

Heritage Brook HOA
February 2020 Board Meeting Agenda

- Call to Order
 - Time: 6:31pm
- Attendance
 - Faith Hooper, Linda Lowe, and Julie Martin
- Approval of November minutes
 - Motion: Faith
 - Second: Julie
- Architectural Review
 - Any new requests?
 - Fence at 106 Oakside was approved
 - Reminder that you will get a response between meetings
- City Update on Curb, Railing, etc. (Julie)
 - Need to call about Underneath railing.
 - Need to call about Roundabout curb that was fixed but its cracked again.
 - Sidewalk was fixed on Heritage Brook
- Survey of Common Areas C and D
 - Will send info to homes that back up to that area by Elite or a Lawyer
 - Will be addressing trees in the common areas
 - Behind 101 Oakside – mark trees that they feel is necessary to remove.
 - Behind Hollybrook/Oakside
 - Get estimates for those areas
- Lot next to wooded lot (Common Area F)
 - Looking to grade and sod/seed in Spring 2020
 - Will bring quotes to vote on at March meeting
 - Begin work in late March or early april
 - Sod/seed the strip between the street/sidewalk
- Fertilize the front area
 - Call Waynes
 - Call TDI
- Roundabout Landscaping
 - New Grass
 - Turn off roundabout sprinkler - elite
- Treasurer's Update (Linda)
 - 2019 Budget
 - Spent approx. \$26,000 total
 - Landscaping approx. \$15,000
 - Elite \$6500
 - 2020 Budget Attached

- Send any ideas for common area F to heritagebrookhoa@gmail.com
- Liens are on homes that have not paid.
 - \$11,104.35 Delinquent, 18 homes
 - Those that are not paying liens will be taken to court to recover the money owed.
 - Owner will have to pay the legal fees
 - Includes dues and fines
- March 10th meeting to vote on nominations (You can vote via mail or in person)
 - Nominations currently being accepted
- Open Floor to Neighbors
 - Sign – do we really need one?
 - Much rather landscape the knoll on Hollybrook.
 - Post road problems on See Click Fix at <https://www.huntsvilleal.gov/residents/streets/>
- Adjourn
 - Time: 7:05pm

2020 Budget

Heritage Brook Financials	
Expenses	
	Budget
Elite Bill	\$6,470
Postage	\$1,200
Electric	\$200
Water	\$300
Water	\$600
Estess Irigation	\$400
Tree/Maintenance	\$7,000
Mowing, Etc	\$8,742
Legal	\$1,500
Insurance	\$1,300
New Landscaping	\$15,000
Sign	\$10,000
Misc	<u>\$200</u>
Expense Total	\$52,912
last year total	\$25,976

Heritage Brook HOA
May 2020 Board Meeting Agenda

- Call to Order
 - Time: 6:32pm
- Attendance: Faith Hooper, Linda Lowe, and Julie Martin
- Virtual Meeting on Zoom
- Approval of February minutes
 - Motion: Linda
 - Second: Faith
 - All in Favor: Julie
- Lot next to wooded lot (Common Area F)
 - Work has begun in the lot to grade and sod
 - Sod delayed by sod company.
 - Linda will reach back out to Contractor if nothing happens by the end of the week.
- Common Area across from Common Area F, behind the railing needs trees removed
 - 2 Quotes from Tiny's and Eager Beavers for 4 trees
 - Tiny's is 7500
 - Eager Beaver is 7750
 - Linda Lowe motions to hire Tiny's
 - Second: Faith Hooper
 - All in Favor: Julie
 - Give neighbor where tree is near a reasonable amount of notice as to when the tree would be removed.
 - Ask Tiny's about dead tree in the cul-de-sac of Oakside
 - Julie to drive by and take a photo of said tree and its location.
- Lawn Maintenance at Road
 - Weed control and fertilizer
 - 2 Quotes from Wayne's and TDI
 - Wayne's was \$99.99 a month for 8 treatments a year.
 - TDI is \$161 each treatment for 6 treatments a year.
 - Motion: Faith Hooper motioned to hire TDI
 - Second: Linda Lowe
 - All in Favor: Julie
 - Get bids for reseed and aerating in the fall for front, median and roundabout

