

**Heritage Brook HOA**  
**March 2021 Board Meeting Agenda**

- Call to Order
  - Time: 6:30pm
- Attendance:
  - Faith Hooper, Linda Lowe, and Julie Martin
  - Homeowners: 6
- Approval of previous meeting minutes
  - Motion: Linda
  - Second: Julie
  - All in Favor
- City Update on road (Julie)
  - Road is sinking again
  - Emailed the city, waiting to hear back
- Creek Clean Up (Julie)
  - Neighbor asked about cleaning up the creek on Heritage Brook
  - Neighbor said there was poop bags and other trash
  - If someone would like to help out, please email us
  - We will collect everyone's information and let them plan a day for that.
  - Otherwise, we would have to pay for someone to do it.
- Speeding on Heritage Brook Drive (Faith)
  - Sign still in place as of now
  - Could be moved at anytime
- Fence work completed (Faith)
  - Fence repair was on the survey
  - Repaired and re-stained
- Lighting Update (Faith)
  - Light fixtures were broken, wrong voltage
  - Transformer replaced
  - New wire from 3<sup>rd</sup> to 4<sup>th</sup> tree.
  - Vote to finish project

- Motion: Faith
  - Second: Linda
  - All in Favor
- Treasurer's Report (Linda)
  - 2020 Expenses (attached)
  - Total Expenses so far \$7000 includes landscaping for half the year
  - Current Cash Balance \$49,188 as of the end of February
  - Vote on 2021 Budget (attached)
    - Motion: Faith
    - Second: Julie
    - All in Favor
  - Faith – Welcoming Committee - \$600 a year
- Voting (Julie)
  - Need 27 homeowners
  - Ballots will be mailed out tomorrow
- Neighborhood Sign (Faith)
  - Issues with current sign plan
    - Working with a few sign companies.
    - Legacy did not put in a sign easement.
    - We are not able to put a sign in front of the neighborhood without a survey and permit from the city.
    - We have to involve the neighbors near the entrance.
    - This would take a lot more time and money
  - Potential idea of metal sign on fence
    - Contacting zoning/city engineering to see if we can place the sign
    - This would be much cheaper and easier
  - We would love some feedback about this. Please email us.
- Open Floor to Neighbors
  - Maximum of 5 minutes per person
  - Rhonda
    - Wondering if the median could be used
    - Landscaping

- Betty
  - Neighborhood clean-up of Creek on Oakeside Cul-de-sac
  - Saturday March 14<sup>th</sup>
- Adjourn
  - Time: 7:00pm

<b>Heritage Brook Financials</b>	
<b>Expenses Budget</b>	
Elite Bill	\$5,940
Postage	\$1,025
Electric	\$205
Water	\$910
Estess Irrigation	\$425
Tree/Maintenance/Repairs	\$11,000
Mowing, Etc	\$8,742
Legal	\$5,000
Insurance	\$1,293
TDI fertilizer	\$2,160
Landscaping	\$1,300
Sian	\$10,000
Welcome Committee	\$600
Misc	\$200
<b>Expense Total</b>	<b>\$48,800</b>
Revenue	\$37,800
108x350	
Net Cash Flow	-\$11,000

# Income Statement

Exported On: 01/19/2021 09:38 AM

## Elite Housing Management, LLC

Properties: Heritage Brook - Heritage Brook Madison, AL 35757

As of: Dec 2020

Accounting Basis: Cash

Level of Detail: Detail View

Account Name	Year to Month End
<b>Operating Income &amp; Expense</b>	
<b>Income</b>	
Association Income	36,020.00
<b>FEES</b>	
Late Fee	350.00
Violation Fine	1,220.00
Legal Fee	125.75
<b>Total FEES</b>	<b>1,695.75</b>
Interest Earned	27.15
<b>Total Operating Income</b>	<b>37,742.90</b>
<b>Expense</b>	
<b>MAINTENANCE</b>	
General Maintenance Labor	75.00
Landscaping	12,212.00
Grounds Maintenance	1,695.00

