

Board of Directors
Summary of Activity & Outstanding Items
March 2017

The Board was unable to meet in March. This summary serves as a record of the activity and decisions made by the Board during that time. Outstanding items for review at the April meeting are also included.

Common Lot Improvements – The Board received the complete Premium proposal for the common lot after the February meeting. Complete proposal included concrete pad with gazebo, trees on back line & garden beds. The Board asked further questions of Premium via email and discussed with which improvements to proceed. Board members agreed to postpone concrete pad & gazebo installation until a later date & proceed with the following:

- Planting Along the back boundary of the area. Plants & Installation: (6) 8' Muskogee Crape myrtle and (5) 6' Southern Magnolias. This includes all plant materials, compro, mulch & labor per plan.
- Create (2) 8'x10' beds and plant (10) 1 gallon Stella D' Oro Daylily in each bed. The total number of Daylilies will be 20. (6) 3 gallon Pink or Red Knockout Roses. This includes all plant materials, mulch & Labor per plan.
- The proposal **cost for planting & labor is \$5265.**
- Additionally, water will be required over the summer at the **rate of \$55/hour** for 1 truck and 1 man. **1 hour minimum on all services at a minimum of 2x a week** during the summer months as recommended by Premium.
- Common lot improvements approved by the Board at January meeting (Aeration & Seeding, New Soil) will also be taking place.
- For future reference, a gazebo would increase insurance costs by approximately \$27/yr.

Storm Pond Clean-Up – Following the February, management received notice from PWC that deficiencies were found at the Brooke Farm Storm Water pond. Notice was received after the Board had already contracted and completed what was thought to be sufficient clean-up of the area. Inspections were also completed at the Drew Hunt Ct pond (no deficiencies found) and Summit School pond (deficiencies found).

- Andrea requested proposals for the work that needed to be completed. Only Premium responded. Jen & Thorman discussed the proposal by phone call and agreed that as the proposal cost was in-line with previous work & as a deadline of early April was given by county to complete the work to **approve the Premium proposal of \$2,490.** This will correct all deficiencies at all sites.
- The initial notice was sent to prior management. Andrea has corrected the problem.
- Andrea has also been in contact with the county to provide updates on the schedule to have work completed.

Litter Clean-Up – Kim received an email complaint from a homeowner on Brooke Farm Ct cul-de-sac. Part of the complaint involved excessive amounts of litter and debris that had accumulated in the cul-de-sac and neighborhood in general.

- To follow-up, Jen walked the neighborhood and did see large amounts of litter throughout, especially in the cul-de-sacs. A large amount of garbage however was on property beyond Brooke Farm HOA.
- Considerations to have are that 2 large wind storms had occurred just prior to the complaint and had happened on garbage days and homeowners had not yet started spring clean-up work.
- Andrea requested proposals for litter clean up. The only proposal received at this time is from Poop911 for \$54.95/Hr - Minimum 3 hours/Maximum 5 hours. Board will need to discuss at the next meeting.

Architectural Applications –

- 13150 Drew Hunt Ct – Incomplete application had been submitted prior to February meeting. Homeowner sent required info and the Board discussed/approved unanimously via email
- **13141 Habrown Ct** – Homeowner submitted application on 3/16/17. Jen informed Andrea that the application was incomplete and would need additional info for Board to review at next meeting. While walking the neighborhood on 3/27, Jen noticed that the work had been completed prior to receiving Board approval. Board will need to discuss the issue at April meeting. In the meantime, Andrea will contact to inform the homeowner that any work completed without approval may have to be removed.

Entryway Stones – Work was completed on Monday 4/3. Jen walked down and reviewed the work and approved the authorization for **payment of \$787** to Kyle Vincent.

Additional Items Completed

- Jen provided a bank confirmation authorization to Goldklang to finalize the audit.
- Kim completed State Corporation license paperwork

Additional Items to Discuss at April Meeting

- Scheduling May inspection & Sending notice to residents (Andrea emailed copy of last year's notice on 3/30)
- Spring newsletter
- Website status
- Brooke Farm v. Butt
- Community yard sale/BBQ