

Heritage Brook HOA Board Meeting Minutes

February 10, 2022

Meeting was held online via Zoom

Meeting started at ~6:30pm

Introductions and Roll Call - See Exhibit A

Approved Meeting Minutes for November 2021

Presentation of Reports

1. Treasurer's Report – See Exhibit B
2. Committee Reports
 - a. Landscape Committee
No updates were provided at this meeting
 - b. Welcoming Committee
No updates were provided at this meeting

Old Business

1. Hollybrook Circle Landscaping project is planned to begin around 1st of March or the last frost.
2. Signed 12-month installment contract with a new lawn service company - ProTurf Landscape Management. The price per year is \$11,568.00 and includes the following services: mowing, fertilizer and weed control, fall & winter services, and shrubs/bed care. The strip of land between the back of our houses is also included in this new agreement which was not provided by our last landscape company. Also, we asked for the addition of a cancellation clause in the contract, so that if we are not satisfied with their services, we can cancel the contract.

New Business

1. There are currently 14 households that are late on their 2022 yearly dues.
2. Around March/April, Tyler Norris plans to do another neighborhood drive through with Elite concerning any violations that need to be addressed.
3. HOA Board nominations are due by the end of February and voting takes place in March.
4. We would like to extend the HOA Board from 3 to 5 people.

5. Survey results for the proposed Fence Amendment was as follows: Keep current style – 12 votes, Change current style – 11 votes, Other -2 votes. The Board voted to leave the fence covenant as it is currently written.
6. We would like to add a “Vendor” tab to the HOA website. This would list vendors recommended by our residents such as roofers, fence companies, and any other contractors.

Open Forum

Meeting ended at ~7:12pm

These minutes were prepared by Beth Hendrix, Secretary, on 19 February 2022.

EXHIBIT A
Meeting Attendees

**HOA Meeting
10 February 2022 @ 6:30pm
Zoom Meeting**

1. Tyler and Janelle Norris
2. Betty Haynes
3. Beth Hendrix
4. Julie Martin
5. Rhonda Morgan
6. Amy Overman
7. Joyce Fan
8. Stephen Small
9. Kaylee Pelfrey

EXHIBIT B
Treasurer's Report

Heritage Brook Treasures Report

Expenses Previous Expenses 2021 29,947.20
 Income Previous Income 2021 38,079.19

Sep-21

Expesnes

Elite Housing Mgmt LLC	540.00	September Mgmt fees
Elite Housing Mgmt LLC	26.00	letters, compliance letters and 4 late statements
Betty Haynes/Gary Dean	74.23	Reimbursement for yard signs
Wix	47.70	Website domain renewal
Rural King	(119.89)	Sept. Landscaping project
Indian Creek Wholesale Nursery	300.00	Landscape design hours by Chris McMullen
Turf Doctor	180.00	late Summer lawn application
Harvest Monrovia Water Authority	16.33	Water 7/8-8/6
Harvest Monrovia Water Authority	16.33	
Huntsville Utilities	20.36	Electric 8/3-9/1

1,101.06

Income 0.00

Oct-21

Expenses

Turf Doctor	1,300.00	Aeration and seed 9/25/21
Elite Housing Mgmt, LLC	540.00	Oct Mgmt fees
Harvest Monrovia Water Authority	16.33	Water 8/6-9/9
Huntsville Utilities	21.93	Electric 9/2-10/1
Auto Owners Insurance	1,378.00	Property Insurance
Elite Housing Mgmt, LLC	6.00	3 late statements
Turf Doctor	180.00	fall lawn application
Wix	156.00	website premium plan 10/29/21-10/29/22
Estess Irrigation	75.00	Winterize system

3,673.26

Income
 Lien Release Taitano 25.75
 Pre Paid Assoc dues 100.00
125.75

Nov-21

Expesnes

Elite Housing Mgmt, LLC	540.00	Nov Mgmt fees
Harvest Monrovia Water Authority	16.33	Water 9/9-10/7
Huntsville Utilities	22.62	Electric 10/2-11/1
Elite Housing Mgmt, LLC	34.00	14 Compliance letters, 3 late stmnts

