

Heritage Brook HOA Meeting Jan 8, 2019

Attendees:

Bill Santi

Megan Wheat

Faith Hooper

Linda Lowe

Faiths husband

Ed Arominski

Missing Julie Martin, unable to attend.

1. Meeting started at 6.30 pm. Last meeting notes approved.
2. Bank accounts moved to Redstone. Carry forward balance is approx \$7474.
3. Sign:
 - a. All agreed to only install one double post sign facing south.
 - b. Thank you Ed Aronminski for all the good work on getting quotes.
 - c. Vega Masonry for brick work
 - d. Signarama for the metal sign.
 - e. Faith and Megan will contact vendors to get started.
 - f. Motion - Linda Lowe
 - g. 2nd -Megan Wheat
 - h. All approved
4. Street parking. Motion to not totally change parking rules, but to clarify existing rules about no street parking. Megan will send revised wording.
 - a. Motion Linda Lowe
 - b. 2nd Faith Hooper.
 - c. All approved.

Draft of updated wording sent Jan 8, after the official mtg.

**Heritage Brook Homeowners Association
Parking Restriction Covenant:**

Vehicles shall be parked only in garages or driveways with the following exception:

Service or delivery vehicles may be parked on the street or in front of the home they are servicing while work is being performed for a period of six hours or less.

Vehicles violating this restriction are subject to fine or towing at the owners expense.

For any extenuating circumstances or special occasions that require short term street parking, homeowner is required to contact and clear their short term request with HOA management.

This covenant is established to support and maintain the visual integrity of our community, which improves resale value, and to provide unhindered access to homeowners and emergency"

5. Roundabout concrete broken again. Need to further discuss who is liable.

6. Need to obtain list of those who have not paid dues.

7. March board elections. Need to send out nomination letters.

8. 1st draft of budget reviewed.

- Estimated income \$37400
- Management fee \$6,240
- Website \$200
- Utilities \$300
- Water \$1,100
- Lawn care \$8,400
- Miscellaneous \$2,000
- Possible Meeting expenses \$1,500
- Postage \$900
- Irrigation lighting \$1200
- Insurance #1200
- Reserve 30% \$10,920
- Net balance \$3,440

9. Still need to have everyone send in requests to get road repaired.

Meeting adjourned.

Heritage Brook Homeowners Association

Monthly Board Meeting Agenda

12 February 2019

- Call to Order 6:30
 - Roll Call: All board members present
 - Approval of 8 January 2019 Minutes
 - Motioned: Bill
 - Seconded: Linda

- Accomplishments
 - Landscaping contractor: S2, started work
 - Shrubs and trees trimmed
 - Mulched beds
 - Street parking covenant clarified

- Bank Accounts
 - Redstone Federal Credit Union: Checking current balance is \$31,192.58, with expenditures totaling \$4,929.41, and deposits of \$22,020.15. Savings account balance remained \$14,665.98.

- Budget
 - Delinquencies
 - Over 12,000 in delinquencies
 - Starting the lien processes on amounts owed over \$500
 - Set up meeting with lawyer by Friday
 - One of the homes that did not know to pay in the past have paid
 - Looking at budget
 - Priorities:
 - Common area rotten or damaged tree removal (Bill)
 - Stages of tree removal
 - Rocket City tree Service 256-746-3598
 - www.rocketcitytreeservice.com
 - Safety railing on south side of creek on Heritage Brook (Julie)

- Elite – HOA Management company.
 - Scope of work – what are they doing for us.
 - Lien process – speak with their lawyer
 - Election process – when ballot will be sent out.

- Roundabout Curb
 - Post on See Click Fix,
 - damage from work trucks on roundabout and roads

- Old Business
 - Community Sign
 - Put on hold due to delinquent HOA dues.
 - Metal sign hasn't been picked out

 - Street Parking
 - Covenant amendment recorded with Madison County Probate Court.
- New Business: None
- Adjourn: Motioned - Bill, Seconded - Faith

