

Heritage Brook HOA

Community Meeting September 24, 2026

Meeting Minutes, prepared by Board Secretary

Overview

The Heritage Brook HOA Board met on September 24, 2026, at 6 p.m. to 7:30 p.m. to review financial reports and discuss community management updates.

Elevate Management Updates

Brittany from Elevate Management Solutions announced the upcoming launch of the Sync Systems portal, scheduled for November 1st.

This new platform will allow homeowners to pay dues online via ACH or credit card, submit architectural requests, and view documents through an app. While transitioning to this digital dashboard, the Board discussed maintaining a Google Drive for file continuity during future leadership transitions. Beth noted that the board had recently regained access to the HOA email and Facebook page following previous authentication challenges.

Financial Oversight

Beth presented the treasurer's report, highlighting that total assets stand at \$30,916 across operating and reserve accounts. Key financial observations included:

- Annual collections are projected at approximately \$34,700 against a projected spend of \$30,200.
- A high water bill in July was attributed to an irrigation leak on the mound.
- The Board is considering moving operating funds from Redstone Bank to Pinnacle Bank to utilize their CAP program for better interest rates and seamless integration with the new Sync Systems portal.

Regarding delinquencies, Beth noted a 42.5% increase in past-due amounts compared to last year. The Board discussed the legal process for collections, noting that while filing a lien is effective for securing funds during home sales, it involves upfront costs paid by the HOA Association before being reimbursed by the homeowner. A discussion was held regarding whether specialized aggressive collection tactics are necessary given current cash flow.

Community Issues Raised

The meeting addressed several neighborhood concerns:

- Speeding on Heritage Brook remains a primary issue; residents were encouraged to reach out to the non-emergency police line to report it.
- Residents were encouraged to report needs required from the City via ClickFix.
- A tree is currently obstructing visibility of a speed limit sign near the bottom of a hill.
- The Fall community yard sale is scheduled for October 17.

Action Items

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- Pin the existing speeding, dog-waste, and weed reminder graphics on Facebook and add them to the HOA website.
- Send an introductory email with Board contact information to new homeowners once their closing information is received.
- Replace approximately 10 broken fence boards near the front cul-de-sac/common area, match the existing Charwood stain, and submit the receipt for reimbursement.

Attachments

1. Heritage Brook HOA 2026 Budget v Actual (Cash Basis)
2. Heritage Brook A/R Aging Summary (Redacted)

HERITAGE BROOK HOA

2026 BUDGET VS. ACTUAL (cash basis)

BUDGET	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4			TOTAL	Remaining (Plan - Total)
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
Member Dues 2026	19,715.00	6,735.00	1,050.00	3,850.00	700.00								32,050.00	5,750.00
Member Dues 2025	350.00		350.00		350.00								1,050.00	-1,050.00
Member Dues 2024	350.00				350.00								700.00	-700.00
Member Dues 2023													0.00	0.00
Late / Violation Fees	100.00		100.00	450.00	200.00								850.00	-850.00
Interest	4.95	4.47	4.96	4.80	4.96	4.81	4.97	5.20					39.12	-39.12
	20,519.95	6,739.47	1,504.96	4,304.80	1,604.96	4.81	4.97	5.20	0.00	0.00	0.00	0.00	34,689.12	0.00
TOTAL INCOME														
Property Management	594.00	594.00	594.00	594.00	594.00	594.00	594.00	594.00					4,752.00	2,376.00
Utilities - Water	72.29	38.14	38.14	38.10	281.80	768.82	348.19	846.36					2,431.84	568.16
Utilities - Electric	1.79	30.92	31.24	30.75	60.34		27.94	29.76					212.74	237.26
Landscaping - Irrigation							550.00						550.00	475.00
Landscaping - Lawn (including chemicals)	1,158.00	1,468.00	2,316.00	1,858.00		2,476.00	1,238.00	1,238.00					11,752.00	6,408.00
Landscaping - Common Area Tree Removal													0.00	4,500.00
Insurance													30.00	1,520.00
Legal						30.00							185.27	814.73
Postage	88.92		9.36	90.00	88.25	7.02	2.34	18.72					162.75	137.25
Website and Office Expenses	23.94		2.76	27.30	14.04	2.07	0.69	5.52					45.10	354.90
HOA Meetings/Events													0.00	100.00
Other Expenses													0.00	187.00
	1,938.94	2,131.06	2,991.50	2,646.20	1,042.57	3,877.91	2,761.16	2,732.36	0.00	0.00	0.00	0.00	20,121.70	17,678.30
Monthly Net Income	18,581.01	4,608.41	-1,486.54	1,658.60	562.39	-3,873.10	-2,756.19	-2,727.16	0.00	0.00	0.00	0.00		

Please refer to the AR Report for all delinquent Homeowners.

INCOME

Member Dues 2026
Member Dues 2025
Member Dues 2024
Member Dues 2023
Late / Violation Fees
Interest

TOTAL INCOME

EXPENSES

Property Management
Utilities - Water
Utilities - Electric
Landscaping - Irrigation
Landscaping - Lawn (including chemicals)
Landscaping - Common Area Tree Removal
Insurance
Legal
Postage
Website and Office Expenses
HOA Meetings/Events
Other Expenses

TOTAL EXPENSES

Account Balances on 8/31/2026

Operating 25,582.74
Reserve 5,333.47
Total 30,916.21

1:09 PM
09/17/26

**Heritage Brook
A/R Aging Summary
As of September 17, 2026**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
	0.00	0.00	0.00	0.00	3,005.00	3,005.00
	0.00	0.00	300.00	0.00	1,750.00	2,050.00
	0.00	0.00	0.00	0.00	1,200.00	1,200.00
	0.00	0.00	0.00	0.00	1,200.00	1,200.00
	0.00	0.00	0.00	0.00	500.00	500.00
	0.00	0.00	0.00	0.00	450.00	450.00
	0.00	0.00	0.00	0.00	450.00	450.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	400.00	400.00
	0.00	0.00	0.00	0.00	50.00	50.00
	0.00	0.00	0.00	0.00	50.00	50.00
	0.00	0.00	0.00	0.00	-10.00	-10.00
	0.00	0.00	0.00	0.00	-50.00	-50.00
	0.00	0.00	0.00	0.00	-350.00	-350.00
TOTAL	0.00	0.00	300.00	0.00	11,445.00	11,745.00