612.95

Income
 Prepaid Assoc Due 175.00

Dec-21

Expesnes

Elite Housing Mgmt, LLC	540.00	Dec Mgmt fee
Harvest Monrovia Water Authority	16.33	water 10/7-11/4
Huntsville Utilities	22.95	electric 11/2-12/1
Turf Doctor	180.00	Winter lawn application
Elite Housing Mgmt, LLC	222.00	3 compliance ltrs, 108 annual dues notices

981.28

Income
 Dues payments 15,825.00

Total expesnes to date 36,315.75
 Total income to date 54,204.94

Heritage Brook Treasures Report

Expenses	Previous Expenses 2021	36,315.75
Income	Previous Income 2021	54,204.94

Jan-22

Expesnes

Elite Housing Mgmt LLC	540.00	January Mgmt fees
Elite Housing Mgmt LLC	10.00	5 Community letters
Harvest Monrovia Water Authority	16.33	Water 11/4-12/8
Huntsville Utilities	23.88	Electric 12/2-1/3
	590.21	

Income

Annual Dues	14,019.25
Violations Income	430.75
	14,450.00

Total expesnes to date 2022	590.21
Total income to date 2022	0.00

Heritage Brook HOA Board Meeting Minutes

May 3, 2022

Meeting was held in the driveway of Board President Tyler Norris' house, 100 Hollybrook Dr NW

Call to Order: 6:05 pm

Introduction and Roll Call – See Exhibit A

Approval of February Meeting Minutes – Motion: Fay Yates; 2nd: Doris Carter Motion Carries

Presentation of Reports

1. **Treasurer's Report** – see Exhibit B
2. **Committee Reports**
 - a. **Landscape Committee** –
 - i. Plans were announced for a Neighborhood Cleanup Day where common areas will be straightened up, pine straw put out, and if volunteers are found with chainsaws and pickups we will also cut up and remove a fallen tree from the creek area. Date and time is TBD; an announcement will be posted on the neighborhood's page on Facebook.
 - b. **Welcoming Committee** – No updates were provided at this meeting

Old Business

1. Improvements to Common Area D on Heritage Brook Dr are ongoing and nearly complete. Cleanup and re-routing of drainage has been completed, and sod is being placed where practical so the area may be enjoyed by our residents.
2. Quotes have been obtained to install additional railings along the creek side. The area naturally divides in to two sections, so two separate quotes were obtained. The future of this project will be decided by inclusion of a community survey to be issued in the coming weeks.

New Business

1. Safety –
 - a. Though we are in a low crime area, there have been random issues with vehicular break ins and thefts. As a deterrent, local law enforcement recommends that all homeowners make sure to keep cars and trailers locked, and also encourages residents not to leave private property unattended in front porches, or front or side yards for any length of time and especially overnight.
 - b. Multiple complaints have been received concerning an individual walking up and down the streets in our neighborhood behaving in a concerning fashion,

including the possibility of his being intoxicated. The HOA has been advised by local law enforcement that we as an association have no authority over this individual, but they do. They recommend that if any homeowner observes this individual behaving in an intoxicated or otherwise disturbing manner, to call the police and let them handle it.

- c. Speeding on Heritage Brook Dr –
 - i. Residents expressed concerns over cars speeding on Heritage Brook Dr
 - ii. The possibility of speed bumps has been researched, but the local Fire Department will not sign off on them as it would delay their response time when traveling down Heritage Brook Dr.
 - iii. Law enforcement has increased vigilance on the street, but with limited effect.
 - iv. It was suggested that adding stop signs at the intersection of Heritage Brook Dr and Hollybrook Dr may be a potential solution to the problem. The Board will contact the city to find out if this is possible and if so, what is involved to get them installed.
- 2. **Signage** –
 - a. Many residents are still showing interest in an entrance sign at Heritage Brook Dr and Old Railroad Bed Rd. In past research it was learned there are hurdles to be overcome regarding size and placement, and the Board will be contacting the city for more specifics.
- 3. **Legal** –
 - a. A number of issues under discussion require legal input. These will be combined with routine legal matters, re: legal communication with past due homeowner accounts, etc. in a meeting to be scheduled hopefully in the next few weeks. The time frame will be determined by the lawyer's availability.
- 4. **Association Survey** –
 - a. A survey will be drawn up for distribution to the homeowners before the next Board Meeting. Subjects under consideration for inclusion in the survey are as follows:
 - i. Amending the community documents to allow basketball backboards
 - ii. Neighborhood entrance signage
 - 1. Residents are encouraged to snap pictures of neighborhood signs they like and send them to the Association's email for potential inclusion in the survey.
 - iii. Stop signs placed at Hollybrook Dr to deter speeding on Heritage Brook Dr
 - iv. Options for additional improvements to Common Space D
 - v. Installation of two separate sections of railing along the creek side, to match the existing railing and decrease the likelihood of someone accidentally falling into the creek and becoming injured

