

BROOKSIDE HOA BOARD OF DIRECTORS MEETING MINUTES Jan2010 through Jun2011		
SUBJECT		REFER TO:/RESPONSIBILITY
Call to Order	Meeting called to order by Dick Snyder President @ 630pm.	
New Business	On motion a certified letter will be sent to Omni Mgmt Corp informing them that we are releasing them of their contract Feb 27th 2010 giving 30 day notice -	Treasurer - Lisa Parker
Bank Account	On motion treasurer was authorized to open an HOAX Checking bank account (Bank of York)	Treasurer - Lisa Parker
	On motion - a drop box will be placed at the exit of subdivision for homeowners to place questions and concerns	President - Dick Snyder
Call to Order	Meeting called to order by Dick Snyder President @ 630pm.	
HOA Meeting	On motion the HOA Meeting was scheduled for March 16th2010 at Wesleyan Church at 7:00pm.	Virgil Dey
Communications	On motion that each board member distribute door to door announcement and accompanying materials regarding upcoming HOA meeting, and obtain current contact info from homeowners	All Board Members
EIN#	On motion board to obtain EIN# - motion approved by all board members	Treasurer
Domain for WEB Page	On motion obtain domain for Brookside-hoa.com for web page - motion approved by all board members	Treasurer
PO Box	On motion - obtain Post Office Box at post office for HOA Mail - Motion approved by all board members	Treasurer
Call to Order	Meeting called to order by Dick Snyder President @ 630pm.	
	No motions made - however board discussed, 2009 budget vs. 2010 budget, violations, lights, front sign repair, liens, landscaping, and committees.	

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HOAX Meeting	HOA meeting with homeowners - no motions made. Board brought homeowners up to date on financial, and other information regarding cancelation of Omni contract	
Call to Order	Meeting called to order by Dick Snyder President @ 630pm.	
ARC	On motion - ARC committee to be responsible for violations	ARC Chairman - Dave Vass
Beautification	On motion Graham Stafford was approved as Chair for Beautification Committee	Graham Stafford
Community Events	On motion Steven Jewell was approved as Chair for Community Events Committee	Steven Jewell
Call to Order	Meeting called to order by Dick Snyder President @ 630pm.	
ARC	On motion Dave Vass asked board for approval that if any homeowner submits a ARC request, homeowners must be current with dues/assessments prior to any approvals - Motion Approved	ARC Chairman - Dave Vass
Entry Sign	On motion - additional bids will be sought to repair entry sign	ARC Chairman/President Dave Vass/Dick Snyder
Beautification	On motion since no funds are available at this time we will wait until further action to release funds to Graham to plant flowers at entrance. Additionally due to repairs needed to front entry sign, expenditures should not be made at this time for flowers	Graham Stafford
Community Events	On motion - Dave Vass will contact Brenda Love to use her vacant property to use for our next community event	Dave Vass
Call to Order	Meeting called to order by Dick Snyder President @ 630pm.	
MINUTES REVIEW	President made motion to Review minutes of last meeting. - Motion made by president and 2nd by secretary for approval of last meetings minutes.	Secretary