Tree Removal	9,000.00		
<b>Total MAINTENANCE</b>	<b>22,982.00</b>		
<b>INSURANCE</b>			
Property Insurance	1,293.00		
<b>Total INSURANCE</b>	<b>1,293.00</b>		
<b>LEGAL AND OTHER PROFESSIONAL FEES</b>			
Legal	9,462.24		
Other	1,450.00		
<b>Total LEGAL AND OTHER PROFESSIONAL FEES</b>	<b>10,912.24</b>		
<b>MANAGEMENT FEES</b>			
Management fees	5,940.00		
Postage	1,024.85		
<b>Total MANAGEMENT FEES</b>	<b>6,964.85</b>		
<b>UTILITIES</b>			
Electricity	206.08		
Water	909.52		
<b>Total UTILITIES</b>	<b>1,115.60</b>		
<b>OTHER</b>			
Association Event	29.98		
Website/Computer Expenses	170.99		
<b>Total OTHER</b>	<b>200.97</b>		
<b>Total Operating Expense</b>	<b>43,468.66</b>	\$43,502	-\$33
<b>NOI - Net Operating Income</b>	<b>-5,725.76</b>		

Total Income	37,742.90
Total Expense	43,468.66

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<b>Net Income</b>	<b>-5,725.76</b>
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**Cash Balance**

Checking Account	37,542.76
Savings Account	14,813.16

## Income Statement (Date Range)

Elite Housing Management, LLC

Properties: Heritage Brook - Heritage Brook Madison, AL 35757

Date Range: 01/01/2021 to 01/31/2021

Accounting Basis: Cash

Level of Detail: Summary View

Account Name	Selected Period
<b>Operating Income &amp; Expense</b>	
<b>Income</b>	
Association Income	33,630.00
FEES	390.00
<b>Total Operating Income</b>	<b>34,020.00</b>
<b>Expense</b>	
MAINTENANCE	180.00
MANAGEMENT FEES	548.00
UTILITIES	35.21
<b>Total Operating Expense</b>	<b>763.21</b>
<b>NOI - Net Operating Income</b>	<b>33,256.79</b>
Total Income	34,020.00
Total Expense	763.21
<b>Net Income</b>	<b>33,256.79</b>



## Income Statement (Date Range)

Elite Housing Management, LLC

Properties: Heritage Brook - Heritage Brook Madison, AL 35757

Date Range: 02/01/2021 to 02/28/2021

Accounting Basis: Cash

Level of Detail: Summary View

Account Name	Selected Period
<b>Operating Income &amp; Expense</b>	
<b>Income</b>	
Association Income	2,100.00
FEES	200.00
<b>Total Operating Income</b>	<b>2,300.00</b>
<b>Expense</b>	
MAINTENANCE	4,551.00
LEGAL AND OTHER PROFESSIONAL FEES	947.49
MANAGEMENT FEES	784.00
REPAIRS	695.00
UTILITIES	34.55
<b>Total Operating Expense</b>	<b>7,012.04</b>
<b>NOI - Net Operating Income</b>	<b>-4,712.04</b>
Total Income	2,300.00
Total Expense	7,012.04
Net Income	<b>-4,712.04</b>

## Heritage Brook HOA Board Meeting Minutes

May 16, 2021 at 4:30pm  
Cul-de-sac of Oakside Circle

**4:30 Call to Order**

**4:30 – 4:35 Introductions and Roll Call**

See below for listing of meeting attendees

John Meredith, from the City Council - Council Member District 5, spoke and took questions/comments from attendees present at the meeting

New HOA Board Members were introduced (Tyler, Betty, and Beth)

**4:35 – 4:35 Approval of Last Meeting's Minutes**

March Meeting Minutes were Approved

**4:35 – 4:50 Presentation of Reports**

1. Treasurer's Report

Heritage Brook 2021 Budget		
<b>Income</b>		
HOA Dues	108 homes@\$350.00	<b>\$37,800.00</b>
<b>Expesnes</b>		
Elite Fees		\$5,940.00
Utilities		
	Water	\$1,000.00
	Electric	\$210.00
Landscaping		
	Mowing	\$8,742.00 Alabama Lawn Enforcement
	Grounds maintenance	\$2,000.00
	Tree /Refrav	\$6,000.00
	Other Projects	\$5,000.00
Other Repairs		\$750.00
Insurance		\$1,293.00
Legal		\$5,000.00
Postage		\$590.00
Website		\$175.00
Welcome Committee		\$100.00
HOA Meetings /Events		\$1,000.00
		<b>\$37,800.00</b>
		\$0.00