5. Association Cookout

- a. The HOA's 2nd Annual Community Cookout will be held on May 21st in the Oakside Cr cul-de-sac. Burgers, hot dogs, and drinks will be provided, and Rita's Ice Cream will be on hand to make frozen treats available.

Open Forum – Miscellaneous discussions were held, primarily expounding on subjects covered earlier in the meeting and tangents thereof.

Meeting Adjourned at 7:05 pm

EXHIBIT A

HOA Meeting May 3, 2022

100 Hollybrook Dr NW

Officers present:

Tyler Norris, President
Betty Haynes, Treasurer
Bob Gerber, Secretary

Homeowners present:

Janelle Norris
Debi Gerber
Julie Martin
Linda Amador
Joy Yates
George Frankl
Bill & Doris Carter
Chris & Emma Young
Mike & Emily Mangrum
Amy Overman

EXHIBIT B

Treasurer's Report and 2022 Budget

Heritage Brook Treasures Report

Expenses	Previous Expenses 2021-Jan 22	36,905.96
Income	Previous Income 2021-Jan 22	68,654.94

Feb-22

Expesnes

Elite Housing Mgmt LLC	540.00	February Mgmt fees
Elite Housing Mgmt LLC	8.00	1 Compliance Leter, 3 late statements
Harvest Monrovia Water Authority	16.65	Water 12/7-1/7/2022
Huntsville Utilities	23.88	Electric 1/4-2/1/2022
	<u>588.53</u>	

Income

Annual Dues	<u>3,730.75</u>
	3,730.75

Mar-22

Expesnes

Elite Housing Mgmt LLC	540.00	March Mgmt fees
Elite Housing Mgmt LLC	234.00	7 Compliance Letters, 2 Community Letters, 108 Ballot/proxy
Harvest Monrovia Water Authority	16.65	Water 1/7-2/4/2022
Huntsville Utilities	22.26	Electric 2/2-3-1/2022
Pro Turf Landscape Mgmt, LLC	964.00	Feb 2022 Lawn Maintenance
Valley Lawn Care	9,260.00	Landscaping with plants & Trees installed on roundabout hill
	<u>11,036.91</u>	

Income

Annual Dues & late fees	<u>2,600.00</u>
	2,600.00

Total expesnes to date 2022	11,625.44
Total income to date 2022	6,330.75

Heritage Brook 2022 Budget

Income

HOA Dues	108 homes@\$350.00	\$37,800.00
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Expenses

Elite Fees		\$6,480.00
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Utilities

Water		\$200.00
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Electric		\$275.00
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Landscaping

Irrigation		\$1,675.00
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Mowing		\$3,600.00 Pro Turf
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Fertilization & Weed Control- other service		\$7,968.00 Pro Turf
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Tree /Refrav common area D		\$7,825.00
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Oakside area stream area		\$3,000.00
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Other Repairs

Insurance		\$1,378.00
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Legal		\$3,500.00
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Postage		\$650.00
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Website and Office Exp		\$149.00
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Welcome Committee		\$100.00
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HOA Meetings /Events		\$1,000.00
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\$37,800.00

Heritage Brook HOA Board Meeting Minutes

July 21, 2022

Meeting was held in the driveway of Board President Tyler Norris' house,
100 Hollybrook Dr NW

