

Brookwood Homeowners Association
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Fall Board Meeting Minutes

Date: September 6, 2025

Location: Dustin Shannon Home

Present: **President**-Becca Shepard, **V. Pres**-Karla Lanam, **Treasurer**-Bill Meurer, **Secretary**-Vianne Westbrook, **Website Technician**-Mike Yeager, **Board Members**-Dustin Shannon. 1 vacancy

President Shepard called meeting to order 11:28.

OLD BUSINESS: Discussion regarding the upcoming Annual HOA Resident meeting on September 13, 2025 at mailboxes. All topics below were discussed and voted on with positive outcome on each.

Discussion Topics:

1. Request for 1 volunteer Board Member
2. www.brookwoodhoa.net **Read the Declaration of (CCR) Covenants, Conditions & Restrictions**
3. November 2, 2025 Board Members will walk through subdivision recording resident violations
4. Increase in yearly HOA liability insurance – new company on 3/28/25, new cost \$1,966.00
5. HOA dues generated \$4,950.00 with 2025 expenditures at \$4,346.00. Difference of \$604.00
6. 2026 dues increase by \$10.00 per year (from \$50.00 to \$60.00) would generate \$5,940.00
7. Discussion & vote to approve 2026 HOA budget
8. Thank you Karla and Tom Lanam for landscape work, painting the entrance stones, continued maintenance of RV lot and Commons area and coordination of on/off water schedules.
9. **ALL** property in RV lot must be updated with Bill Meurer or it will be towed at owner's expense.
10. Contact GJ City at <https://www.gjcity.org/146/submit> to report neighborhood concerns.

NEW BUSINESS: Board agreed to open the board vacancy for a volunteer at the Annual meeting. One third (33 residents) must attend the meeting to achieve a quorum of voters. A basic proxy form will be attached to the Resident Letter to provide additional voters.

Bill stated there are 7 rental houses in our HOA. Vianne asked for a list of the rental owner's name and address to send them the Resident letter. Board members will take notes on their streets regarding the Declaration of Covenants, Conditions and Restrictions in regard to resident violations. Bret (Bill), Kia (Dustin), Brookwood (vianne) 30 Road (Becca). Board members will meet November 2, at 2:00 to discuss which residents may need an enforcement letter (sent by Governor's mandate of certified mailing). It was moved by Vianne Westbrook and seconded by Dustin Shannon to consider increasing the annual HOA dues by \$10.00. It was unanimous yes vote.

Karla mentioned that the 2 ladies helping with the pet and waste tasks are doing a good job. Karla suggested that residents be reminded to look on the website for assistance, rather than going to the board members home seeking help. Board members will let Karla know if homes are purchased in the neighborhood so she can deliver a Welcome Gift to the new owners. This does not include renters.

HOA Website: Mike Yeager will update the website to assure the CCR is easy to find. He will also add the Resident Letter and board minutes from the meeting today to the website. Vianne will update the Covenant Enforcement Violation Notice and send to Mike for display on website.

Treasurer Report: Bill submitted the prior budget and the proposed budget for 2026. Becca moved to accept the budget with Dustin second. The vote was unanimously yes. February 4, 2025, 20 residents had not paid their \$50.00 dues. According to Bill, all 99 were finally paid after several months/attempts. He noted that we have several vacancies in the RV lot. Owners must update their property with Bill or risk possible removal by tow truck at owner's expense. On the December 31 dues notice, a small form will be provided for property owners to complete and return to Bill. It was suggested that the dues notice also provide a space for residents to indicate rental or owner of the home.

Bill suggested that we remind residents to blow out their irrigation systems and to leave their main valve open a small amount to prevent the pipes from freezing (then bursting).

Meeting adjourned at 12:28 p.m. by President, Becca Shepard

Respectfully submitted,

V. Westbrook, HOA Secretary