## 2. Committee Reports

### a. Landscape Committee

Opportunity given for neighbors to volunteer for our newly formed landscape committee. This committee will be in charge of all landscape related ideas, community clean-up events, and any other landscape related activities. The following people comprise our new Landscape Committee: *Gary Yates, Robbie Amador, Steve & Pam Maxwell, Kathy Speedy*

### b. Welcoming Committee

Opportunity given for neighbors to volunteer for our newly formed Welcoming Committee. This committee will be in charge of welcoming new people who move into our neighborhood and providing them with information about our HOA website and Facebook Page. The following people comprise our new Welcoming Committee: *Kathleen Cady, Doris Carter, Cade Shiozaki, and Dianne Oberlander.*

## 4:50 – 4:55 Old Business

### 1. Lighting Project

This project has been completed and closed.

## 4:55 – 5:15 New Business

### 1. HOA meetings every 60 days, 2<sup>nd</sup> Thurs of the Month

We plan to meet in the cul-de-sac on Oakside Circle for our HOA meetings as the weather permits. However, we are looking for other meeting venues for when the weather doesn't cooperate. Please let us know if you have access to a place where we can hold our meetings.

### 2. In-person survey for Neighborhood Improvements

Survey Results for Neighborhood Improvements are as follows:

1. For Phase 1, would you like to see the grass mound on Hollybrook Circle excavated to be flatter? *Yes-9, No-12*
2. Would you like to see new bushes and annuals/perennials around the round-a-bout on Heritage Brook Drive? *Yes-20, No-1*
3. Would you like to see a neighborhood sign upon entering the neighborhood off of Old Railroad Bed? *Yes-15, No-6*
4. Would you like to see a dog park around Common Space D? *Yes-16, No-7*

**5:15 – 5:30** **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.

**5:30** **Adjourn**

## Meeting Attendees

1. Tyler Norris and Janelle Maclaughlin
2. Gary and Betty Haynes
3. Beth Hendrix
4. Edward and Martina Grimble
5. William and Doris Carter
6. Robin Allen
7. Darwin and Dianne Oberlander
8. David and Kathy Speedy
9. Pablo and Jenna Gonzalez
10. Michael Pulvere
11. Caitie and Brandon Johns
12. Michael Prouty
13. Kevin Cady
14. Raymond Bell
15. Andrew Gray
16. Gary and Della Yates
17. Robert Amador
18. Dawn Cecil (renters present)
19. Steve Frese
20. Pamela Maxwell
21. Richard Cantrell
22. Amy Overman
23. Michelle Bauer
24. William Rogers III
25. Edward Arominski
26. Kenneth Kerns
27. Cade and Sara Shiozaki
28. Barbara and George Frankl

**Heritage Brook**  
**Closed HOA Board Meeting Minutes**

**Date:** 20 June 2021

**Time:** 4:15pm – 4:45pm

**Place:** Tyler Norris' house

**Attendees:** Tyler Norris, Betty Haynes

**Discussion Topics:**

1. Previous Board Member, William Santi, is officially removed from the Heritage Brook HOA Board. It was discovered that Mr. Santi was still on our HOA banking account at Redstone Federal Credit Union. Going forward, only Crystal Smith at Elite Properties, and the current board members will be on the HOA banking account as follows:
  - a. President – Tyler Norris
  - b. Treasurer – Betty Haynes
  - c. Secretary – Beth Hendrix
2. Cleanup/new mulch project was completed on the roundabout area by the landscaping committee along with HOA Board members. Total price was \$81.75.
3. Tyler Norris will be obtaining an estimate for installing a flagpole, flag, and solar lights on the grass mound at Hollybrook Circle. Estimate will be provided at the July HOA meeting for neighborhood vote.
4. Betty Haynes will be obtaining an estimate for rock to be placed at the creek on Oakside Circle. Estimate will be provided at the July HOA meeting for neighborhood vote.