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TREASURES RPT	Treasurers report: emailed by Treasurer July 3rd. Deposited \$2,625 today 7/6/10, bringing current balance to \$4,111.19. Treasurer provided Bank Balance Sheet for June 30th, and Withdraw spreadsheet for board review. In addition to current dues tracking sheet, indicating dues paid thus far, and outstanding dues. Dave Vass checked pox box prior to meeting, 3 checks received to be deposited - \$1,040.00 from Omni (owed to HOA for erroneous overpayment on mgmt fee from Apr08 through Feb2010), \$125.00 from Shay Holland 412 Brook hollow Lot#50, and \$125.00 from Roger Batson 789 Chipmeadow Lot#59. bringing new balance to \$5,401.19 after tomorrows deposit by Steven Jewell	Treasurer
RULES OF ORDER	Review of Roberts Rules of Order by president - following parliamentary rules i.e. more relaxed rules. Prior to any votes, president to ask for confirmation of motion by secretary to read motion to ensure accuracy prior to vote.	President
ROLES	Motion by president covering Roles- Chair, Secretary, Treasurer.	President
OMNI-CLAIM	Motion made by Dave Vass to not -file small claims against OMNI? RECEIVED CHECK#8810 in the amount of \$1,040.00 from Omni - owed for overpayment of mgmt fees from Apr08 through Feb2010. No other monies is due at this time. All board members present voted in agreement.	Board
OMNI AUDIT	Motion made by president to not call for an audit of OMNI due to the fact that \$1,040 was received today by Omni and no other monies. All board members present voted in agreement .	Board
ENTRY SIGN	Motion made by Steven I to see if HOA could get Vocational School(York Tech) to repair to save funds for Front entry sign fix – review of bids in at this time. 1wt quote Hess Masonry= \$1,950.00 2nd quote David Finns>? 500 to \$1,500.00. 2nd Motion to seek other bids Via Craig's List 3rd Motion by President - Dave and Steven authorized by board to "authorize work to be completed once remaining bids are in and compared to current bids, not necessarily by price only. All members voted in agreement.	Steve Jewell to follow up on motions

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Entry Sign - WATER	Motion made to contact Landscaper (Harrison) to verify working order of water at the entry sign. All board members voted in agreement	Steve Jewell
LEGAL LIAISON	Motion made to select Secretary as board member whom shall serve as our liaison with the attorney/paralegal? All members voted in agreement	Dave Vass- Secretary
SETBACKS	Motion made by all members present to defer to another meeting on how to administer set backs -4.15.E Brookside Covenant Pertaining to parking recreational vehicles and or trailers regarding "Building Setback Lines" No boat or similar vehicle " Shall be parked on the street or nearer to the street than the front or side building setback lines - Set backs by county zoning as of Jan 1 2010 25ft from the curb to the front, 5ft from side properly lines, and 5ft now on the back property line. All members in agreement to defer	BOARD
WEB PAGE	MOTION made to have Secretary get HOAX WEB page running.Dave to chek out web page hosting something like 1and1.com (9.95 per month for basic site.) Get it up and running if can do for under \$150.00 per year. Board in agreement	Secretary- Dave Vass
HOMEOWNERS MEETING	Motion made for Home Owners Meeting for Oct 12th 7pm First Wesleyan Church York SC - All members in agreement	Virgil Dey
ATTORNEY - FEE	Motion to not pay Attorney retainer fee received. 2nd motion made to shop/look for local attorney	President/Secretary
WEB-DOMAIN NAME	Motion -to Keep the Domain Name from Feb/ March Purchased brookside-hoa-com. Do not renew,the domain purchased this last month Confirm with Lisa for actual web address. All board members voted to disband the 2nd one purchased in Jun2010. was to only be used due to typo on invoices that were mailed in Jun2010	Secretary - Dave

Brookside HOA Board of Directors Meeting Minutes Master - Jan2010 through Jun2011

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SUBJECT		REFER TO:/RESPONSIBILITY
Past Due Account	Motion made to allow homeowner at 740 Chip meadow LN(Lot4) Kendal Aton to make payments of of \$100.00 for 5 months (July through November) ending November 31 2010 All board members voted in agreement (revision from 500 for 5 months beginning July , and 125.00 due in Dec by 12/31/100 933PM 7/6/10	Secretary/Treasurer
BOARD MEETING - NEXT DATE SHED	Motion made to have next board meeting - AUGUST 24TH 2010 630 PM - Dave Vass's House - All members in agreement	All board members
Call to Order	Meeting called to order by Dick Snyder President @ 637pm.	
MINUTES REVIEW	On motion review of board minutes approved with noted changes/corrections	Secretary
TREASURES RPT	Report by Treasurer - \$8,722 outstanding assessments past due. Approx 37 homeowners have not yet paid current years dues/assessments. \$4,548.30 CURRENT BALANCE AS OF 7/31/10 \$1,950 check to Hess Masonary will be sent 8/25/10.	Treasurer
ARC	No Report/No Activity - New timer to be installed at front entrance sign for flood lights by month end	ARC Chairman
City	Report by President - No annexations to be made by City at this time due to moratorium	President
Sink Holes	Report - no new additional reports on progress of homeowners with sink hole issues.	President
Law Firm	On motion by president to obtain the Law Firm of Brice Law Firm LLC to be retained as attorney for Brookside HOA. No retainer is needed/due. Current charges - \$125 per hour, and \$75.00 per letter. President to contact Brice in regards to clarifying if HOA must become incorporated. Motion seconded and approved	President
Liens	On Motion - Lien Process - If assessment is not paid after 90 days (Oct) letter of intent to homeowner indicating Lien will be placed if not paid within 30 daysby Nov 1st. At 120 days, Lien will be placed on property Also note - homeowner would have already recieved 1st invoice by June 1, another opent statement invoice in August. First letter will be from Board, the second letter will be sent by attorney. Motion seconded and approved by board.	Treasurer

