

## **Heritage Brook HOA Board Meeting**

**May 4<sup>th</sup>, 2023 at 6:00 PM**

**100 Hollybrook Dr NW**

**CALL to ORDER:** the meeting was called to order by Tyler Norris, Board President, at 6:03 pm

**INTRODUCTIONS and ROLL CALL:** see exhibit A

**APPROVAL of LAST MEETING'S MINUTES:** Motion – Tyler Norris Second – Bob Gerber  
Motion approved

### **PRESENTATION of REPORTS**

1. Treasurer's Report: see Exhibit B
  - a. One excessive delinquency at this time; referred to HOA attorney for action
2. Committee Reports
  - a. Landscape Committee
    - i. Looking for volunteers to remove and replace dead plants from the common areas
      1. plant pickup Friday 5/19
      2. planting project Saturday 5/20 9:00 am
    - ii. Mulch to be replaced after planting project is complete
      1. Obtaining quote on replacing mulch with river rock
        - a. One time expense to possibly replace ongoing annual smaller expenses
        - b. If too expensive, will continue with annual mulch replacement
    - iii. The HOA will research and budget for the purchase of a solar lighted flag pole to be placed in the center of the Heritage Brook Dr roundabout. As the 2023 budget is finalized, this is will become a budget item for 2024
  - b. Welcoming Committee
    - i. Nothing to report

### **OLD BUSINESS**

1. Election results – quorum was reached and the HOA election finalized. Board members for 2023/24 are Tyler Norris / President, Betty Haines/ Treasurer, and Bob Gerber / Secretary

2. Water meter / irrigation / landscaping for Hollybrook/Heritage Brook common area hill: water meter, irrigation, and sod have been installed. Remainder of landscaping to be handled on 5/20 (see Landscape Committee notes above)
3. The irrigation controller at the entrance has lost power. Largen Irrigation will ascertain and repair the problem during the week of 5/8
4. Entry marquee signage: quotes received and the project is approved to proceed.
  - a. A follow up item is to place small entry / exit signage on Heritage Brook Ln at the end of our HOA area. Quotes are being obtained.
5. Fence rail repair along Old Railroad Bed: scheduled for the week of May 8<sup>th</sup>
6. Maintenance & renovation of common area grass along Old Railroad Bed: this project is complete
7. Community yard sale: To be held Friday 5/8 and Saturday 5/9 from 7 am to 1 pm. New, large signs were donated to the HOA to advertise the event, and have been placed on Old Rail Road Bed and on Heritage Brook Dr at Common Space D. The signs are made for reuse; only the small date signage at the bottom will need to be replaced annually

#### **NEW BUSINESS**

1. Safety Brief – we have had one attempted break in; the attempt failed. The suspect and his car were caught on video, and the evidence has been given to the police.
2. ARC Request process – as always, please complete an ARC form and submit it for approval prior to making improvements to the exterior of your house or the front or side yards. See your association documents for details
3. Community picnic – the annual HOA Community Picnic will be held in the culdesac at the west end of Fern Terrace on Saturday 6/3 at 12:00 noon. Details will be forthcoming once finalized, but options include either an association & homeowner pot luck or a food truck, and use of a local swimming pool for the event

#### **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.

- i. There were no items presented for the Open Forum.

**ADJOURNMENT:** There being no further business, Board President Tyler Norris motioned for adjournment, seconded by Secretary Bob Gerber. The meeting was adjourned at 6:37 pm.

**EXHIBIT A – ROLL CALL**

**Heritage Brook HOA Board Meeting**

**6:00 pm May 4<sup>th</sup>, 2023 at 100 Hollybrook Dr NW**

**Officers Present:**

Tyler Norris, President

Betty Haynes, Treasurer

Bob Gerber, Secretary

**Homeowner's Present:**

George Ron Fleming

Julie Martin

Ed Arominski

Amy Overman

Stacy Benedict

Tracey Benedict

Gary Yates

Faye Yates

Steve Frese

Pam Maxwell

George Frankel

Zachary Salazar

Linda Lowe

Dan Millot

Lauri Millot

## EXHIBIT B – TREASURER’S REPORT

### Heritage Brook HOA Board Meeting

6:00 pm May 4<sup>th</sup>, 2023 at 100 Hollybrook Dr NW

#### Heritage Brook Treasures Report

<b>Expenses</b>	Previous Expenses as of 2022-Dec	<b>40,108.94</b>
<b>Income</b>	Previous Income as of 2022-Dec	<b>23,397.75</b>

##### Mar-23

###### Expesnes

Elevate Management Solutions	598.10	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Phil Sandoval's	72.48	HOA Meeting refreshments
Harvest Monrovia Water	18.69	Water
	<u>1,847.27</u>	

