

## Heritage Brook HOA Community Meeting Minutes for 10/05/2018

Held at: Good Shepherd UMC at 6:30pm

### Architectural Review Committee

1. Call to order. 6:31 pm by Bill Santi
2. Roll Call (members present and absent – note that the list of observers present will be added to the minutes – remind visitors to sign in if they haven't already done so). All members are present.
3. No prior minutes to accept because this is our first meeting.
4. No old business to review.
5. No current ARC requests to review.
6. Let everyone know that anyone who wishes to file an ARC request can do so at Elite's website and a link to it will be provided on our HOA website when it is established.
  - a. Bill said to go to the Elite website for ARC requests
  - b. ARC request form is on Elite's website.
7. Make a motion to hold monthly meetings on second Tuesday of each month at 6:00pm at a location posted on our HOA website.
  - a. Stacie motioned, and all said yes
8. Motion to adjourn Faith, second Bill, vote all in favor

### Board Meeting

1. Call to order. At 6:37 pm
2. Roll Call: Members are all present. Roll call from sign in sheet. 35 homeowners/lots and 50 total.
3. No prior minutes to accept because this is our first meeting.
4. No old business to review.
5. State of HOA: On September 11<sup>th</sup>, Legacy members resigned as board members of the HOA and ARC and appointed Bill Santi, Faith Hooper, Julie Martin, Stacie Hughes, and Megan Wheat as board members of the Heritage Brook HOA and ARC. These are temporary appointments and the Board Members will serve until a full community nomination and voting process can take place in approximately 6 months or less.
6. Review of financials.
  - a. Stacie Motions to table until new bank account is established and all financial records are received from Legacy.
  - b. Second: Faith
  - c. Vote: all in favor
7. Select President of the Board.
  - a. Stacie Motions to nominate Bill Santi as President.
  - b. Second: Faith
  - c. Vote: all in favor
8. Select Vice President of the Board.
  - a. Stacie Motions to nominate Faith Hooper
  - b. Second. Julie
  - c. Vote. all in favor

9. Select Secretary of the Board.
  - a. Bill Motions to nominate Julie Martin.
  - b. Second: Faith
  - c. Vote: All in Favor
10. Select Treasurer of the Board.
  - a. Bill Motions to nominate Stacie Hughes.
  - b. Second. Megan
  - c. Vote. All in favor
11. Select HOA bank to establish accounts and move funds from Legacy to the HOA.
  - a. Stacie Motions to have Bill Santi establish a checking and savings account for Heritage Brook HOA at Redstone Federal Credit Union with Crystal League (Elite) and Bill Santi as signatory.
  - b. Second. Faith
  - c. Vote. All in favor
12. HOA Insurance quote reviews.
  - a. Faith Motions to use Auto Owners as the HOA insurance provider with coverage to include property and liability. The annual insurance cost is 1,113 for one year.
  - b. Second. Stacie
  - c. Vote. All in favor
13. Register HOA website domain: [www.heritagebrookhoa.com](http://www.heritagebrookhoa.com).
  - a. Julie Motions to register heritagebrookhoa.com.
  - b. Second: Stacie
  - c. Vote: All in favor
14. Monthly meetings.
  - a. Megan Motions to hold monthly meetings at 6:30pm on the second Tuesday of each month at a location posted on the website.
  - b. Second. Faith
  - c. Vote. All in favor
15. We have several issues that need to be reviewed, including current vendor contracts like lawn care and management company, and we also have a number of items left unfinished by Legacy. We will gather information and quotes and add those items to the agenda for next month's meeting. At this time, we'd like to open the floor to the homeowners for any items that you would like to recommend be added to the next meeting's agenda.

Concerning Issues From residents:

1. All homes are sold as of end of August
2. The board at Legacy has officially resigned
3. Nominations for first board will be done in 6 months, need 25% of the lots/owner to vote for new board.
4. Parking issues: street parking,
5. Change the amendments
6. Sinkhole – City of Huntsville said they will fix it when there is another exit/entrance.
7. Sign at front of homes not provided by Legacy Homes
8. 109 homes, \$28,000, \$6500 in arrears
9. Keep Elite: Send out all notices, violations, pay bills

10. Steps to take when people don't pay.
  11. Preferred method for requests or changes send to email
  12. Board is allowed to form an emergency board meeting
  13. Landscaping \$125 per mow, now that it is up to you. Now we have control.
  14. Common areas: entrance to the neighborhood, fence line, median, roundabout, left side, island, next to the creek. Left us to maintain all common areas
  15. Davidson Homes wants to be included in our HOA.
  16. What utilities do we pay for: electricity and water, anything else?
  17. Insurance: common properties liability, fences, sprinklers, and liability coverage for the board.
  18. Street lights: lens on the lights in the roundabout on the traffic circle
  19. Elite can call the city and ask about light
  20. Signage: Legacy will not give us a sign, it is possible that there is no sign because it already existed when it was purchased.
  21. Maintain 112 Heritage Brook even though the bank owns it, let them know it. Send a notice then a second notice then a fine.
  22. Need final date of last home sold to make meeting with vote for board. Hopefully have a date set for first election
  23. Second home on right was sold but is still pending so it's not sold yet, let
  24. Investigate Landscaping and clean up
  25. Address speed bumps, roads are too small, not wide enough
  26. Call PD on the same day for speeders
  27. Speed limit signs? Crystal called the city to ask for more signs.
  28. No one can traverse the traffic circle.
  29. Landscapers – need to clarify what they are taking care of.
  30. Send letter to all residents with Web page and Email and ARC requirements and email
  31. Dog poop: consider signs.
  32. Why they cleared the lot? – dumping ground for construction junk.
  33. We are getting more information on the financials.
  34. Delinquencies – \$6500 and some change. Binding legal contracts.
  35. Person on arrears did not pay because nothing was being done.
  36. Where all the money normally goes and come up with a budget.
    - a. Come up with the amount that we need to maintain common areas.
    - b. Have enough in reserves for problems/emergencies that comes up.
    - c. A possible sign
  37. Possible Fundraisers or something to raise money for the things we want.
  38. Mowing contract: JTL – Common areas
  39. Turn the sprinklers back on for common areas. Lawns fertilized
16. Adjourn.
- a. Stacie Motion to adjourn. 7:50
  - b. Second. Megan
  - c. Vote. ALL