Heritage Brook HOA Meeting
March 12, 2019

Board Meeting

1. Call to order. At 6:36pm
2. Roll Call:
 - a. Board Members are all present.
 - b. 9 homeowners/lots and 11 total.
3. No old business to review.
4. Election for this year's board
 - a. We have more than 27 ballots so far.
 - b. Turning more into Crystal by Thursday.
 - c. Hopefully know results by Friday.
 - d. Results will be distributed and posted on the website.
5. Tree Cleanup
 - a. Rocket City Tree Service
 - b. Heritage Brook Common Area
 - c. 7 trees removed for \$3000
 - d. When its dry they will come back and clean up. Bill received a verbal quote of \$1500
6. Estimates for railing on south side of Heritage Brook – Julie
7. Delinquencies –
 - a. Currently: \$10,000, 20 homeowners
 - b. 2 Homeowners that didn't know to pay are aware and one has paid.
8. Paving of road- Julie to call the city for an update.
9. Parking –
 - a. Joe – renters are getting ticketed for parking in the street
 - b. In the bylaws, it says that the renter has to pay the fees
 - c. Joe would like the rule changed to prohibit overnight parking instead of all street parking.
 - d. Homeowners should email Elite to tell them when they are having a party.
 - e. Another neighbor wants to know if they can add an extra pad for parking. We told her to go to the website and download the form, call Elite, and submit to HOA email.
10. Sign Update
 - a. Waiting for more dues to be paid
 - b. 2 brick columns so there is one each side.
 - c. Dual sided sign
11. Liens process
 - a. Against owners who haven't paid their dues, over \$500.
 - b. Meeting with lawyers at the end of March.
12. Adjourn.
 - a. Faith motioned to adjourn. 7:50
 - b. Second. Megan

c. Vote. ALL

Heritage Brook Homeowners Association

Monthly Board Meeting Agenda

April 9, 2019

- Call to Order: 6:30 by Faith
 - Roll Call: All board members except for the Treasurer Megan Wheat
 - Introduction of New Board
 - New Board
 - President: Faith Hopper
 - Vice President: Megan Wheat
 - Secretary: Julie Martin
 - Treasurer: Linda Lowe
 - Member at Large, Rick Olivares resigned due to moving out of state
 - Vote Will Underwood as Member at large
 - Motioned: Faith
 - Second: Julie
 - All Approved
 - Approval of 8 March Minutes
 - Motioned: Julie
 - Seconded: Faith
 - All Approved
- Updates & New Business
 - Landscaping contractor: S2 work
 - Website will have
 - Look at scope of work for HOA,
 - Grass cutting at sidewalk and further in on Heritage Brook at Common Area F
 - Cul-de-sac on Oakside needs to be addressed
 - Huntsville City:
 - Paving of Heritage Brook:

- Only 3 Paving contractors in North Alabama
 - We are on the waiting list.
 - Legacy is paying for the fix.
- Roundabout: repaired again
- Railing: haven't heard back from the city. Will request an update.
- Sidewalk on both sides of street fixed near sinkhole
- Google Fiber installed on south side, so the road is sliced and they are coming back to fill the road and repair the curb.
- Financials
 - April so far \$600 going out, with revenue due to more HOA fees
 - March expenses was \$3,900, \$3,000 for tree service
 - February was \$800
- Delinquencies
 - Faith and Crystal from Elite met with the lawyer
 - Crystal sent out letter stating that the next step was hearing from our lawyer
 - Liens are placed on properties if the HOA dues are delinquent
 - If not paid, they can place a judgment against you.
 - Homeowner would be responsible for all fees incurred in the lien process.
- Update email list with new homeowners
- Open Floor to Neighbors
 - Parking issue –
 - Board made amendments to the covenants and it was filed in the courts.
 - The problem with loosening it, it will become harder to enforce.
 - Other neighbors have not been able to get in and out of their driveways due to people parking in the street.
 - Board responded that a courtesy email to Elite and the HOA email about an event that required street parking would not result in a violation.
 - Board responded that the school bus will not travel down Heritage Brook to the Hollybrook Bus Stop if there are cars parked on Heritage. We will procur this information in writing.

