

Heritage Brook HOA Board Meeting

March 21, 2024 at 6:00 PM

Hope Church - 1661 Balch Rd Madison, AL 35757

CALL to ORDER: the meeting was called to order by Bob Gerber, Board Secretary, at 6:07 pm

INTRODUCTIONS and ROLL CALL: see Exhibit A

APPROVAL OF LAST MEETINGS MINUTES: motion: Betty Haynes, second: Gary Yates
motion approved

PRESENTATION of REPORTS

1. Treasurer's Report: see Exhibit B
 - a. A number of homeowners are past due in their 2024 dues; collection attempts have begun. Fines, etc. may result to homeowner's whose accounts are not brought up to date
2. Committee Reports
 - a. Landscape Committee
 - See "Old Business"
 - b. Welcoming Committee
 - 6-8 welcome to the neighborhood packages were distributed in the Fall of 2023.

OLD BUSINESS

1. Hollybrook common area hill landscaping and irrigation project - The project is complete.
2. Entry and Exit Signage
 - a. The marquee for the entry way sign was completed late in 2023. The HOA name will be mounted to the marquee this year. Three "proof of concept" ideas were presented at the meeting (See Exhibit C).
 - b. Option C consisted of printed vinyl (such as put on car "wraps") overlaid on aluminum. This option would require the vinyl to be replaced approximately every five years, involving uninstalling the signage and then removing and replacing the vinyl. This option was rejected due to a high level of ongoing maintenance and the related expense. Laser cutting the design and backing the aluminum with a dark substrate was suggested as an alternative to achieve the same look without the maintenance issues.

- c. The feedback received will be forwarded to the sign company, and the final options will be presented to the homeowners for review and comment.
 - i. A discussion was held re: if the name should be on the front or on both sides of the marquee, or on all three. The “all three” option was dismissed from consideration. The front or both sides options will be further researched to determine best visibility when approaching Heritage Brook on Old Railroad Bed Rd.
- d. The “Leaving HB HOA” signage will be addressed on the entry way signage is completed. In the interim, the sign company will be approached to supply ideas and pricing for review. The sign(s) will be a post and plaque style, and permission from the homeowner(s) whose yard(s) are affected would need to grant permission &/or an easement for the sign(s) to be placed.

NEW BUSINESS

1. Election of 2024-25 Board Members: Despite the three candidates running unopposed, quorum must be reached to certify the election. The final tally fell 12 ballots short of quorum, so the election shall continue until quorum is reached. A notice will be posted on the HOA’s Facebook page as well as on the HOA’s website, and Elevate will send out an email reminder. Current board members Betty Haynes and Bob Gerber will be approaching their neighbors as well. The 2023-24 board will continue to serve until the election is finalized.
2. 2024 Budget: the budget for the new year was presented to the members present at the meeting for review and comment.
3. Safety Brief: no criminal activity within the HOA’s boundaries has been brought to the board’s attention. Due to rising criminal activity throughout Madison County, Huntsville PD recommends that valuables be removed from vehicles daily and those vehicles be locked when not in use. They also recommend exterior doors to our houses be locked except when the homeowner is outside and in proximity to those doors, simply as a precautionary measure.
4. 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, or by emailing Elevate Property Management at manager@elevatehuntsville.com and requesting one.
5. Spring Community Yard Sale: The annual Spring Community Yard / Garage sale will be held on Saturday, April 20th from 7:00 a.m. to 1:00 p.m. Signage

will be placed at the entrances to our neighborhood, and an announcement posted on the NextDoor website. Homeowners are encouraged to participate, but participation is not required.

6. 2024 Community Picnic: The community picnic has proven to be popular in recent years, but it is commonly believed that weather related issues (heat & humidity) have held attendance down. With that in mind, the picnic is being moved from being held in the Spring and will now be held in the Fall. Late September or early October are being considered. The exact date, time, and location is T.B.D. and will be announced once the date is determined.

