournment

There being no further business, the Annual Meeting for 2016 was adjourned at 5:51 p.m.



Signature

4-13-17

Date