These minutes were Approved by the HOA Board Members.



Beth Hendrix, Secretary

June 22, 2021

# Heritage Brook HOA Board Meeting Minutes

July 8, 2021

Meeting was originally planned for the Grass Mound on Hollybrook Circle; However, the meeting was moved to Tyler Norris's side yard since it provided more shade from the sun.

**Meeting started at ~6:35pm**

## **Introductions and Roll Call**

See Exhibit A for list of Attendees

## **Approval of Last Meeting's Minutes**

May Meeting Minutes were Approved

## **Presentation of Reports**

### 1. Treasurer's Report

See Exhibit B for Treasurer Report provided by Betty Haynes

### 2. Committee Reports

#### a. Landscape Committee

Landscaping Committee Leader, Dave Speedy, spoke at the meeting. He is planning to have someone from Reseda Nursery come by to look at the roundabout to give suggestions on landscaping ideas for that area. The committee is open to suggestions on improvements for all the common areas.

#### b. Welcoming Committee

Welcoming Committee Leader, Doris Carter, spoke at the meeting. The Committee held a meeting on June 10<sup>th</sup> (see Exhibit C for meeting minutes). The committee has already started giving new residents a welcome packet that consists of baked bread, water, and neighborhood information. She expressed concern that Elite is not informing her of new residents in a timely manner so she needs everyone's help to identify new neighbors as they move in.

## **Old Business**

### 1. Survey results for neighborhood improvements from last HOA meeting

Tyler Norris went over the survey results from the last HOA meeting. The results indicated that the residents would like to see Common Space D cleaned up and possibly become a dog park. Next runner up was a front entrance sign. Please submit any ideas/suggestions for a sign to the HOA board.

## 2. Quotes for Common Space D improvements

We have obtained a quote of \$2700 for clearing up Common Space D. The Board voted and approved moving forward with this quote. Tyler Norris will be working with the contractor to start this project in the very near future.

## New Business

### 1. Safety Brief

Tyler Norris went over some of the crime statistics for our surrounding area. There have been reports of criminals going into garages and stealing even when people are at home or in their backyards. Installing cameras to monitor your garage is highly recommended. We hope to have a local police officer speak at our next meeting. Also, discussed the importance of having a fire extinguisher in our homes.

### 2. ARC Request Process

The ARC Request process was discussed, highly encouraged, and can be initiated through the Heritage Brook website. This is a simple process that guarantees compliance with the bylaws/covenants, prevents possible costly infractions, and ultimately protects all of our home values.

### 3. Grading and rock for the creek bank off Heritage Brook Drive

The large rocks are falling into the creek which is allowing the land around the creek to erode. Betty Haynes will reach out to John Meredith, City Council Member for our district, to ask if this project could be covered by city money. However, if not, we voted and approved to obtain quotes for fixing this issue with HOA money.

### 4. Obtain new quotes for replacing current lawn service company

We voted and approved to obtain 3 - 5 new quotes for replacing our current lawn service company. The plan is for a new lawn service contractor to start January 2022. Please provide any commercial lawn service recommendations to the HOA Board.

## Open Forum

Discussion about those residents who have not paid their yearly HOA fees.

Discussion about the legal ramifications of Common Space D becoming a dog park. For example, is the HOA legally liable if someone gets hurt by a dog.

Discussion about the issue of cars speeding down Heritage Brook Drive. Can we have a police officer or speed bumps to help slow cars down? Tyler Norris will check into this issue and have answers by the next HOA meeting.

## Meeting ended at ~7:30pm

These minutes were prepared by Beth Hendrix, Secretary, on 13 July 2021.