###### Income

Dues	<u>1,925.00</u>
	1,925.00

##### Apr-23

###### Expesnes

Harvest Monrovia Water Authority	15.29	Water
Huntsville Utilities	127.60	Utilities-Electric(2 months)
Elevate Management Solutions	758.86	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintance
Allied Digital Printing	23.44	Date insert for Yard Sale Signs
	<u>2,083.19</u>	

###### Income

Annual Dues & Fees	<u>1,750.00</u>
	1,750.00

Total expesnes to date 2023	<b>8,835.44</b>
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Total income to date 2023	<b>42,252.00</b>
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**EXHIBIT B – TREASURER’S REPORT (continued)**

**Heritage Brook HOA Board Meeting**

**6:00 pm May 4<sup>th</sup>, 2023 at 100 Hollybrook Dr NW**

**Heritage Brook 2023 Budget**

<b>Income</b>		
HOA Dues	108 homes@\$350.00	<b>\$37,800.00</b>
<b>Expenses</b>		
Elevate Mgmt Solutions Fees	594. x 12 months	\$7,128.00
Utilities		
	Water	\$500.00
	Electric	\$300.00
Landscaping		
	Irrigation	\$1,675.00
	Lawn Service including: Fertilization & Weed control	\$12,870.00 Pro Turf
	Tree Removal in Common Areas	\$6,500.00
Insurance		\$1,445.00
Legal		\$1,000.00
Postage		\$450.00
Website and Office Exp		\$275.00
Welcome Committee		\$50.00
HOA Meetings /Events		\$1,000.00
Other expenses		\$4,607.00
		<b>\$37,800.00</b>
<b>Capital Improvements</b>		
<b>Funds:</b>		
Money Market		<b>\$19,913.51</b>
<b>Expenses:</b>		
Holly Brook Circle, Sod install, Irrigation install,grading		\$10,300.00 Pro Turf
Subdivision Signage:		
Main entrance		\$4,650.00
Exiting		\$700.00
		<b>\$15,650.00</b>
Funds remaining		<b>\$4,263.51</b>

## **Heritage Brook HOA Board Meeting**

**July 27<sup>th</sup>, 2023 at 6:00 PM**

**100 Hollybrook Dr NW**

**CALL to ORDER:** the meeting was called to order by Tyler Norris, Board President, at 6:04 pm

**INTRODUCTIONS and ROLL CALL:** see exhibit A

**APPROVAL of LAST MEETING'S MINUTES:** motion: Bob Gerber Second: at large  
motion approved

### **PRESENTATION of REPORTS**

1. Treasurer's Report: see Exhibit B
  - a. A number of homeowners are past due in their 2023 dues; collection attempts are being stepped up and fines will be assessed if payment is not forthcoming
2. Committee Reports
  - a. Landscape Committee
    - A large tree in Common Area D was hit by lightning and severely damaged. Due to the risk of the damaged tree toppling into a homeowners' yard being an imminent threat, the tree was cut down and removed
  - b. Welcoming Committee – nothing to report

### **OLD BUSINESS**

1. Update: Hollybrook common area hill landscaping and irrigation project - second level; of rocks to be installed when available; supplies of the rock type needed are limited so completion has been delayed.
2. Update: entry marquee signage
  - a. The entryway signage pilaster has been completed, but due to a large price increase in building materials using the entire sign budget, the accompanying plaque will not be fabricated and installed until 2024
  - b. "leaving HB HOA" signage has been delayed until 2024 due to the same budgetary restriction. The homeowner in whose yard the sign would be installed will have to sign a release allowing the sign to be placed or the project will have to be abandoned.
3. Update: fence rail repair along Old Railroad Bed – this has been completed
4. Update: irrigation controller problem at entrance – the issue has been addressed

5. Summary: Community Picnic – the picnic went very well, and Ed A was very pleased to the response to his letting us use his pool.
6. Summary: Community Yard Sale – the yard sale had limited participation but went well. Plans for the Fall community yard sale have been finalized. It will be held on November 11. Along with homeowners being able to utilize their own driveways if they wish, there will be a common area of tables set up in front of Common Area D in an attempt to draw more concentrated attention.

#### **NEW BUSINESS**

1. Safety Brief – no concerns at this time. The police department does recommend keeping car doors locked at all times due to the increase of vehicular break ins throughout the Huntsville / Madison area.
2. ARC Request process – exterior improvements to front or side yards, fencing, etc. must be submitted for pre-approval. The form is available on the association’s website at [www.heritagebrookhoa.com](http://www.heritagebrookhoa.com), or by emailing Elevate Property Management at [manager@elevatehuntsville.com](mailto:manager@elevatehuntsville.com) and requesting one.

