

**Board of Directors Meeting
Minutes of June 7, 2017**

Present: Kim Stowell, Jennifer Tobin, Thorman Jerry, Homeowners: Afsah (Brooke Farm Ct)

The general session was called to order at 6:40 pm by President Kim Stowell.

Open Forum for Residents

- Homeowner (1966 Brooke Farm Ct/Afsah) attended the meeting to discuss issues with trash can violation. The Board advised that it is sometimes difficult to tell the exact distance a trash can is placed on the side of the house through photos. The easiest fix is to ensure the can is 3 feet from the front corner and email a picture to Andrea to have the violation abated with no fine prior to the hearing date.
- Afsah volunteered to help with the BBQ set-up at 11am

Review of Meeting Minutes

- Kim motions to approve May minutes, Thorman seconds. All concur, motion carries.

Old Business/Outstanding

- Kim needs to email Andrea with pictures of the Welton Mews sign for warranty and/or replacement due to severe cracking
- Need to question legal about grass violation resolution options, specifically how the Board can require correction sooner than 45 days – we have already sent this question to legal however the answers have not been helpful so far
- Contact VDOT about no parking/towing signs for Brooke Farm cul-de-sac

Solar Lights

- The light was repaired however they are now 2 different colors (cool/warm temperature). As this is a new installation, the board expects they match and will have Andrea contact the Sun Capitol about correcting the issue.

Movie Rights

- The cost for an open movie license is large and would additionally include rental or purchase of equipment for showing. The condition of the common lot is not ideal for blankets/sitting at this time. Board will table this activity indefinitely.

Website

- Thorman was informed that the HOA does own brookefarmhoa.com and will work to merge the sites so that either name will direct to the community
- Jen emailed the documents to Thorman so that he can get them uploaded (Gov. docs, newsletters, applications, calendar, etc)
- Need to set a time for Kim & Jen to learn how to uploads and make changes to the page

Gazebo

- Need to get status of quotes from Andrea
- See what the costs would be to have a handyman assemble a pre-fab gazebo kit
- Jen & Kim will research additional options

Premium

- Kim & Jen met with Jeff from Premium to address concerns regarding service and condition of trees planted & common lot (Andrea also present for meeting)
 - Magnolia trees that were planted in Spring are in poor condition and some look near dead – Jeff informed that they would be covered under warranty since we have a watering contract with Premium
 - Common lot grass is weedy and looks terrible – Board had authorized soil amendments & aeration/over seeding which won't happen until fall. Jeff recommended the current action should be to spray for weeds ASAP (not sure if that has happened)
 - Common areas are frequently missed – Jeff recommended to avoid future issues, he would create a map using tax/county records (never heard back or received map)
 - Jeff also suggested that we spray the retention pond fence to eliminate cleared vine growth & he would send proposal (never received)
- Premium sent invoice for watering – amount charged is double what the proposal was, need to have Andrea contact Premium to find out exactly what is being done and why they aren't following the proposed watering schedule
- New issue that the garden beds installed in Spring look terrible, full of weeds and mulch is bare (contract states approximately 2 inches was to be placed), Jen will look at & take pictures to see what needs to be done before we have Andrea contact

Architectural Application

- Application for a 6' privacy fence received for 1900 Brooke Farm Ct. Kim motions to accept, Thorman seconds. All concur. Motion carries. Jen will email homeowner with approval & Kim will send approved application to Andrea.

Inspection

- Due to recurring violations, Board will look into cost of adding 2nd inspection in fall
- Would also like to talk with Andrea about more clarification in what is being sent as a violation (for example is a lawn violation being sent as just grass, weeds, edging, etc.) and if there is a way to note in the re-inspection report if violations were homeowner corrected or removed during the re-inspection
- Hearing date is set for June 28, 2017 at 7pm. Will email Andrea to have the notices sent by no later than 6/9/17.

BBQ

- Bounce house cost is \$125 -Thorman will pay and submit receipt for reimbursement, will be delivered Saturday morning
- Kim has games & prizes from last year
- Belinda will purchase items using receipt from last year
- Kim will email Walter about using power supply (possibly offer \$25 gift card for use & hassle)

Fence – need to check with Andrea if an application has been received for a fence that looks like it is being built at 1928 Brooke Farm Ct

Next meeting will be July 19 at 7pm.

The meeting closed at 8:28 pm.

Action Items:

Kim

- Ask Andrea to check on correcting solar lights (different colors) & send info about Welton Mews sign, email Andrea will application approval & about new fence construction at 1928 Brooke Farm
- Question to legal about grass violation options
- Call VDoT about no parking/towing signs

Thorman

- Upload documents to website

Jen

- check on gazebo options
- look at weed problem in garden beds

Andrea