OPEN FORUM

1. It was noted that the creek that runs just past multiple homeowner's property lines on the north side of Heritage Brook Dr. has become an issue. For an unknown reason, someone has placed a brick structure in the creek bed. The resulting change to the flow of the creek has caused flooding and erosion to several homeowner's backyards.
 - a. Because the creek is not within the HOA's boundaries, the HOA cannot directly address or rectify the problem.
 - b. The creek runs on country property. All affected homeowners were encouraged to contact the county directly. Elevate will also bring the issue to the county's attention. The more complaints the county receives, the more likely action will be taken.
 - i. Elevate requested to affected homeowners to forward pictures to them as documentation of the problem, and to also include those when contacting the county themselves.
2. The problem of a large swath of the street sinking on Heritage Brook Dr has recurred. This is the fourth or fifth time this has happened since the street was completed in 2017.
 - a. Elevate will bring this to the attention of the appropriate Huntsville city officials, but encourages homeowners to do the same.
3. Elevate has noted that there is a website where homeowners can report city-related problems like those described above. The URL is SeeClickFix.com/Huntsville. Homeowners can go to the site, then follow instructions to report issues to the city of Huntsville. Pictures are always helpful when filing these reports, and can be uploaded on the SeeClickFix website when filing a report..

ADJOURNMENT: there being no further business, the meeting was adjourned at 7:14 pm.

EXHIBIT A

Board Members present:

Betty Haynes, Treasurer

Bob Gerber, Secretary

Board Members absent:

Tyler Norris, President

Homeowner's present:

Robert Amador

Edward Arominski

Gary Dean

Debi Gerber

Mike Hodnett

Beth Hodnett

Rhonda Morgan

Amy Overman

Gordan Ramey

David Speedy

Gary Yates

EXHIBIT B

Heritage Brook Treasures Report

Expenses	Previous Expenses as of 2022-Dec	40,108.94
Income	Previous Income as of 2022-Dec	23,397.75

Jul-23

Expenses

Elevate Management Solutions	602.20	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Harvest Monrovia Water	33.94	Water
Shoemake Tree Service	3,500.00	Tree Removal in Area on Heritage Brook by house
Huntsville Utilities	18.93	Utilities-Electric
	<u>5,313.07</u>	

Income

Dues & Fees	<u>1,050.00</u>
	1,050.00

Aug-23

Expenses

Harvest Monrovia Water Authority	16.99	Water
Huntsville Utilities	18.91	Utilities-Electric
Elevate Management Solutions	599.92	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Eagle Masonary & Insulation LLC	4,620.00	Sign Hardscape work
	<u>6,413.82</u>	

Income

Annual Dues & Fees	<u>2,175.75</u>
	2,175.75

Transfer from Money Market	14,920.00
	17,095.75

Sep-23

Expenses

Harvest Monrovia Water Authority	103.28	Water
Huntsville Utilities	18.92	Utilities-Electric
Elevate Management Solutions	597.28	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Pro Turf Landscaping	5,608.00	Holly Brook Circle Landscaping Project
Wix	47.70	Annual subscription Renewal
Pro Turf Landscaping	5,000.00	Holly Brook Circle Landscaping Project
	<u>12,533.18</u>	

Income

Annual Dues & Fees	<u>237.50</u>
	237.50

Total expenses to date 2023	60,495.87
Total income to date 2023	85,079.75

Heritage Brook Treasures Report

Expenses Previous Expenses as of 2022-Dec 40,108.94
 Income Previous Income as of 2022-Dec 23,397.75

Oct-23

Expesnes

Elevate Management Solutions	595.64	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Harvest Monrovia Water	1,736.49	Water
Huntsville Utilities	18.92	Utilities-Electric
Wix Website	192.00	
	<u>3,701.05</u>	

Income

Dues	600.00
	<u>600.00</u>

Nov-23

Expesnes

Harvest Monrovia Water Authority	345.21	Water
Huntsville Utilities	18.33	Utilities-Electric
Elevate Management Solutions	603.02	HOA Mgmt Services
Harvest Monrovia Water Authority	328.22	Water
Largen Inc	210.00	Irrigation leak
Auto Owners Insurance	1,558.00	Insurance
RFCU	50.00	Bank fees-stop payment on checks not received
	<u>3,062.78</u>	