**Heritage Brook Homeowners Association**  
**Monthly Board Meeting Agenda**  
**11 December 2018**

1. Call to Order (Bill)
  - a. 6:30pm all board members present
  - b. Stacie Hughes resigned, Linda Lowe is now the at large member, and Megan Wheat is now Treasurer.
  - c. Roll Call – all board members present and accounted for.
  - d. Approval of Minutes
    - i. Julie Motioned to approve the minutes from the last meeting
    - ii. Linda seconds, all approved
2. Accomplishments – Bill, President
  - a. Street lighting repaired
  - b. Web site improvements
  - c. No new development signs at DR Horton per our removal of signs, letter, and return of signs.
3. Bank Accounts - Bill, President
  - a. Bryant Bank: When we switched to Redstone, we left \$2,000.00 to cover any outstanding checks. Recommend we close the Bryant account and consolidate at Redstone.
  - b. Redstone Federal Credit Union: Checking current balance is \$7,474.80, with expenditures totaling \$1,703.86, and deposits of \$291.66. Savings account balance remains \$14,642.45.
  - c. On-Line banking – Crystal to set up
  - d. Bill will transfer money from Bryant to Redstone as soon as possible.
4. Community Sign – Bill (from Ed)
  - a. Estimate from Huntsville Brick & Stone:
    - i. 2 Double pedestal monument \$9100 with signs
    - ii. 2 Single Stack Brick \$4500
    - iii. 2 Signs on fence \$4000
    - iv. Entrance and exit point signs
      1. \$720 for 3, two sided
      2. Would require approval of the homeowner where sign is placed.
    - v. Send out email with options and pricing
    - vi. If we do it up by the fence, we will not need permits.
    - vii. Feedback
      1. Is it still important now that you know the price?
      2. Likes the 1st or 2nd option
      3. Place a temporary sign where they might be placed.
      4. Maybe only one sign on the North side
  - b. Is this something we want to pursue?
5. Street Parking
  - a. Megan found out that School bus will not go down the street to new bus stop on Hollybrook if there are cars parked on the street.
  - b. Discussion to clarify street parking covenant wording
    - i. Mail delivery will not deliver if cars are in front of mailbox.
    - ii. End of cul-de-sac parking?
    - iii. Do vehicles block egress for emergency vehicles?

- iv. Maybe end violations for the next month?
    - v. Alternating side parking?
    - vi. Poll homeowners about street parking?
    - vii. Other people are parked in front of people's houses for long periods of times, days and weeks at a time.
    - viii. Homeowners can solicit any input online via email
    - ix. This is a safety problem and an aesthetic issue.
    - x. Tabled for now
6. Discussion & vote on other developers not adding to our HOA
  - a. Bill Motions to not allow any other developers to be included in Heritage Brook HOA
  - b. Julie Seconds, All in favor.
7. Discussion & plan regarding December 18 SeeClickFix bombarding – Julie
  - a. Regarding the Hole in the road on Heritage Brook
  - b. City of Huntsville said we needed have to have an alternative exit/entrance which we do have now with Heritage Brook connecting to Balch through DR Horton Development.
  - c. <https://www.huntsvilleal.gov/residents/neighborhoods/huntsville-connect-service-request/>
  - d. <https://seeclickfix.com/issues/4237228-pothole-sink-hole>
8. Delinquencies & Liens – Megan
  - a. Affected residences have been notified on multiple occasions and have been offered payment plans.
  - b. The lien process is per the Covenants: Article 4 (IV), Sections 3, 6 and 7.
  - c. A lien will be placed on properties that have any delinquencies that are 60 days past due.
9. Delinquencies – Suspending HOA voting rights and disqualify from sitting on the HOA board
  - a. Faith motions in reference to Article 12 (XII), Section 2, Subsection B of the Covenants, I motion to suspend voting rights of an Owner and Occupant and the right of an Owner and Occupant to use the Common Property recreational facilities, if any, for any period during which any assessment remains unpaid.
    - i. Second: Megan, All in Favor
  - b. Julie motions to suspend the right to sit on the Board of Directors for Heritage Brook Homeowners Association for any period during which any assessment remains unpaid.
    - i. Second: Megan, All in Favor
10. Landscaping – Estimates procured by Faith
  - a. Multiple estimates received from up to 15 landscapers
  - b. Includes all common areas and is approximately \$8000 a year
  - c. Includes weed and trash removal, fertilizer, replacing dead plants/bushes, limb up trees.
  - d. Hollybrook knoll – maintained, landscaping would be an additional cost.
11. Faith has contacted all the associations vendors to compile what we are paying now, including property management. We are gathering all this information to construct a budget for 2019.
12. New Business
  - a. The term of this board is 6 months. Yearly Nominations for the 2019 -2020 board will go out before the March 12<sup>th</sup> meeting. Legacy has to completely turn over to us at that time.
  - b. A child was walking to the bus stop on Hollybrook and someone tried to pick him up. The Black mid-size SUV came from the DR Horton area. Please be aware. Picture of car has been posted in our Facebook page.
  - c. Let's be on the lookout for each other. Call the nonemergency police number.
13. Linda motioned to Adjourn at 7:56 pm, Megan seconded. All in favor