

**Brooke Farm HOA
Meeting Minutes
March 16, 2016**

The annual meeting adjourned at 9:04 pm at which time all homeowners and residents were excused from the executive session. Board Members present: Kim Stowell (President), Thorman Jerry (Vice President), and Jennifer Tobin (Secretary). Andrea Talavera from Jeffrey Charles Management also present.

- Board discussed proposed payment plan regarding account 13145K. Kim motions to accept, Thorman seconds. All concur and motion carries. Andrea will contact attorney to proceed with payment plan.

- Review of collection listings and amounts

- Scheduled spring inspection for May 16, 2016 (subject to weather). Board will create a bullet point list of what Andrea should focus on during the inspection. Need to finalize Architectural Guideline Version 3 to send out to homeowners prior to inspection.

Executive session adjourned at 9:45 pm.