**EXHIBIT A**  
**Meeting Attendees**

Name

Address

Brian Condon

155 Heritage Brook Dr

Gary Yates

113 Heritage Brook Dr

Mike Prouty

109 HERITAGE BROOK DR

Cathy Prouty

" "

Beth Hendrix

105 Oakside Circle

Betty Hamro

101 Oakside Circle

David Speedy

104 " "

Stacy + Tracey Bennett

133 Heritage Brook Dr NW

Bill + Doris CARTER

102 Heritage Brook Dr.

Michelle Bauer

139 Heritage Brook

Kevin Cadz

110 Mollybrook Dr NW

Linda + Robbie Anador

115 Heritage Brook Dr NW

Robin Allen

103 Fernhill Dr

Rhonda Morgan

148 Heritage Brook

Tyler + Janelle Norris

100 Hollybrook Drive

**EXHIBIT B**  
**Treasurer's Report**

## Heritage Brook Treasures Report

<b>Jan-21</b>		
Expenses		1,463.21
Income		18,830.00
<b>Feb-21</b>		
Expenses		7,012.04
Income		4,440.00
<b>Mar-21</b>		
Expenses		
Elite Housing	540.00	Management Fee 3/2021
Tim Frankenfield	695.00	install new landscape transformer
Harvest Monrovia Water Authority	16.33	Water 1/8-2/3
Huntsville Utilities	19.28	Electric 2/2-3/1
Heard, Ary & Deuro	3,142.22	Legal: Taitano, Gener HOA Matters, Johnson, Bishop/Wright
Jordan/Faith Smith Hooper	14.99	Reimb Zoom Monthly Old HOA Board Cost
Elite Housing	232.00	Postage
Estess Irrigation	125.00	Pring timer alignment (2) rotors
	4,784.82	
Income	Deposits	3,693.78
<b>Apr-21</b>		
Expenses		
Harvestt Monrovia Water Authority	16.33	Water 2/3-3/8
Elite Housing	568.00	Management Fee, postage, Violation letters, Statements
Tim Frankenfield	305.00	Replace landscaping wire
TDI	180.00	late spring lawn application
Heard, Ary & Deuro	382.64	march legal services
Huntsville Utilities	20.71	electric 3/2-4/1
	1,672.68	
Income		2,498.74
<b>May-21</b>		
Expenses		
Elite Housing	552.00	Management Fee, postage violation letters
Heard, Ary & Deuro	1,096.55	Legal Services
Huntsville Utilities	20.48	electric 4/2-5/3
TDI	180.00	early summer lawn application
	1,849.03	
Income		750.75
<b>Jun-21</b>		
Expenses		
Alabama Lawn Enforcement	4,371.00	Lawn Care June - Dec 2021
Harvest Monrovia Water Authority	34.29	Water 4/6-5/5
Elite Housing Mgmt llc	350.00	Mgmt fees, postage statements Violation ltrs
Heard, Ary & Deuro, LLC	840.66	General Matters, Taitano, Johnson
Huntsville Utilities	19.97	electric 5/4-6/1
	5,815.92	
Income		0.00
Total expenses to date		22,597.70
Total income to date		30,213.27

## **EXHIBIT C**

### **Welcoming Committee Meeting Minutes**

## **Welcome Committee Meeting**

June 10, 2021

6:00 P.M.

Members present: Cade Shiozaki, Bill Carter, and Doris Carter

Members not present: Kathleen Cady, Dianne Oberlander

**Purpose:** To start an open line of communication between the HOA Board and new residents. It helps create a certain level of comfort and results in relationships that will create confidence between everyone in the community.

**Budget:** \$100

**Board Report:** Elite has been given the email addresses of the committee members and will inform the committee when someone moves in the neighborhood.

**Timeline:** visit within 1-2 weekends after notification from Elite

### **Protocol:**

- a. make contact with family to schedule a visit
- b. two members of welcome committee present for visit
- c. representative of board member present for visit

### **Welcome Packet:**

- a. baked bread good (Betty)
- b. bottle water ("Welcome from Heritage Brook Neighborhood" label)
- c. candy
- d. welcome card
- e. contact information of board members
- f. contact information of welcome committee

**Next meeting:** When Elite sends a new resident email notice to the committee.

May need to solicit more people to join committee. Please email any added suggestions for welcome packet.

Meeting adjourned at 6:40 P.M.

# Heritage Brook HOA Board Meeting Minutes

September 9, 2021

Meeting was held at 100 Hollybrook Dr in Tyler Norris's side yard.

