

Brookfield Heights Homeowners' Association Board Meeting Minutes
December 3, 2024
Comfort Suites Meeting Room, 31 Frontage Road

Board Attendees: Ed Butler, Sharon Byrd, Kim Carlson, Jo Ellen Horton,
Randy Rottler, & Angie Curtis

Absent: Angela Felkey & Matt Curtis

No Homeowners in attendance

Reading of Minutes: Minutes presented from the November Annual meeting. Motion and second made to approve minutes from 2024 November Annual Meeting. Motion approved.

Treasurer's Report: Sharon presented the treasurers report. The checking account is at \$35,910.09 and the money market account is \$60,551.65. We still have the one homeowner that owes the 2024 dues, and our attorney has put a lien on the property. A packet from Indiana Department of Revenue (based on Corporate Transparency Act) was received and indicates that quarterly tax payments will need to be made for unlicensed gambling, bingo games, etcetera. Discussion ensued on whether or not we had anything that fit these criteria. Determined that there is nothing at this point that needs to be claimed. Approval requested to transfer \$15,000 from the general checking account to the money market account for more interest accrual. Motion approved. No invoice from attorney this month. Motion and second were made to approve the Treasurer's Report as presented. Motion approved.

Election of Officers:

Officer election was held following election of board members at annual meeting in November. By unanimous decision, all officers voted in as follows:

President – Ed Butler

Vice President – Kim Carlson

Treasurer – Sharon Byrd

Secretary – Angela Felkey

Report of Committees:

Welcoming Committee: Two or three houses are set to close in December. Two baskets were delivered in November. Committee members usually wait a few weeks until the new occupants have settled in, and recipients continue to be grateful for the warm welcome. Discussion ensued over how homeowners become aware of the covenants in Brookfield Heights. Information on how to access via our website is included in the basket. Homeowners should also be made aware by their realtor when purchasing a home in the neighborhood since they are bound by the covenants as soon as they

purchase the property. Board will follow up to see how this information is shared by realtors.

Property Improvements Committee:

Nothing new that needs approval. One shed was put up without board approval. Ed will contact the homeowners.

Park and Landscape Committee:

Nothing new that needs approval. Items that need attention are in old business.

IT committee:

October 2024 minutes posted. Annual meeting banner removed. Facebook is still the quickest and easiest way to communicate neighborhood information since anyone who is a member of the group page can post (and any resident in Brookfield Heights can request approval to the group page). Facebook should be the go-to for up-to-date information, and Angie will work on emphasizing this on website. Will update board positions and contact information on the website.

Old Business:

Street lights - Ed will talk to the homeowners to see how to proceed and see if we can get on the list for early spring.

Cleaning/clearing of 26 (1-2 times/year) – gathering quotes. Need to add new line item to budget.

Regular mowing/trimming of park and common areas – board members gathering quotes.

New Business:

Corporate Transparency Act information – will be entered in Executive Session.

Newsletter plan/timeline – discussed possible deadlines that give 2-week windows to Angie for editing/review and Cecil for final changes. Will verify with Cecil.

Sharon retiring after 2024-2025 term – need to find and train replacement.

The rebate application for park lights will be completed and sent to Tipmont.

Evan Gibbs and Angie will handle the 2nd Annual Holiday Lights Competition.

Next Brookfield Heights board meeting will be on 7 January at 6:30pm. Comfort Suites meeting room, 31 Frontage Road. Motion and second made to adjourn. Motion approved.

Adjourned at 7:07 PM.