Call to Order: 6:35 pm

Introduction and Roll Call – See Exhibit A

Approval of May Meeting Minutes – Motion: Stacy Benedict; 2nd: Bob Gerber

Motion Carries

Presentation of Reports

1. **Treasurer's Report** – see Exhibit B
 - a. There was concern noted that the monthly water bills were too low; this will be investigated. It is suspected that the utility company's billing lags behind actual water usage by 30 days.
2. **Committee Reports**
 - a. **Landscape Committee** – nothing to report
 - b. **Welcoming Committee** – no updates were provided at this meeting

Old Business

1. The community BBQ was a hit. Ideas for next year include possibly having a bouncy house for the kids and switching to a food truck over a BBQ if the budget allows. Also, the 2023 event will likely be moved up on the calendar to avoid the heat.
2. Update on controlling speeding on Heritage Brook Dr. As noted last meeting, speed bumps are not allowed as per the Fire Dept. The possibility of adding an additional stop sign was investigated, but we were informed the conditions do not meet regulatory requirements. A recap will be reviewed at the next meeting.
3. The association's attorney was consulted and his recommendations incorporated in the verbiage used in the homeowner survey that concluded on 7/15/22.

New Business

1. Safety –
 - a. Local PD apprehended a fugitive who had a warrant out for their arrest, The capture of this individual took place by the post office on Old Railroad Bed Rd. Even though our neighborhood is known for its safety and lack of crime, this incident serves as a reminder that we should all remain vigilant. If you have a doorbell camera, make use of it, etc. We don't have a problem at this time, but there is no reason to borrow trouble.

2. Association Survey –

- a. The homeowners were sent a survey of five questions regarding potential improvements to our common areas as well as potential changes to our CC&R's. The survey concluded on 7/15/2022. The results are as follows:
 - i. Installing a safety railing next to the creek on Oakside Circle
Yes: 55% No: 45% Board Resolution: 3-0 in favor
 - ii. Covenant change to allow different styles of fencing style and materials)
Yes: 49% No: 51% Board Resolution: 3-0 against
 1. Due to the closeness of the survey results on this issue and on comments heard from homeowners, the board considered separating the materials portion of the question into a separate item. Per the association's attorney the Board had the ability to do this. In the spirit of compromise, the Board considered a separate resolution to allow fencing to be constructed of wood, composite wood, or vinyl as long as the style and color matched the existing fencing within the association.
Board Resolution: 3-0 in favor.
 - iii. Covenant change to allow portable basketball goals
Yes: 43% No: 57% Board Resolution: 3-0 against
 - iv. Approving a particular style and then installation of entryway signage
Yes: 76% No: 24% Board Resolution: 3-0 in favor
 - v. Approval of allocating \$10K to install irrigation, sod, and mulch on the common area hill at the intersection of Heritage Brook Dr and Hollybrook Circle
Yes: 74% No: 26% Board Resolution: 3-0 in favor
- b. The Treasurer's (Betty Haynes) board resolution votes were given in proxy to the President (Tyler Norris)

Open Forum –

1. A discussion was held about the possibility of a neighborhood garage sale. One was held in spring, so a target date will be for the fall. It may be possible to coordinate this with our surrounding neighborhoods; this will be investigated. Homeowners may also have individual garage sales as long as they are not commercial enterprises and are not repetitive in nature. Any garage sales held must follow local ordinances.
2. Common Area D has been added to the mowing schedule of our lawn service. This will be a minimal service; no leaf control, trimming of plants, etc., will be included.
3. A question was asked about the possibility of installing a playground into Common Area D. This has been discussed previously with mixed opinions. A conversation will be held with our liability insurance carrier to ascertain the costs of coverage needed. If the costs are something that can be fit within our budget, further investigation of this idea will be

made. Concerns were raised over construction costs, especially concerning the water table and drainage issues that would have to be mitigated.