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SUBJECT		REFER TO:/RESPONSIBILITY
Foreclosures	Motion by president to defer/table foreclosure process for next meeting	
By Laws	Board reviewed draft 2 of by laws. President will make boards changes for draft3 for review	President
Suggestions	Have sign up sheet at door at next HOA Meeting/obtain current contact infor/Gather names ahead of time of those wanting to serve on board/copy ahead of time of bylaws/gather members questions ahead of time/	
Donation	Motion made to collect donations for First Weslyn Church for use of their facilities by placing a donation container at door for homeowners to donate for hospitality use.	
Next Board Meeting	Motion for Next Board meeting for Oct 5th 630pm @Dick's House 824 Chipmeadow	
Call to Order	Meeting called to order by Dick Snyder President @ 635pm.	
MINUTES REVIEW	On motion review of board minutes approved	Secretary
TREASURES RPT	Report by Treasurer - \$ 7,253.70outstanding assessments past due. Approx 30 homeowners have not yet paid current years dues/assessments.\$250.00 deposit made in Sept, in addition to \$843 deposit made in Sept carry from Aug, \$437.50 deposits made in Oct. Water & Electric Paid for Oct2010 \$3,252.37 CURRENT BALANCE AS OF 10/05/10 Treasurer has also tenured resignation effective when replacement board member is voted in. Also note if a board member leaves the board, they should contact IRS and notify they are no longer on the board of HOAX, since they were originally registered, and the Board should notify it's replacement. Ref# EIN 80-0543316	Treasurer
ARC	Report - 3 Homeowners to receive violation letters, Erection of fence without ARC Plan & Plot Plan submission, 2 homeowners parking vehicles and trailers on front yard, back yard not on approved parking pad On Motion to have ARC Chairman and Committee to set at a later date to be specified along with board a meet date within the next 30day, preferably within 2 weeks of today	ARC Chairman
By-Laws	Motion made to approve by laws to the HOA at Meeting on Oct 12th Motion approved	President
Sink Holes	Report - Homeowner on Applewood has retained a lawyer to seek leagal action against original developer for sink hole issue on his property	Secretary/ARC & Violations