**Meeting started at ~6:30pm**

## Introductions and Roll Call

See Exhibit A for list of Attendees

## Approval of Last Meeting's Minutes

July Meeting Minutes were Approved

## Presentation of Reports

### 1. Treasurer's Report

See Exhibit B for Treasurer Report provided by Betty Haynes

### 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. New Irrigation controller

Irrigation issues have been fixed and new irrigation controller has been installed to include a new rain gauge to automate the sprinklers based on rain amounts.

### 2. Common Space D improvements

Common Space D has been cleared, cleaned up and tree stumps have been grinded down. Next step is to get grading quotes to prepare the ground for grass.

### 3. Speed Bumps on Heritage Brook

Based on information from Huntsville Fire Dept, speed bumps slow the response time for Hemsis and Firetrucks. Therefore, speed bumps are not a promising solution for our speeding issue.

## New Business

### 1. Fire Safety Brief

Huntsville Fire Marshal, Mr. Dan Wilkerson, spoke about fire safety and prevention. He also informed us that there are already plans in progress for a new fire station that will serve our area. The location will possibly be in the area of County Line Road and Hwy 72.

Unfortunately, he said that speed bumps will not be a feasible solution to our speeding problem on Heritage Brook because speed bumps slow the response time for Hemsli and Firetrucks.

2. Front entrance to be aerated and fertilized

TDI will be aerating and fertilizing the front area of our subdivision on Sep 19<sup>th</sup>.

3. Quotes for new lawn service company and Common Space D

We are having difficulty finding lawn service companies to provide quotes for maintaining the common areas beginning next year. Currently, we are waiting on 2 quotes. The goal is to lower our lawn maintenance fees along with improving our quality of service for next year. Also, we are in the process of obtaining quotes for grading and riff raft along creek at Common Space D.

4. Landscaping designs for Hollybrook Circle

We are obtaining landscape designs for Hollybrook Circle from several garden centers – Indian Creek, Reseda, Landscape Workshop, Largen, and Enchanted Gardens. One of our neighbors has already provided a design and we encourage any other ideas/comments for this area. Once we receive all landscape designs and quotes, we will take a vote from the residents.

**Open Forum**

Question was asked about the results of the neighborhood ride through by Elite and Tyler – Tyler said there were no new findings to report.

Question was asked about a front entrance sign. Discussion took place about the easement issues discovered by the old HOA board.

**Meeting ended at ~7:30pm**

These minutes were prepared by Beth Hendrix, Secretary, on 12 September 2021.



**EXHIBIT A**  
**Meeting Attendees**

HDA  
Meeting  
9/9/21

Printed Name	Address	Email Address
Beth Hendrix	105 Oakside Circle	bhendrix78@gmail.com
Linda + Robbie Amador	115 Heritage Brook Dr	theamadorz9@gmail.com
Jaye and Sany Gates	113 Heritage Brook D	gany.gates@comcast.net
JuHe MARTIN	102 Holly brook	navymartin@msn.com
Dave Speedy	104 OAKSIDE CIR	davidspeedy59@gmail.com
MIKE + CATHY BROUTY	109 HERITAGE BROOK DR	mrbouty4510@gmail.com
GEORGE FRANKL	432 Fern Ter NW	gfrankl@comcast.net
Amy Overman	1231 Heritage Brook	aoverman7@gmail.com
TODD FELLMAN	411 FERN TER	FELLMANTODD@GMAIL.COM
DOLIZES		
STACY BENEDICT	133 HERITAGE BROOK DR NW	mysteryparkfan@yahoo.com
TRACY BENEDICT		
Adam Luchner	131 Heritage Brook Dr. NW	adam.luchner@gmail.com
STEVE COLLINS	108 HOLLYBROOK Dr. NW	steve.collinsk@yahoo.com
TRINH RIGSBY	106 Hollybrook Dr.	trinh.Rigsby@gmail.com
LUIS JACKSON	104 HOLLYBROOK DR	DEZTAQ@GMAIL.COM
Debra Sanders	112 Heritage Brook Dr NW	dsanders811@yahoo.com
Scarlet Kanoa	135 Heritage Brook Dr	skanoa77@gmail.com
Vatima + Alfred Crawford	112 Hollybrook Dr. NW	crawford2491@gmail.com
Betty Haynes		
Tyler + Janelle Norris		