#### **OPEN FORUM**

1. It was mentioned that there has been a noticeable increase in “dog bombs” appearing in our common areas and in neighbor’s lawns. Residents are reminded that they are required to pick up and properly dispose of any and all dog waste their pet might leave.
2. A question was raised about what responsibilities and rights of enforcement the association has over resident’s backyards. These are fairly limited, and can be found in the association’s CC&R’s.

**ADJOURNMENT:** there being no further business, the meeting was adjourned at 6:29 pm.

**Heritage Brook HOA Board Meeting**

**July 27<sup>th</sup>, 2023 at 6:00 PM**

**100 Hollybrook Dr NW**

**EXHIBIT A**

**Board Members present:**

Tyler Norris, President

Betty Haynes, Treasurer

Bob Gerber, Secretary

**Homeowner's present:**

Stacy Benedict

Tracey Benedict

Gary Yates

Ron Fleming

Steve Frese

Pam Maxwell

Julie Martin

Brian Conden

Amy Overman

# Heritage Brook HOA Board Meeting

July 27<sup>th</sup>, 2023 at 6:00 PM

100 Hollybrook

## EXHIBIT B

### Heritage Brook Treasures Report

<b>Expenses</b>	Previous Expenses as of 2022-Dec	<b>40,108.94</b>
<b>Income</b>	Previous Income as of 2022-Dec	<b>23,397.75</b>

#### May-23

##### Expenses

Elevate Management Solutions	598.92	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Largen, Inc	210.00	Irrigation work
Pro Turf Landscaping	10,300.00	Holly Brook Circle -Capital Improvement
Lowe's	39.20	2 Box wood Japanese Maples
Lowe's	784.04	18 Azaleas, 16 Boxwood wintergreen, 13 lbs fire ant granules
Reseda Nursery	777.50	2 tress, 18 shrubs
Tiny Tree Service	6,500.00	Tree Removal in Common Areas
Harvest Monrovia Water	16.99	Water
	<u>20,384.65</u>	

##### Income

Dues	350.00
	<u>350.00</u>

#### Jun-23

##### Expenses

Harvest Monrovia Water Authority	16.99	Water
Huntsville Utilities	42.24	Utilities-Electric
Elevate Management Solutions	607.12	HOA Mgmt Services & postage
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Dollar General, Sams, GFS	286.38	Annual Picnic supplies
	<u>2,110.73</u>	

##### Income

Annual Dues & Fees	437.50
	<u>437.50</u>

Total expenses to date 2023	<b>36,235.80</b>
Total income to date 2023	<b>81,616.50</b>

## **Heritage Brook HOA Board Meeting**

**March 16 at 6:00 PM**

**Phil Sandoval's Mexican Restauarante 8217 Hwy 72 W Madison, AL 35758**

**Call to Order:** The meeting was called to order by Tyler Norris, Board President, at 6:05 pm.

**INTRODUCTION and ROLL CALL** – See Exhibit A

**APPROVAL of LAST MEETING'S MINUTES** – Motion: Bob Gerber Motion approved

### **PRESENTATION of REPORTS**

1. Treasurer's Report
  - a. See Exhibit B for the Treasurer's Monthly Financial Reports
  - b. The Board will finalize the 2023 budget upon completion of the 2023 HOA election. As the election fell short of quorum but as they are running unopposed, the Board will work on and complete the budget but not officially finalize it until the actual certification of the election.
  - c. Delinquencies – there are 20 homes out of 108 that are delinquent at this time. Some of the 20 may be caused by the confusion initiated by the previous property management company when they sent out dues notices after they were no longer contracted with the association. This will be sorted out shortly, and those that have not made payment sent past due notices and will be subject to fines if payment is not received.
2. Committee Reports
  - a. Landscape Committee
    - i. The Board will be putting out a call for volunteers to help beautify the neighborhood entrance at Heritage Brook Ln and Old Railroad Bed. The association will pay for the flowers out of the budget but is looking for neighbors to assist in planting them in order to save the association money.
  - b. Welcoming Committee
    - i. Elevate Management Solutions will be working with the Committee on ensuring all new homeowners in HB HOA receive their welcoming package. There will be a review of records to make sure no homeowners were skipped during the transition from Elite to Elevate.

## **OLD BUSINESS**

1. The association is still running into delays from the water utility, re: obtaining a water meter to be installed at the common area hill at Hollybrook and Heritage Brook. In an effort to speed up the process, Tyler is requesting the water utility to relocate an unused water meter from the Heritage Brook traffic circle to the hill at Hollybrook and Heritage Brook so that the irrigation and replanting of the hill can be completed.
2. Obtaining quotes for entry marquee signage continues to be problematical. Elevate has offered to check with a source of their own to expedite this ongoing project. Wording on the sign is expected to be to the effect of "Heritage Brook Est. 2014". There was also discussion of adding a small sign on Heritage Brook Dr. to indicate when people are exiting from our association for another, as Heritage Brook Dr. transits through two other neighborhoods (with a street name change enroute).