4. A request was made to see if the creekside safety railings can be modified or augmented in some way that would keep smaller children from slipping under the railings. A row of shrubs was suggested as one alternative. The feasibility of various solutions will be investigated, though one consideration is that the styling will have to remain consistent for all railings within the community.
5. There was a request made to add a strip of Bermuda sod on the north side of Heritage Brook Rd, immediately next to the sidewalk and adjacent to Common Area D in order to stop mud runoff when it rains. There is no irrigation available for the area, but most felt adding the sod would go a long way to solving the problem even if the grass was not the most luxurious. It was suggested to dig down the existing dirt slightly so the top of the sod would be level with the sidewalk. Tyler indicated this is something he could handle rather than contract it out, though assistance from another homeowner or two would be appreciated.
6. Three companies were suggested by homeowners for consideration to do the irrigation project at the intersection of Heritage Brook Dr and Hollybrook Circle:
 - a. Estes (256) 347-5150
 - b. B&C Irrigation (256) 851-2776
 - c. Solos Landscaping (931) 625-6218
7. The board was thanked for their efforts put in on behalf of the community. Tyler (President) acknowledged the thank you on behalf of the board, and thanked the people present for taking the time to attend the meeting and getting involved.

Meeting Adjourned

1. There being no further business, the meeting was adjourned at 7:12 pm.

EXHIBIT A

HOA Meeting July 21, 2022 100 Hollybrook Dr NW

Officers present:

Tyler Norris, President
Bob Gerber, Secretary

Homeowners present:

Janelle Norris
Debi Gerber
Kevin Cady
Linda Lowe
Julie Martin
Stacy Benedict
Tracey Benedict
Amy Overman
Ashley Arominski
George Frankl
Zachary Salazar
Chris Young
Emma Young
Trinh Rigsby

EXHIBIT B: Treasurer's Report - HOA Meeting 7/21/2022 - 100 Hollybrook Dr NW

Heritage Brook Treasures Report

Expenses	Previous Expenses 2021-Mar 22		47,942.87	
Income	Previous Income 2021-Mar 22		71,254.94	
Apr-22				
Expenses				
	Elite Housing Mgmt LLC	540.00		April Mgmt fees
	Harvest Monrovia Water Authority	16.65		Water 2/4-3/7/22
	Huntsville Utilities	22.39		Electric 3/2-4/1/22
	Estess Irrigation	190.00		Spring Alignment, replace damaged door
	Pro Turf Landscape Mgmt	964.00		March Monthly lawn Maintenance
	Elite Housing Mgmt LLC	88.00		36 compliance letter, 8 late statements
	Largen	310.00		Irrigation repairs Won't shut off
		<u>2,131.04</u>		
Income				
	Annual Dues & late fees	839.00		
		<u>839.00</u>		
May-22				
Expenses				
	Elite Housing Mgmt LLC	540.00		May Mgmt fees
	Elite Housing Mgmt LLC	6.00		3 late statements
	Harvest Monrovia Water Authority	16.65		Water 3/7 -4/8/22
	Huntsville Utilities	21.65		Electric 4/2-5/2/22
	Pro Turf Landscape Mgmt, LLC	961.00		April Lawn Maintenance
	Heard, Ary & Dauro	151.36		Legal matters consulting and copies, postage
	Costco & Sand Wishes	290.00		HOA Neighborhood Picnic
		<u>1,986.66</u>		
Income				
	Annual Dues & late fees	39.00		
		<u>39.00</u>		
Jun-22				
Expenses				
	Elite Housing Mgmt LLC	540.00		June Mgmt fees
	Harvest Monrovia Water Authority	16.65		Water 4/8-5/9/22
	Huntsville Utilities	21.74		Electric 5/3-6/1/22
	Pro Turf Landscape Mgmt	961.00		May Monthly lawn Maintenance
	Elite Housing Mgmt LLC	12.00		postage-violation letters/statements
	Heard, Ary#Dauro	400.00		Legal- research, review, emails on Coveants and bylaws
		<u>1,951.39</u>		
Income				
	Annual Dues & late fees	400.00		
		<u>400.00</u>		
Total expenses to date 2022			17,694.53	
Total income to date 2022			7,608.75	

Heritage Brook HOA Board Meeting Minutes

September 22, 2022

Meeting was held in the driveway of Board President Tyler Norris' house,
100 Hollybrook Dr NW