Income

Annual Dues & Fees	955.00
	<u>955.00</u>

Dec-23

Expesnes

Elevate Management Solutions	598.10	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Heard, Ary, Dauro Atty	525.00	Legal fees
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Harvest Monrovia Water	16.99	Water
Heard, Ary, Dauro Atty	201.56	Legal
Huntsville Utilities	19.35	Utilities-Electric
	<u>3,677.00</u>	

Income

Annual Dues & Fees	6,037.50
	<u>6,037.50</u>

Total expesnes to date 2023	44,565.90
Total income to date 2023	92,672.25

Bank Balance YE 12-31-23	
Money Market	5,139.08
Checking	19,855.58

Heritage Brook Treasures Report

Expenses Previous Expenses as of 2023-Dec **44,565.90**
 Income Previous Income as of 2023-Dec **92,672.25**

Jan-24

Expesnes

Elevate Management Solutions	708.00	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
Harvest Monrovia Water	16.99	Water
Huntsville Utilities	18.82	Utilities-Electric
	<u>1,901.81</u>	

Income

Annual Dues & Fees	<u>6,950.00</u>
	6,950.00

Feb-24

Expesnes

Harvest Monrovia Water Authority	20.05	Water
Huntsville Utilities	38.58	Utilities-Electric
Elevate Management Solutions	595.64	HOA Mgmt Services
Pro Turf Landscaping	1,158.00	Lawn Maintenance
	<u>1,812.27</u>	

Income

Annual Dues & Fees	<u>6,100.00</u>
	6,100.00

Total expesnes to date 2024 **3,714.08**
 Total income to date 2024 **13,050.00**

Bank Balances as of 2/29/24

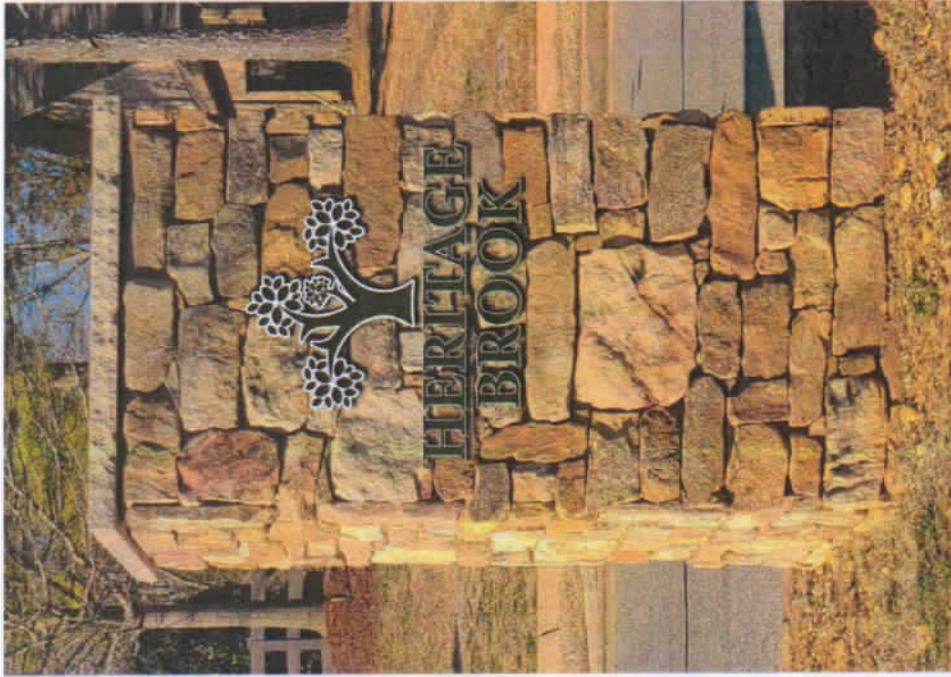
Money Market	5,153.44
Checking	38,239.19
	43,392.63

Heritage Brook Home Owner's Association, Inc.
2023 Budget vs. Actual (CASH BASIS)