- Neighbors car was parked in front of their house and they were sent a warning letter. Faith will call Kelly about the homeowners warning letter.
 - Amendments: only the board needs to vote, but we do talk to the community first.
 - Other neighbor believes we don't have the right to tow a car on a public street.
 - Faith talked to the lawyer and she said that it was ok for us to tow because of our covenants and bylaws.
 - Faith will talk to a lawyer for clarification and
 - Concerned about Elite's oversight. Board told them what they actually do for us – pay our bills, enforce bylaws and covenants, collect HOA dues.
 - Fences painted wrong and trash can in the front of houses is not a high priority. Board responded that the safety of the homeowners and children were more important
 - In regard to nominations and voting, they think there should be descriptions about the nominees. Next year we will include those.
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- Adjourn
 - Motioned: Linda Lowe
 - Seconded: Faith Hooper
 - All Approved

Heritage Brook Homeowners Association

May 2019 Board Meeting Agenda

- Call to Order
 - Time: 6:32pm
- Roll Call: Wil Underwood, Linda Lowe, Faith Hooper, Julie Martin
- Approval of April minutes
 - Motion: Linda Lowe
 - Second: Julie Martin
 - All in Favor
- Announce Megan's resignation
- Appoint new Board Member
 - Kyle Wheat
 - Motion: Julie
 - Second: Faith
 - All in favor
- Change to Quarterly meetings
 - Second Tuesday of second month in each quarter (August & November in 2019)
 - Motion: Faith Hooper
 - Second: Linda Lowe
 - All in Favor
- Architectural Review
 - No new requests to approve
 - ARC requests can be made whether we have meetings or not.
 - We have had some questions on Next Door but they haven't submitted any documents.
- City Update on Curb, Road Paving, etc. (Julie)
 - Railing: City is aware and have a bid to get it done. They are waiting for financing. All new projects that include supplies from periodic bids have been put on hold by the city. There is enough pipe or ground protruding from the North side that they won't do it there or doesn't need it.
 - Street: Legacy (Dan) and Reed are aware of it and supposedly delayed due to understaffing, plus they probably don't want to pull their people away from paid projects.

- Roundabout Curb: My contact at City of Huntsville agrees with me that the broken area of the curb needs to be saw cut and removed then a new curb formed.
- Common Area F Cleanup - Eager Beavers—Vote to begin work with them (Wil)
 - Lowest bid to remove downed trees and limbs and clean up brush.
 - Motion: Wil Underwood
 - Second: Linda Lowe
 - All in Favor
- Treasurer's Update (Linda)
 - \$3,000 in revenue by people paying their Dues and fees.
 - Possibly clean up or grade the dirt lot in common area F to even it out.
 - Get 2 more quotes for grading the lot and sodding the front.
 - From DNT and Eager Beavers
 - Once we take care of liabilities, we will move on to sign and other common area items
 - Send your ideas for the Common Area F across from 146 Heritage Brook to heritagebrookhoa@gmail.com
- Increase Fee Schedule for the same recurring violations
 - Hopefully a better option than towing
 - Violation fines can also be liened if not paid
 - \$0 First, \$30 - 2nd, \$60 - 3rd, \$90 - 4th, \$120 - 5th and subsequent violations
 - Motion to change fines: Faith Hopper
 - Second: Julie Martin
 - All in favor
- Parking Request on 1st page of website
 - HOA Parking Statement attached
- Open Floor to Neighbors
 - Common Area behind Hollybrook and Oakside Circle
 - Neighbor wants to buy it and build on it.
 - Scouts build a bridge at Oakside Circle cul-de-sac?
- Adjourn
 - Motion: Faith
 - Second: Linda Lowe
 - All in Favor
 - Time: 6:55

Heritage Brook Homeowners Association
August 2019 Board Meeting Agenda

- Call to Order
 - Time: 6:30pm
- Roll Call
 - All Board members Present
- Approval of May minutes
 - Motion: Will Underwood
 - Second: Linda Lowe
- Architectural Review
 - No new requests to approve,
 - We did approve one since our last meeting.
 - Reminder that you will get a response between meetings
- City Update on Curb, Road Paving, etc. (Julie)
 - Street paving was completed
 - Have not heard back from contact at the city about the roundabout curb or creek railing.
 - Road Cushions: Lead Julie Martin and Secondary Kyle Wheat
- Common Area F Cleanup Update
 - Completed (Faith)
 - Downed trees removed.
 - Brush Cleared.
 - Quotes on next steps (Julie)
 - Someone cleaned up left side of the area needing to be graded. They removed the black fabric and poles.
 - Needs grading so it doesn't erode into sidewalk
 - S2 quotes:
 - May 8 quote from S2 to grade and seed area is \$1570
 - May 8 quote from S2 to sod space at front of graded area and between the sidewalk and street is \$500
 - Linda and Julie will get other quotes for that area