- Treasurer's Update
 - Faith: Liens are on homes that have not paid. Those that are not paying liens will be taken to court to recover the money owed. Court date could be soon.
 - Budget Update
 - \$48000 in the bank
 - Upcoming expenses: trees, grading, and weed/fertilizer treatments
 - Crystal said we need to remove a previous Board member from the bank account. Linda will get with said board member and Crystal to remove him.
- Election
 - Still need votes
 - We have sent mailing and emails, Posted on Facebook and website.
- Facebook Page
 - Will promote as we do with website on future mailings
 - Created a Welcome Letter that will be sent out to all new homeowners
- Open Floor to Neighbors:
 - Tyler Norris: (or neighbor)
 - wanted an update on his Privacy Fence proposal.
 - Has ideas for knoll. We told him to email HOA email with ideas
 - Rhonda:
 - Speeding
 - Told her we would reach back out to the city about coming back out to survey the area.
 - Busiest times being 7-10am and 4-5pm
 - Noticed people were not cutting behind their fences.
 - Can we vote on major common area improvements? Yes we can. Proposals will be submitted to residents for any major improvements. (speciifacly the knoll on Hollybrook.
 - Please send your ideas for the Hollybrook knoll or any of the common areas to Heritagebrookhoa@gmail.com
- Adjourn
 - Time: 6:59pm
 - Motion: Faith Hooper
 - Seconded: Linda Lowe
 - All in favor: Julie Martin

Heritage Brook HOA
August 2020 Board Meeting Minutes

- Call to Order
 1. Time: 6:30pm
- Attendance: Faith Hooper, Linda Lowe, and Julie Martin, 15 neighbors
- Approval of May minutes
 1. Motion: Faith
 2. Second: Linda
 3. All in Favor
- Trees have been removed from the Common Area behind the railing
 1. These were removed for the safety of surrounding homeowners and liability reasons
 2. We only removed the ones that the tree company said posed a risk and were in danger of falling.
 3. There is 1 log that was left, and the tree company has said they will come back to pick up hopefully next week.
- Survey
 1. We are getting quotes from some of the top items indicated in the survey.
 2. We will be sending out another survey soon that includes the prices from the quotes we receive so that as a neighborhood we can choose the items we want to focus on, based on the cost.
- Reseeding
 1. Quote from TDI: \$1300, along railroad bed and medians and island
 2. Vote
 - Motion: Linda
 - Seconded: Faith
 - All in Favor
- Treasurer's Update (Linda)
 1. Budget Update
 - Expenditures: \$31,925
 - Revenue: \$21,000 since January, that doesn't count dues that came in December
 - Landscaping: what is being mowed
 - Survey boundaries

2. We do have a large expenditure for the lawyer as we had to pay a retainer to take homeowners to court; that money will be returned once the court proceedings are over.
- Elite Violations
 1. If you get a violation that you don't believe to be accurate, please reach out to Elite.
 2. If you talk with Elite and still don't believe you should have the violation, please email the Board at heritagebrookhoa@gmail.com and we will discuss. Please know that the Board does not see violations before they go out.
 3. A neighbor didn't think it was warranted and emailed us. We looked at it and asked Elite to take the violation off their account.
 - Speeding
 1. Faith received an email from the city
 2. Traffic Engineer - "According to Huntsville Fire and Rescue (HFR), Heritage Brook Drive is designated a primary response route. The street would not be eligible for traffic calming."
 3. Traffic Engineer – "Additional volume and speed studies can be scheduled for Heritage Brook Drive. A solar-powered, radar feedback sign could be installed once we have one available for deploying. Please understand we receive many requests for these types of signs, and they are only temporary to a street-not permanent. We moved them from street to street based upon requests and availability. Typically, the signs remain for 6-8 weeks."
 - Homeowner questions
 1. Why will the Board not release supporting documents to reflect their budget?
Why are our dues so high with nothing to show for it?

If there is an invoice you are wanting to see, please let us know and we can provide an invoice. We have submitted more than a year of expenditures to Tyler for him to look over. The dues were set in place by the developer. At this point, we have roughly \$10k per year to spend on other things we would like to do, that is if everyone pays their dues and we don't have to spend money on lawyer, court, or liens. Unfortunately, the last 2 years we have had to put a lot of money into liabilities, like cutting down trees. We are looking to do projects though, which is why we sent out the survey to get opinions, which you can imagine that with over 100 homes there are many differing opinions. We are hoping to do some projects that are planned.