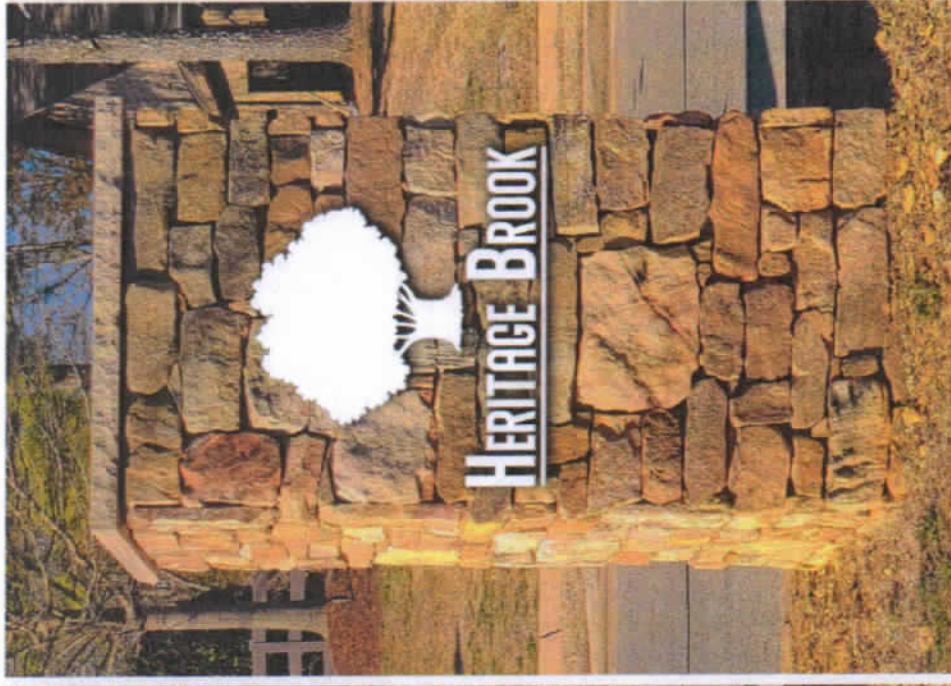
	2023 Budget	% of Revenue	as of 12/31/2023	12/31/2023	Remaining / Over
Income					
Revenue	37,800.00		36,327.00		
Pre-Paid Dues			0.00		
Late Fees			150.00		
Fines			0.00		
Interest Income			198.64		
Income	<u>37,800.00</u>		<u>37,513.39</u>		
Expense Item					
Property Management	7,128.00	18.86%		7,020.00	108.00
Utilities					
Water	500.00	1.32%		2,684.38	(2,184.38)
Electric	300.00	0.79%		283.20	16.80
Landscaping					
Irrigation	1,675.00	4.43%		420.00	1,255.00
Lawn Service: Mowing and Chemicals	12,870.00	34.05%		12,738.00	132.00
Common Area Tree Removal	6,500.00			10,000.00	(3,500.00)
Insurance	1,445.00			1,558.00	(113.00)
Legal Fees	1,000.00	2.65%		502.31	497.69
Postage	450.00	1.19%		269.25	180.75
Website and Office Expense	275.00	0.73%		239.70	35.30
Welcome Committee	50.00	0.13%		-	50.00
HOA Meetings/Events	1,000.00	2.65%		358.86	641.14
Other Expenses	4,607.00	12.19%		1,766.23	2,840.77
Bank Fees		0.00%		97.94	(97.94)
Capital Improvement				25,528.00	(25,528.00)
Non budgeted Capital Improvements					
totals	<u>37,800.00</u>			<u>63,465.87</u>	<u>-25,665.87</u>
est. remaining expenses					1323.49
Operating Account Balance 12/31/2023	<u>19,803.27</u>				

See below

EXHIBIT C



OPTION 1



OPTION 2



OPTION 3



HERITAGE BROOK MONUMENT SIGN PROOF FK 02-22-24



9059 Madison Blvd
 Suite I
 Madison, AL 35758
 (256) 881-5080

ESTIMATE

ES-M-2663

The way to grow your business.