Call to Order: 6:05 pm

Introduction and Roll Call - See Exhibit A

Approval of February Meeting Minutes -

Motion: Tyler Norris 2nd : Betty Haynes Motion Carries

Presentation of Reports

1. **Treasurer's Report** – see Exhibit B
2. **Committee Reports**
 - a. **Landscape Committee** – As noted last meeting, the water bill for common area irrigation seemed low. The sprinklers were confirmed to be functioning. In order to avoid our receiving a “surprise” in the form of a large bill, the utility company was questioned. They determined the meter has malfunctioned and that it needs to be replaced. We will not be billed for the water usage during the time of the malfunction, nor for the replacement of the meter.
 - b. **Welcoming Committee** – Welcome packages for new homeowners will be delivered in the coming weeks.

OLD BUSINESS

1. Contracting for installation of the irrigation water meter (as approved at the last HOA meeting) for Hollybrook/Heritage Brook common area hill is being finalized.
2. Quotes for entry marquee signage (as approved at last HOA meeting) are being obtained.
3. Update on controlling speeding on Heritage Brook Dr: As noted previously, speed bumps are not an option. The fire department will not approve them as Heritage Brook Drive is a direct access route between Old Railroad Bed and Balch, and speed bumps would impede the progress of emergency vehicles. The city was requested to convert one of the two stop signs at Hollybrook Dr and Heritage Brook Dr to a three way stop. This request was denied, as the line of sight exceeded the 280' or less standard required to place a stop sign. The ruling commissioner stated stop signs would not be installed simply to improve speed control. He also stated that growth of any

landscaping that reduces the line of site to less than 280' would need to be pruned back; it could not be used as a reason to install a stop sign.

NEW BUSINESS

1. Safety Brief:
 - a. there has been an upsurge of car break ins in the area. Residents are encouraged to lock their cars when parked on their driveways and to pay attention if their car alarm goes off.
 - b. There have been a increasing number of incidents where people are approaching front and back doors and jiggling the knobs to see if they are unlocked. Law enforcement advises that these people are likely seeking unlocked doors for home invasion &/or burglary purposes. Residents are advised to keep all doors locked.
 - c. None of these incidents have been reported in our immediate neighborhood, but caution and awareness are advised.
2. ARC Request process – Homeowners are reminded that if you are considering exterior improvements to your home or yard, an ARC request must be completed and submitted to arc@eliteusa.net. See the association's CC&R's for guidelines.
3. Community Yard Sale: Our neighborhood will hold a Community Yard Sale on Saturday 10/22 and Sunday 10/23. Anyone who wishes to participate may; each resident will use their own driveway/yard/garage to display their sale items. Those who wish to participate can do so on either or both days.
4. Switching of property management company: There have been ongoing and multiple performance issues with Elite Housing Management that have interfered with the smooth running of our HOA (ex: untimely completion of tasks, such as not emailing the notice of this HOA meeting out until the day of.) Elite has experienced an ongoing high rate of employee turnover, which may be causing some or all of these issues. The board of directors, in consultation with the association's attorney, evaluated three alternative companies, and have decided on Elevate Management Solutions. This change will not result in any change in homeowner dues. Tyler motioned to make the changeover. Motion was seconded by Amy Overman. Motion carries.

OPEN FORUM

Each resident present may express their concerns for up to five (5) minutes. A member of the board may give a brief response. Speakers must observe proper behavior and rules of decorum. Speakers may not transfer their time to others.

- There were no items presented for open discussion.

ADJOURNMENT: There being no further business, Tyler Norris motioned for adjournment; motion seconded by Bob Gerber. The meeting was adjourned at 6:38 pm.