- Treasurer's Update (Linda)
 - Received back fees in June of \$700 and in July over \$600, in August \$50
 - Checking: \$27,509 and Savings: \$14,736.15
 - Once we take care of liabilities, we will move on to sign and other common area items
 - Send your ideas for the common area to heritagebrookhoa@gmail.com
 - Have liens on some homes currently (Faith can update)
 - We have put a lien on all the homes with delinquent fees.
 - Still owed: \$\$3,948, from 5 homes
 - After 60 days if they haven't paid the lien they will be taken to court.
- Open Floor to Neighbors
 - Maybe alert neighbors of meetings with a sign in the neighborhood.
- Adjourn
 - Time: 6:51pm

Heritage Brook HOA
November 2019 Board Meeting Agenda

- Call to Order
 - Time: 6:30pm
- Attendance: Faith Hooper, Kyle Wheat, Will Underwood, Linda Lowe. Julie Martin, telephonically.
 - One neighbor
- Approval of August minutes
 - Motion: Will
 - Second: Faith
- Kelly (Violations Officer at Elite)
 - Answer questions
 - Current Violations on fence and trash cans
- Architectural Review
 - No new requests; have approved/denied some since our last meeting
 - Reminder that you will get a response between meetings
 - Opposed to garage Architectural request but they did continue with the fence.
- Speeding on Heritage Brook Drive
 - City denied request for speed bumps
 - City did speed test
 - Requested speed limit signs on the other side of the neighborhood,
 - Requested speed traps (by police).
 - Faith has been speaking directly to a police officer.
 - Police will be giving tickets for anyone going over 25mph.
 - Heritage Brook will eventually connect to Maple Ridge to Balch.
- City Update
 - Curb – Emailed the city again, my contact is sending it to Public Works again. I will try and contact public works directly. We want it cut out and replaced completely.
 - Sidewalk is cordoned off but has not been fixed.
 - Railing - completed but concerned about the tree
 - Sidewall is caving in.
 - Emailed Cit but hadvnt heard back.
- Sprinklers need to be winterized
 - Estess Irrigation recommended by Elite and they did the job last year.
 - Sprinklers are off.
 - Vote to have Estess Irrigation to winterize the sprinklers.
 - Motion: Julie
 - Second: Linda Lowe

- Lawncare 2020 (Current contract runs out at end of December)
 - Alabama Lawn Enforcement bid was same as 2019.
 - Vote
 - Motion: Kyle motions to go with Lawn Enforcement.
 - Second: Linda
 - All in Favor
- Treasurer's Update (Linda)
 - October spent \$2100 for a property tax bill
 - November only \$114
 - Postage is high due to an increase in violations
 - In December, liability insurance will be paid out.
 - Dues will start being paid in December.
 - Estimating about \$26,000 in total years expense
 - Approximately \$24,000 in surplus.
 - Delinquencies are over \$4000
 - Liens on several homes. If those homes don't pay, they will be taken to court.
 - For the homes being sold that have liens, the fees will be paid during escrow.
 - Liens are on homes that have not paid.
 - Those that are not paying liens will be taken to court to recover the money owed
 - A home in escrow has a lien on it. We should get paid
- Lot next to wooded lot (Common Area F)
 - Looking to grade and sod/seed in Spring 2020
 - Get more quotes in February/March
 - Fertilizing the front area
- Send any ideas for common area F to heritagebrookhoa@gmail.com
 - Common Area F – grade, sod and seed
 - Knoll – flatter and maybe some light landscaping, possibly a gazebo
 - Roundabout has a water meter but no sprinklers.
- Neighborhood Mapping
 - Julie is trying to work with Google maps to get our addresses on our lot lines.
 - The address points in Zillow are currently clumped together and not pinpointed to each lot.
- Board Member
 - Our board secretary, Julie, is not moving so she is staying on the board.
 - Board re-elections are in March 2020.
 - We will be adding a short bio to the ballots.
 - Send in nominations in January,
 - Ballots will be sent out in February,
 - Results at March meeting.
- Relax parking restrictions from Thanksgiving November 23- 30th and December 21- January 1st.
 - Motion: Linda
 - Second: Faith

- Open Floor to Neighbors
 - Fence question: fence on property line and share maintenance with the neighbor
 - Notify people of the meeting. We have tried email and decided that posting them on the website was enough.
 - Add website and meeting information to ballots.
- Send out update at end of year
 - Send HOA website
 - Add HOA website to Elite website
 - Send a Newsletter
- Adjourn
 - Time: 7:10pm