## **NEW BUSINESS**

1. Election: 18 ballots were received in the annual HOA election. 27 are needed to achieve quorum and finalize the election. Elevate will email and hard mail a reminder and ballot to the addresses that did not vote in the election. The election will continue until quorum is achieved.
2. Safety Brief: Our association continues to be a safe area in which to live, but residents are encouraged to practice diligence. Due to issues throughout the greater Huntsville /Madison area, it is recommended that people keep their homes and vehicles locked as a preventative measure. Suspicious activity in our neighborhood should be reported to the police when it is noticed.
3. ARC Requests: as always, homeowners need to submit changes they wish to make to their property to the ARC for approval. Info on what has to be approved and what does not, general guidelines, etc. can be found in homeowner's copy of the association's governing documents.

## **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 condition and needed repairs of the common area fencing along Old Railroad Bed Rd. This issue will be turned over to the association's fencing contractor for action.

- A discussion was held regarding the condition of the grass in the common area along Old Railroad Bed Rd. The board will refer this to the association's landscaping contractors for review and recommendation.
- Preliminary conversation was held in regards to the location, type, and time frame in regards to the annual community bbq/event.

**ADJOURNMENT:** There being no further business, Board President Tyler Norris motioned for adjournment, seconded by Secretary Bob Gerber. The meeting was adjourned at 7:00 pm.

**EXHIBIT A - ROLL CALL**  
**Heritage Brook HOA Board Meeting**

**March 16 at 6:00 PM**

**Phil Sandoval's Mexican Restauarante 8217 Hwy 72 W Madison, AL 35758**

**Officers Present:**

Tyler Norris, President

Betty Haynes, Treasurer

Bob Gerber, Secretary

**Homeowners Present:**

Trinh Rigsby

Linda Lowe

Ed Arominski

Julie Martin

Faye Yates

Linda Amador

Debi Gerber

Ashley Arominski

Stacy Benedict

Tracey Benedict

Bill Carter

Doris Carter

Gary Haynes

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

**March 16 at 6:00 PM**

**Phil Sandoval’s Mexican Restauarante 8217 Hwy 72 W Madison, AL 35758**

**Heritage Brook Treasures Report**

<b>Expenses</b>	Previous Expenses as of 2022-Oct	<b>34,109.70</b>
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<b>Expenses</b>	Previous Expenses as of 2022-Dec	<b>40,108.94</b>
<b>Income</b>	Previous Income as of 2022-Dec	<b>23,397.75</b>

**Jan-23**

<b>Expesnes</b>		
	Elevate Mamangement Solutions	677.00 January Services
	Pro Turf Landscaping	2,316.00 Lawn Maintenance
	Harvest Monrovia Water	18.31 Water
	Harland Clark Checkprint	47.94 Check order
		<u>3,059.25</u>

<b>Income</b>		
	Dues	29,050.00
		<u>29,050.00</u>

**Feb-23**

<b>Expesnes</b>		
	Harvest Monrovia Water Authority	16.99 Water
	Elevate Management Solutions	593.42 January Services
	Pro Turf Landscaping	1,158.00 Lawn Maintance
	Huntsville Utilities	77.32 Electric with previsous bills
		<u>1,845.73</u>

<b>Income</b>		
	Annual Dues & Fees	9,527.00
		<u>9,527.00</u>

	Total expesnes to date 2023	<b>4,904.98</b>
	Total income to date <del>2022</del> 2023	<b>38,577.00</b>

# Heritage Brook Treasures Report

<b>Expenses</b>	Previous Expenses as of 2022-Dec	<b>40,108.94</b>
<b>Income</b>	Previous Income as of 2022-Dec	<b>23,397.75</b>

## Jan-23

### Expesnes

Elevate Mamangement Solutions	677.00	January Services
Pro Turf Landscaping	2,316.00	Lawn Maintenance
Harvest Monrovia Water	18.31	Water
Harland Clark Checkprint	47.94	Check order
	<u>3,059.25</u>	

### Income

Dues	<u>29,050.00</u>
	<b>29,050.00</b>

## Feb-23

### Expesnes

Harvest Monrovia Water Authority	16.99	Water
Elevate Management Solutions	593.42	January Services
Pro Turf Landscaping	1,158.00	Lawn Maintance
Huntsville Utilities	77.32	Electric with preVIOUS bills
	<u>1,845.73</u>	

### Income

Annual Dues & Fees	<u>9,527.00</u>
	<b>9,527.00</b>

Total expesnes to date 2023	<b>4,904.98</b>
Total income to date <del>2022</del> 2023	<b>38,577.00</b>