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SUBJECT		REFER TO:/RESPONSIBILITY
Liens	Report - Board still planning to begin to place liens on Nov 1st. ALL LOTS DELINQUENTS	President
Q&A	Report - Review Q&A from last Homeowners meeting in March	Board
Expenses	Motion made that BoD can not spend monies for any type of expense without first prior board approval if they are not already budgeted. Motion approved. Motion made by Treasurer to reimburse Dave for reimbursement of expense for lot maint. At 403 Brookhollow Drive. Motion approved 3/2. Motion made to preapproved budgeted set min dollar amounts i.e. \$100 for emergency discretionary repairs an maintenance - Motion died no acceptance, no vote nor approval	President
403 Brookhollow	Motion made that Beautification commit. Continue with planned project to rake/mow/weed/ at 403 Brook hollow Dr Motion approve but with only 3/2 approval	ARC/Violation
403 Brookhollow	Motion by President that story of 403 Brookhollow Property told and presented to homeowners that BOD will not continue to maintain due to liabilities	President
HOA Meeting Preparation	Report - Table at front with 2 or 3 volunteers at check in for roll/sign in, address, contact verification, proxy statements received, hand outs presidents report, treasurers report, summary of covenant. Nomination Sheets to receive names and nominees of persons with most nomination votes wanting to serve on board of directors, HO to stand up give name and address, facing owners so all can speak, table at front for secretary to record meeting minutes, white board with pen . Steven/Lisa/Virgil to count ballots for election of BoD members. Receive offering for the church	
HOA Meeting Agenda	Report - 7pm call to order, Presidents Rpt, Treasurers Rpt, Proposals, Volunteer Sign Up, Election of Board of Directors, Questions & Dialog, Offering to Donate back to First Wesleyan Church Adjournment of Homeowners, New Elected Board Members to group and vote on chair/positions	
BROOKSIDE HOA BOARD OF DIRECTORS MEETING MINUTES OCT2010 through current		
Board Members: Dave Vass President, Tiffany Hudson Secretary, Larry Mathewson Treasurer, (Donna Kimberley Book Keeper) Dave Prescott ARC/Violation Chairman, Steven Jewell		

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SUBJECT		REFER TO:/RESPONSIBILITY
Call to order	Meeting called to order by Dave Vass President @ 635pm. (All members in attendance.)	
Minutes Review	Minutes approved	
TREASURES RPT	Treasures report: Lisa submitted 3325.37 corrected amount minus 62.50 (homeowner #19 insufficient funds 62.50) and 10 dollar fee Outstanding dues 7325.20	
ARC	Dave Prescott was voted in as ARC/Violation Chairman... True homes wants us to approve their plans to build, but they are not going to purchase the lots until they have home buyers. Notices are being sent out for overgrown lots.	
Q & A	Bringing new board members up to speed with question and answer.	
Motions	*Motion made to protect delinquent homeowners privacy by assigning them a number on a delinquent list. (passed unopposed) *Motion for Larry Mathewson to hold Treasurer's position. *Motion for Dave Prescott to hold Arc/Violation Chairman position. Motion to communicate and conduct board information by email (passed unopposed) *Motion to adjourn	
Call to order	Meeting called to order by Dave Vass President @ 6:30 (Attendance: Steven Jewell, Donna Kimberley, Dave Vass, & Dave Prescott)	
Minutes Review	Minutes approved	
Treasurer's Report	3,334.89 Balance, to be paid Duke Power \$459.09, Water \$11.21 Motion made & Approved Treasurer's RPT	
Secretary Report	Motion made & Approved Sec. RPT for 10/25/10	
Bookkeeper	Motion made for Donna Kimberley to hold Bookkeeper position to assist Treasurer. - Motion Seconded & Unopposed by all in attendance	
Delinquent Accounts	[19] - INT - Dues to be paid in full by 1/31/11 /w \$10.00 INT Charge \$125.00 [18]- Payment Plan- Due in full by FEB 28 2011 [6] Confirm amount received \$103.77 Prorated	
Call to order	Meeting called to order by Dave Vass @ 6:40 (Attendance: Dave Vass, Steven Jewell, Tiffany Hudson, Donna Kimberley)	
Minutes Review	Dave V. read minutes...minutes are approved	
Treasurer's Report	Balance \$2,738.90 With the current balance, delinquent dues are needed to maintain HOA liabilities	
Delinquent Dues update	Since 12/6/10 meeting HOA has received payments from ref#'s 4, 5, 6(partial), 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19(partial), 21, 22, 23, 24, 25, 26, 27, 28, 29 30, 31, 32, 33 -- 21 lots remaining to collect on.	
Notes	Committes are to be addressed at the next meeting.	
Motion	Motion to close	