2. Why is it necessary to have Elite Housing Management oversee our community?
Why can't you do it yourselves?

When the HOA was directed by Legacy, they hired Elite to manage the community. We still hire them to manage the community as we feel they provide many benefits. First off, they manage the money. This means, they take in the dues each year, they manage all the bills, and take care of our taxes each year. If we did not have a management company, you would have to bring/mail a check or cash to one of the Board members yearly. We would have to pay an accountant to audit the books and do taxes each year. Elite and the Board both have eyes on the bank account/books, so it is a great form of checks and balances to be sure everything is accurate and properly taken care of. Elite also handles violations, which takes any bias away from Board members writing violations. They also keep accounts of each household to accurately manage balances, violations, etc. for each homeowner as it all has to be meticulously maintained and dated. Without them we would also have to pay for printing, a PO BOX to get mail, etc. A management company provides an extra layer of protection for the homeowners and the Board. We have shopped around and gotten quotes from other management companies, and for what services Elite includes, they are in-line or cheaper than other management companies.

3. Why can't I have my privacy fence extend to protect the privacy of my home?

For those of you that don't know, we did not approve a fence request. It is never fun to deny an ARC request and we rarely do it. When we do have to deny, we do our best to supply an alternative solution. For this particular request, his home sits much further forward than his neighbor and he requested to extend onto his current fence further up the side yard. This, in turn, would cut off practically all sight to the road for his neighbor, as his neighbor looks directly at the mound/knoll currently. It would feel as though the fence was in their front yard. One of the tasks of the HOA Board is to keep the value of all the homes in the neighborhood. We felt that the fence would negatively affect his neighbor's home value. I personally would not want to purchase a home that the only front yard view was a fence and a mound of dirt. We wanted to seek others' opinions as well and reached out to the HOA lawyer to look into the legal ramifications of allowing the fence. The lawyer advised us that the neighbor could sue and would have a good case that we are reducing their home value. If the neighbor did sue the HOA, the HOA would have to not only pay for legal fees, but potentially pay them for reducing their home value if they win. If that happened, the HOA would likely have to increase dues or make a special due required (special dues are when something like a legal matter comes and everyone has to pitch in to pay). Therefore, in order to protect the HOA from a legal matter, we had to deny the request. The neighbor is a Board member, and this was voted on when the Board was a 5-person Board. The Board member that this pertains to is NOT allowed to vote on this matter, and the vote with the other 4 Board members was

unanimous. Like I said previously, we don't like to deny requests, and when we do, we try to provide a feasible solution. We provided a solution that extends the fence to the front of the neighbor's house and crosses over to middle of the house, covering 3 windows as requested for privacy. We believe this solution increases the fence while still maintaining the neighbor's home value. In addition, we also provided the contact information of the HOA lawyer so the lawyer could explain the legal ramifications of allowing you to put the fence as requested. The homeowner requesting the fence has talked to him many times and through June, has cost the HOA over \$490 in legal expenses in doing so. We are not denying the fence just because we want to, we actually approved another ARC request from the homeowner. Unfortunately, we have to deny this request to protect the HOA.

4. What is the plan for finishing up the mess left around the creek in our neighborhood? Why has it been left a complete mess?

There is a log that the company left, and they have been made aware of that. They have let us know that they are working to come pick up that log as early as next week. As for the stumps, we do not plan to spend the money to grind them. We would much rather spend the money on things we had mentioned in our survey.

5. Why hasn't there been more involvement from the HOA President? The only person to be vocal is the secretary...

The HOA President's job is behind the scenes. She works directly with Elite and the HOA lawyer. The secretary takes notes at meetings and takes care of communications, and the Treasurer takes care of the money and other odd jobs. The President and Secretary respond to emails. This is just how we've sort of divided our jobs—we all pitch in and help each other out and that is what works for us.

6. Does it cost the HOA every time a homeowner talks to the lawyer?

Yes, the lawyer charges the HOA when a homeowner talks to the lawyer.

7. Can you allow above ground pools?

We are not against above ground pools. The insurance company is getting back to us after they speak to the underwriter. As long as the insurance company comes back that it is ok, then above ground pools will be allowed. If this is something you would like, please submit an ARC request and we will get back to you.