**EXHIBIT B**  
**Treasurer's Report**

**Heritage Brook Treasures Report**

**Expenses** Previous Expenses 2021 22,597.70  
**Income** Previous Income 2021 36,029.19

**Jul-21**

**Expenses**  
 Elite Housing Mgmt LLC 340.00 July Management fees  
 81.75 Reimbursement for mulch for round about project  
 212.00  
 12.00  
 16.33  
 19.98  
**Income** Deposits 882.06  
 0.00

**Aug-21**

**Expenses**  
 222.43  
 1,131.00  
 2,910.00  
 20.37  
 6.00  
 171.50  
 330.40  
 1,155.00  
 60.96  
 239.78  
**Income** 6,467.44  
 2,050.00

**Total expenses to date** 29,947.20  
**Total income to date** 38,079.19

# Heritage Brook HOA Board Meeting Minutes

November 18, 2021

Meeting was held at Madison Lanes Bowling Alley

**Meeting started at ~6:00pm**

**Introductions and Roll Call**

**Approval of September Meeting Minutes**

**Presentation of Reports**

1. Treasurer's Report – See Exhibit A

No legal expenses were paid out on this Treasurer Report

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. Survey Results

28 households returned a survey

Front Entrance Sign: Yes 14, No 14

Hollybrook Circle Landscaping: Yes 17, No 10

2/3 of the Board voted to move forward with the Hollybrook Circle Landscaping in 2022

2. Speed Sign on Heritage Brook

Discussion about the continuing problem of speeding cars on Heritage Brook. The speed sign does not seem to be slowing cars down and may be making the problem worse.

3. Quotes for new lawn service company and Common Space D

The Board will continue to obtain quotes until the end of December from new lawn service providers.

**New Business**

1. Another Survey

There will be another survey sent out to residents on Front Entrance Sign and Roundabout located at the front of the neighborhood

## 2. Signs for Neighborhood

2 signs for “No Solicitating” – Elite Housing may be able to provide for us.

## 3. Presentation from Elite Housing Representatives

James Lowdell gave an overview of the services provided by Elite Housing for our neighborhood. The following Elite Representatives were present at the meeting and answered questions from meeting participants:

James Lowdell – Founder, President, CEO

Kelly - Finance

Lindsey – Compliance

## **Open Forum**

## **Meeting ended at ~7:00pm**

These minutes were prepared by Beth Hendrix, Secretary, on 7 January 2022.

## EXHIBIT A

### Heritage Brook HOA Meeting Nov. 18, 2021

#### Heritage Brook Treasures Report

<b>Expenses</b>	Previous Expenses 2021	<b>29,947.20</b>
<b>Income</b>	Previous Income 2021	<b>38,079.19</b>
<b>Sep-21</b>		
<b>Expenses</b>		
	Elite Housing Mgmt LLC	540.00 Managaement fees
	Elite Housing Mgmt LLC	26.00 ltrs and late stmts
	Indian Creek	300.00 Indian Creek Nursery landscape design
	Turf Doctor	180.00 late summer lawn application
	Huntsville utilities	20.36
	Harvest Monrovia Water Authority	16.33
	Wix	47.70 Website domain renewal
	Betty Haynes- Allied Printing	74.23 Yard signage
		<b>1,204.62</b>
<b>Income</b>	Deposits - Credits	<b>119.89</b> Rural King return
<b>Oct-21</b>		
<b>Expenses</b>		
	Elite Housing	540.00 Property Management fees
	Elite Housing	6.00 Late statements
	Auto-Owners Insurance	1,378.00 Property Insurance
	Turf Doctor	1,300.00 Aeration and seed on 9/25/21 front
	Turf Doctor	180.00 fall lawn application
	Wix	156.00 website platform
	Estess Irrigation	75.00 Winterizing system
	Huntsville utilities	21.93 Electric
	Harvest Monrovia Water Authority	16.33 Water
		<b>3,673.26</b>
<b>Income</b>	2 deposits	<b>125.75</b>
	Total expenses to date	<b>34,825.08</b>
	Total income to date	<b>38,324.83</b>