EXHIBIT A

HOA Meeting September 22, 2022 100 Hollybrook Dr NW

Officers present:

Tyler Norris, President
Betty Haynes, Treasurer
Bob Gerber, Secretary

Homeowners present:

Linda Amador
Robbie Amador
Rhonda M.
Stacy Benedict
Tracy Benedict
George Frank
Gunnar Fetzorn
Beth Ann Fetzorn

HOA Meeting September 22, 2022 100 Hollybrook Dr NW

Treasurer's Report

Heritage Brook Treasures Report

Expenses	Previous Expenses as of 2022-June	18,284.74
Income	Previous Income as of 2022-June	22,058.75

Jul-22

Expenses

Elite Housing Mgmt LLC	540.00	July Mgmt fees
Harvest Monrovia Water Authority	18.31	Water 5/9-6/7/22
Huntsville Utilities	21.89	Electric 6/2-7/1/22
Pro Turf Landscape Mgmt	961.00	June Monthly lawn Maintenance
Elite Housing Mgmt LLC	22.00	Compliance letters & late Stmts
	<u>1,563.20</u>	

Income

Annual Dues	<u>39.00</u>
	39.00

Aug-22

Expenses

Elite Housing Mgmt LLC	540.00	May Mgmt fees
Elite Housing Mgmt LLC	30.00	Compliance letters & Late stmts Not reveved as of report
Harvest Monrovia Water Authority		
Huntsville Utilities	22.55	Electric 7/2-8/1/22
Pro Turf Landscape Mgmt, LLC	1,458.00	July Lawn Maintenance and Common Area Clean up
	<u>2,050.55</u>	

Income

Annual Dues & late fees	<u>119.00</u>
	119.00

Total expenses to date 2022	21,898.49
Total income to date 2022	22,216.75

Heritage Brook HOA Board Meeting

November 10, 2022 at 6:30 PM

IHOP 8622 HWY 72 Madison, AL 35758

Call to Order: The meeting was called to order by Tyler Norris, Board President, at 6:34 pm.

INTRODUCTION and ROLL CALL – See Exhibit A

APPROVAL of LAST MEETING’S MINUTES – Motion: Bob Gerber 2nd : Betty Haynes
Motion approved

PRESENTATION of REPORTS

1. Treasurer’s Report
 - a. See Exhibit B for the Financial Report
 - b. In order to maximize revenue, the Board voted in executive session to close the Association’s regular savings account and replace it with a higher yield Money Market account.
 - c.
2. Committee Reports
 - a. Landscape Committee
 - i. Feedback is that new landscaping contractor Pro Turf is doing a great job
 - ii. The installation of sod, irrigation, and misc. landscaping for the roundabout at Heritage Brook Dr and Holly Brook Dr is budgeted and on schedule to be completed in spring.
 - b. Welcoming Committee
 - i. The new property management company, Elevate Management Solutions, will be providing an updated list of new homeowners to the committee in December.
 1. At the request of the Committee, Elevate will be asked to include new renters in that list going forward, in order to give renters a sense of belonging and pride in the neighborhood

OLD BUSINESS

1. The irrigation water meter for the Hollybrook/Heritage Brook roundabout has been installed, allowing scheduling completion of the irrigation system and landscaping in Spring 2023.

2. Obtaining quotes for entry marquee signage has been slower than anticipated, and the Board is looking at alternative resources to speed up the process. As the project has been approved and budgeted for 2022, the hope is to be able to find a contractor and fast track the project for completion before year end.

NEW BUSINESS

1. Safety Brief – There have been no new safety concerns raised in the neighborhood. Homeowners are again reminded that keeping doors locked even while home is a measure heartily encouraged by law enforcement as a “better safe than sorry” protective measure.
2. The Association has changed property management companies, with the changeover from Elite Housing Management to Elevate Management Solutions to be effective 12/1/2022.
 - a. A welcome packet will be sent to all homeowners by Elevate in early December, with contact information and instructions on dues payments, etc.
 - b. The Board will be doing a ride along with officials from Elevate in order to review and establish a record of Architectural improvements that have been previously approved so no homeowner receives an unnecessary violation letter as a result of the changeover of management companies.
3. Homeowner dues for 2023 are unchanged at \$350/year, and are due 1/1/2023.

OPEN FORUM

Each resident present may express their concerns for up to five (5) minutes. A member of the board may give a brief response. Speakers must observe proper behavior and rules of decorum. Speakers may not transfer their time to others.