- Adjourn
 1. Time: 6:55pm
 2. Motion: Faith
 3. Seconded: Linda

Heritage Brook HOA
November 2020 Board Meeting Minutes

- Call to Order
 - Time: 6:31pm
- Attendance: Faith Hooper, Linda Lowe, Julie Martin and 3 neighbors
- Approval of August minutes
 - Motion: Linda
 - Second: Julie
- Neighborhood Updates
 - Heritage Brook Dr hole filled (Julie)
 - Emailed my contact at the city, city engineering and they sent a crew out to fill the hole.
 - I will follow up again about a long-term fix again.
 - Speed Sign (Faith)
 - Radar feedback sign installed last week on the Hollybrook Knoll.
 - Cannot have Speed bumps because we are deemed a primary response route by Huntsville City Fire Department.
 - It is temporary and will be there until they want to take it down.
 - Will be moved to the north side of Heritage Brook eventually.
- Financial Update (Linda)
 - Year to date expenses is \$40,181
 - Largest expense was annual insurance - \$1300,
 - Repair to neighbor yards grass due to tree removal \$1100
 - Reseeding was \$1300
- Survey
 - Survey results (Faith)
 - Radar sign 94.7% said No
 - Neighborhood entry fence: \$1250 to repair
 - Motion: Faith
 - Second: Linda
 - Neighborhood Sign
 - 42.1% said they would not like sign. 34.8% one-sided. 21.1% two-sided
 - Spending \$5-8,000
 - Put pictures on website
 - Each board member to procure quotes for one-sided sign with photos
 - Please send us emails with your ideas about the sign
 - Then we will send another survey with photos to vote for a sign
 - Flattening the knoll. 55.3% said no.
 - If that is something, we want to do without the pavilion then we can look at it
 - Price to flatten was shockingly high, over \$15,000
 - Playground: 71.1% said no

- Pool: 86.6% said no
 - Easement covering half the area
 - Would have to pay for engineering to come out to tell us if we even have room
 - Increase Insurance every year
 - Lifeguarding equipment, etc.
- Welcoming Committee
 - Motion for Doris Adams Carter, Kaylee Pelfrey, Megan Wheat, and Betty Haynes to be on Committee
 - Seconded: Julie
 - Will report back each quarter
 - More information to come via email
- Neighbor Questions
 - Countyline/Heritage Brook Landscaping lights seem to be burned out
 - Vote to fix
 - Motion: Julie Martin
 - Second: Linda Lowe
 - Is It possible as a temporary fix to purchase wooden letters approximately 5 inches high and attach to the fence railings to designate the name of our subdivision?
 - If that is something the community wants, feel free to email us
 - We are moving forward with a one-sided sign
 - What were the results of the speed ropes? What were the speed averages?
 - Our volume and data collected back in August 2020 showed almost 800 vehicles per day (excluding weekends-volumes lower), Eastbound and Westbound total, at addresses 125/127 with 85th percentile speeds of 33 and 31 MPH respectively.
 - At addresses 146/148, the volume drops off to around 630 vehicles per day (excluding weekends-volumes lower), Eastbound and Westbound total, and 85th percentile speeds of 33 and 32 MPH respectively.
 - When will the meeting go back to being interactive? Why isn't it interactive now?
 - We chose to have questions asked beforehand so that we can get information to better answer you in the moment.
 - For instance, I would not have had the results of the speed averages had that not been asked. This allows us to better answer your questions.
 - In addition, our lawyer has recommended this as the best course of action after the harassment we had received.
 - We found this to be the best solution so that we can still hear community concerns and answer questions.
 - Supporting documents to projects you're proposing
 - We went through all of these projects one by one,
 - These are not project's that WE are proposing, but projects members in the community have asked about
 - No soliciting sign at the front of our community?
 - Is that something the community wants?

- Legality: technically it has to be on your own property, but it might deter people
 - Add only to County Line entrance.
 - We will add to the neighborhood sign survey.
- Elite: look at last meetings minutes
- Next meeting is February 9, 2021
 - Request for Board member nominations go out in January
 - 25% of the community is needing to vote.
 - Voting Results will be announced at the March Meeting.
- Adjourn
 - Time: 6:55pm