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Call to order	Meeting called to order by Dave Vass @ 6:42 (Attendance: Dave Vass, Steven Jewell, Tiffany Hudson, & Donna Kimberley)	
Minutes Review	Minutes approved unopposed	
Treasurer's Report	Balance \$3023.11	
Deliquent Dues update	5 past due balances have been collected. Liens will be placed on the final 14 deliquent accounts on April 26th.	
Incorporation	Issue carried over until the next meeting.	
Beautification	Beautification committee (Marie Vass, Tiffany Hudson, Melissa & Denny Ries) met and discussed flowers and maintenance for the Brookside entrance. Beautification committee director still to be assigned.	
Motion	Motion approved to purchase mulch and perennials.	
ARC	Request to extend pation approved for 44 Brookhollow Dr. and fence approved for 1210 Applewood Dr.	
Social Event	issue carried over until the next meeting.	
Next Meeting	Thursday May 19th @ Dave Prescott's house.	
Adjourn	Motion to adjourn by Dave Vass @ 7:37pm	
Call to order	Meeting called to order by Dave Vass @ 6:37 (Attendance: Steven Jewell, Dave Prescott, Dave Vass, Donna Kimberley, Tiffany Hudson, & Larry Mattewson)	
Concerns expressed	HO Bill Henley expressed concerns regarding a vehicle on jacks & boat on driveway. Discussion with clarification of the bylaws commenced between the board and complaine. These concerns will be investigated and approached if needed.	
Treasurer's Report	Account balance \$3217.71, Past due collection = 705.82 There are 11 remaining lots with outstanding dues.	
Motion	Motion made to send lien notice to 741 Chipmeadow. Motion unopposed (send via registered return receipt)	
Motion	The board voted unanimously to enforce a flat \$25 fee for the lien process. \$10 to place the lien, \$5 to lift, \$10 for any other legal fees or postage	
ARC	445 Brookhollow approved driveway widening, 1213 Applewood patio slab extension approved	
Landscaping	Larry committed to donate landscaping cloth, Mowing to be maintained on a volunteer basis	
Motion	Motion made for mowing to be maintained on a voluteer basis. Passed unopposed	
Motion	Motion made to allow for a \$200 Budget for Beautification Project. Passed unopposed	
Incorporation	Board discussed pros and cons of being incorporated and options of becoming incorporated. It has been found that it would be cheaper to start a new LLC and maintain old CCR's.	

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SUBJECT		REFER TO:/RESPONSIBILITY
Motion	Motion made to have HOA Attorney to proceed with the creation of a new incorporation at the rate of \$535. Passed unopposed.	
New Buisness	*Reminder to be posted online for neighbors to pick up trash and recycling containers by the night of trash pick up and place them in the appropriate areas. *Illegal dumping on vacant lots is trespassing and violation of county ordinaces.	
Next Meeting	6:30pm Wed. June 22nd @ Larry Matthewson's house	
Motion to close	Motion made to close at 8:27 by Dave Vass	
Call to order	Meeting called to order @6:40pm by Dave Vass (Attendance: Steven Jewell, Dave Vass, Tiffany Hudson, Larry Matthewson, & Donna Kimberley)	
Concerns Expressed	(Cont.) Concerns have continued to be expressed by home owner Bill Henley to Larry M. These issues will be referred to Dave P as an ARC issue, but are believed to be a possible issue for the county.	
Old Business	It is reoccurring issue that grass shavings and mulch are being dumped on vacant lot. Dumping violations and trespassing will be reported to the authorities. Also, contact has been made to Hope Bergaini for lot plan numbers and in lieu of the HOA communication box being removed from the front of the neighborhood property.	
Treasurer's Report	The Account Balance \$4,585.95 and HO dues are due July 31st.	
Motion	Motion made to refund Donna \$13.67 for picnic supplies and certified letter expeses. (Passed unopposed) Motion made to approve Treasurer's Report. (unopposed)	
Incorporation	Paperwork for the incorporation has been signed and approved. Legal fees equaled \$385.	
Next Meeting	The next meeting will be hosted by Dave V. August 24th @ 6:30pm.	
Motion to adjourn	Motion made @ 7:32 by Tiffany H. and passed unopposed	