Payment Terms: Cash Customer

Created Date: 3/20/2024

DESCRIPTION: Unlighted Logo Signage

Bill To: Heritage Brook HOA
 Heritage Brook
 Huntsville, AL 35758
 US

Installed: Heritage Brook HOA
 Betty Haynes
 Heritage Brook
 Huntsville, AL 35758
 US

Requested By: Betty Haynes
 Email: bhaynes@qualitybookkeeping.org

Salesperson: Cris Wayne
 Work Phone: 2059815391
 Cell Phone: 2565032937

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	OPTION 1 - Unlighted	1	\$1,565.00	\$1,565.00	\$1,565.00
1.1	Custom Item Taxed - 0.25" Flat Cut Aluminum Letters and Tree, Brown Part Qty: 1				
2	OPTION 2 - Unlighted	1	\$1,430.00	\$1,430.00	\$1,430.00
2.1	Custom Item Taxed - 0.25" Flat Cut Aluminum Letters and Tree, All White Part Qty: 1				
3	OPTION 3 - Unlighted	1	\$1,253.00	\$1,253.00	\$1,253.00
3.1	Custom Item Taxed - 0.25" Flat Cut Circular Aluminum Logo with Vinyl Overlay Part Qty: 1				
4	Installation of either option	1	\$450.00	\$0.00	\$450.00
4.1	Installation - Installation of either option, with all pieces Stud Mounted to Masonry				

Regarding production of custom signs, this estimate is valid based on information from client about the project requirements. Changes by the client after proof and quote approval may result in a change to the price of the produced signs.

Subtotal:	\$4,698.00
Taxable Amount:	\$4,248.00
Taxes:	\$382.32
Grand Total:	\$5,080.32

Please note our banking details are as shown below.
 Acct Name:
 BSB:
 Acct No:
 ABN:

Pro Turf Landscape Management LLC
Seth Todd
P.O. Box 127
Owens Cross Roads, AL 35763

HERITAGE BROOK HOA
BRITNEY SMALLWOOD
125 ELECTRONICS BLVD SW
HUNTSVILLE, AL 35815

Dear BRITNEY:

You recently requested pricing information from our company. Here is our quote:

Description	Quantity	Rate	Amount
Sod Installation, Includes Grade Work	50	4.75	237.50
		Subtotal	\$237.50
			\$0.00
		Total	\$237.50

Sincerely,

Jamie Engel
Pro Turf Landscape Management LLC
www.tryproturf.com

EXHIBIT D

Heritage Brook Home Owner's Association, Inc. 2024 Budget

<u>Income</u>	<u>2024 Budget</u>	<u>% of Revenue</u>
Revenue	37,800.00	
Pre-Paid Dues		
Late Fees		
Fines		
Interest Income		
Income	<u>37,800.00</u>	
<u>Expense Item</u>	<u>2024 Budget</u>	
Property Management	7,128.00	18.86%
Utilities		
Water	2,000.00	5.29%
Electric	300.00	0.79%
Landscaping		
Irrigation	500.00	1.32%
Landscaping Maintenance (ProTurf)	12,035.00	31.84%
Lawn Treatment/Chemicals (TDI)	1,800.00	4.76%
Common Area Tree Removal	2,000.00	5.29%
Insurance	1,700.00	
Legal Fees	1,000.00	2.65%
Postage	450.00	1.19%
Website and Office Expense	275.00	0.73%
Welcome Committee	50.00	0.13%
HOA Meetings/Events	500.00	1.32%
Bank Fees	-	0.00%
Signage	3,062.00	8.10%
Capital Contribution	5,000.00	
totals	<u><u>37,800.00</u></u>	

Capital Improvements

Opening Balance

Completed Capital Improvements

Projected Expenses

Hollybrook Circle - Sod and Irrigation Install, grading

Main Entrance Signage

Exiting Signage

10,300.00

4,650.00

700.00

Total Projected Expenses

Estimated Remaining Funds

10,300.00

4,620.00

-

14,920.00

\$4,993.51

Paid 5/30/2023

***Completed but not invoiced

Did not complete