- A discussion was held regarding the possible installation of a railing / fence along the creek on the north side of Heritage Brook Dr, to match the fence/railing on the south side. It was suggested the City be contacted, as they were the agency that installed the fence / railing on the south side.
- There was a request to have the landscaping contractor walk the common areas and note dead &/or dying trees that should be slated for removal, and make relevant recommendations to the board.
- It was noted that a property on Oakside Circle has an excessive number of dogs, which has become a both a concern for the welfare of the dogs and a noise issue that several homeowners commented on. The suggestion was made that individual homeowners

take it upon themselves to contact Animal Services when they witness any issues with the dogs in question.

- A discussion was held about enforcement HOA rules regarding weeds and fence painting & repair. This is one of the areas the Board felt Elite was not on top of, and it will be emphasized to Elevate that these items need attention as they take over property management responsibility.
- The board announced it's intention to move the community BBQ to "Common Area D" (the natural area on the north side of Heritage Brook Dr) for 2023. This will be a more park-like setting, and the increased space will allow for the inclusion of a "bouncy house" for the community's kids. It was also noted that instead of a potluck, in 2023 the intent is to utilize a food truck. Further information on this will be made available as it is developed, and feedback from the community will be sought as to what type of food truck should be utilized.

ADJOURNMENT: There being no further business, Board President Tyler Norris motioned for adjournment, seconded by Secretary Bob Gerber. The meeting was adjourned at 7:05 pm.

EXHIBIT A - ROLL CALL

Heritage Brook HOA Board Meeting

November 10, 2022 at 6:30 PM

IHOP 8622 HWY 72 Madison, AL 35758

Officers Present:

Tyler Norris, President

Betty Haynes, Treasurer

Bob Gerber, Secretary

Homeowners Present:

Debi Gerber

Gary Haynes

Kevin Cady

Kathleen Cady

William Carter

Doris Carter

Ed Arominski

Beth Hendricks

EXHIBIT B – Treasurer’s Report
Heritage Brook HOA Board Meeting

November 10, 2022 at 6:30 PM

IHOP 8622 HWY 72 Madison, AL 35758

Heritage Brook Treasures Report

Expenses	Previous Expenses as of 2022-June	21,898.49
Income	Previous Income as of 2022-June	22,216.75

Sep-22

Expesnes

Elite Housing Mgmt LLC	540.00	September Mgmt fees
Elite Housing Mgmt LLC	540.00	October Mgmt fees
Harvest Monrovia Water Authority	38.29	Water Aug & Sept 2022
Harvest Monrovia Water Authority	3,009.00	Water Meter main
Huntsville Utilities	18.05	Electric 8/2-9/1/2022
Heard, Ary & Dauro, LLC	275.75	General HOA matters,Lien, draft &release(Amanda Dodd)
Pro Turf Landscape Mgmt	1,158.00	Aug Lawn Maint
Largen	624.00	Irrigation repairs
Elite Housing Mgmt LLC	10.00	Compliance letters & late Stmt
	<u>6,213.09</u>	

Income

Annual Dues	<u>39.00</u>
	39.00

Oct-22

Expesnes

Elite Housing Mgmt LLC	540.00	Prepaid Nov Mgmt fees -
Elite Housing Mgmt LLC	12.00	Compliance letters & Late stmts
Harvest Monrovia Water Authority	16.65	Water 8/4 to 9/8/2022
Huntsville Utilities	21.08	Electric 9/2 to 10/3/2022
Allied Digital Printing	75.76	Printing for Yard Sale Signs
Home Depot	6.63	Signage numbers Yard Sale signs
B & B fence	2,450.00	Fencing at Oakside Creek
WIX	192.00	Annual Website cost
Autot Owners Insurance	1,441.00	Annual Insurance payment
Pro Turf Landscape Mgmt, LLC	1,158.00	Lawn Maintenance and Common Area Clean up
Jeff Estess	85.00	Winterize Irrigation
	<u>5,998.12</u>	

Income

Annual Dues & late fees	<u>414.00</u>
	414.00

Total expesnes to date 2022	34,109.70
Total income to date 2022	22,669.75