

Brookfield Owners Association
Board of Directors Meeting
August 4, 2020 5:30 PM
Zoom Conference

CALL TO MEETING

Meeting was called to order at 5:31 PM. In attendance were board members Richard Shelton, Wendy Russom, Ryan Drepaull, and Scott Dollins. Brian Schroeder from Goodwin & Company in attendance as well.

HOMEOWNERS FORUM

T. Grey O'Neil: Requested clarity on the reasoning Uncollected Assessments [of approximately 70K] was removed from the balance sheet. Brian clarified there is a difference in accounts due to the accounting method; previously CMA used an accrual accounting method and Goodwin is on a cash accounting method. The outstanding assessments through end of July is \$92,086. Several delinquent accounts are at the point where it is legally ready for foreclosure sales, however with the courts being closed due to COVID-19, these accounts are at a halt. The Association has reasonable efforts to assist homeowners [especially during this time] by waiving soft costs and providing payment plans. Moving forward, if the homeowner is not on automatic payments [in TownSQ], a statement in the mail [via USPS] will be provided before the assessment is due.

Patrick Barrow: Brought to the attention of the board a resident with an unsightly vehicle that appears to fit Section 3.13 of the governing documents with an expired registration over six years. Brian previously communicated with Patrick on this matter and noted that the address in question has sensitive information pertaining to it, however Brian shared that the compliance department is aware of the issues and has confidence that they are doing their due diligence in addressing the lawn or inoperable vehicle. Compliance department will follow up and use every means to ask the homeowner to comply. Additional details and discuss to follow in executive session.

Leslie Hay: Requested clarity on the association's pool schedule for the season. The board is going to assess whether the pool will close following the end of the Labor Day holiday. Factors include pool usage and cost. The cost this year is definitely higher due to additional safety measures taken due to COVID-19. Before the pandemic, the board's intention was to keep it open throughout September, however with the additional cost for the safety measures, the board is discussing the idea of remaining open on weekends throughout September.

REVIEW AND APPROVE PRIOR MEETING MINUTES

Wendy Russom made a motion to approve the March 26, 2020 Board of Directors meeting minutes. The motion passed unanimously.

TREASURER REPORT

As of July 31, 2020, the Association total assets are \$751,696.57. There is a change in the

reporting giving the accounting method change as previously discussed. The line item noted Fund Change-Prior Manager in the amount of -97,470.35 is how the change was recorded/balanced. Monthly financials are posted on the Association website for review.

COMMITTEE UPDATES

- Social Update – Erin: With Halloween coming up the current plan is for cars to participate in a drive throughout the neighborhood similar to a “trunk or treat” in the past. Plan to be solidified for Halloween evening and proposal presented to board on possible funding. Requesting ideas to be shared for social distancing plans for the next holiday.
- Landscape Update – No major changes with landscaping. Slight problem with trees in the association dog park—appears to be dead/unhealthy. The board authorized a small improvement to the entrance of the dog park. Dog park fence is under repair/replacement given the gaps in the fence. Yellowstone to provide proposal for sprinkler leak in front of pool entrance. Three bids were obtained on the repair or rebuild of the entrance signage at St Patrick and Dessau community entrance. The board will vote on which contractor to proceed after reviewing their proposals.
- Pool – Two sets of Ozone generators and UV lights were installed to clean the pool. It was costly, but well worth it for the safety of our residents given COVID-19. Monitors have maintained order and restrictions at the pool. The board’s intention is to keep the pool open so long as safety is maintained. Recently a shade over the kiddie pool area of the pool had rendered a broken component. Although Brian made efforts to have a vendor repair it on Saturday, a repair person could not service it the day of and therefore the repaired was completed the following Monday.

OLD BUSINESS

- Flock Safety – Late last year the board approved the exploration of an ALPR camera system to be installed at the entrances. Photos of every car entering the neighborhood would be cataloged and, in real time, the license plate is [automatically] queried through the FBI hotlist. If there are positives against the list, they are instantly communicated to law enforcement [for their investigation]. Case studies shown this would decrease petty crimes which has been a voiced concern from several homeowners. We’re the first community in Travis County to explore this and obtain signoff by the Sheriff on the MOU [last week]. Contract with Flock to be signed next week. There will be a total of 7 cameras installed. The privacy concerns have been addressed as the data belongs to the association and the data is not shared unless there is a match. The board does not intend to review the data unless there is a written and specific request from a homeowner as a result of a crime. The data is deleted after 30 days. The cost associated is roughly \$2,000/per camera/per year, so roughly \$14,000 billed annually. Installation date is to be determined once contract signed.

- Architectural Rules – A draft has been completed, but is pending further revision and review by the Architectural Control Committee and Board of Directors. The rules have been simplified to provide clarity for homeowners.
 - ACC requests generally are reviewed within one to two days after homeowner submittal.

- Enforcement of CCRs – Reminder that the violations that are sent out to homeowners are to help keep the neighborhood clean/neat, safe, and maintain high property values. Some common violations seen include cars blocking sidewalks, low tree branches, unkept lawn, garbage kept out front, and bulk items on the curb. Chickens are not permitted in the neighborhood.
 - When the association changed management companies, the board collectively reviewed every violation Goodwin was sending out. Compliance drives are twice a month and a community drive take a full day to perform. Although we have these drives, the association needs assistance in identifying these violations by the homeowners.
 - CCR stands for Covenants, Conditions, and Restrictions. Covenants refers to the standard which everyone is in agreement to as they move into the community; and they will live by these standards and expect their neighbor to [live by them] as well.
 - If a homeowner has temporary conditions, due to maintenance, notify Goodwin in advance to prevent a letter for it. Notification can be by email or TownSq app/website.
 - Twice a year, each homeowner can have a bulk trash pick up for free if they contact the sanitation department.

- Common Area Repairs – Pool cameras have been replaced and upgraded with a 4k camera system. The board saved funds by doing it ourselves instead of hiring a vendor.

- Annual association meeting – Due to COVID-19, the school wasn't permitting to host and elections on zoom wasn't ideal given complexities with following voting protocols. Last year it was difficult for homeowners to show up and/or return their signed proxy. Brian to review documents to determine whether the language allows for electronic balloting. The attorney's office advised to wait until public health policy permits meeting to be held.

NEW BUSINESS

- Billing/Collections Practices - Slight change when management company changed; as discussed earlier, moving forward, if the homeowner is not on automatic payments [in TownSQ], a statement in the mail [via USPS] will be provided before the assessment is due.

EXECUTIVE SESSION

The Board convened in executive session and voted on an outstanding collection items and reviewed attorney reports.

ADJOURNMENT

Richard Shelton made a motion to adjourn the meeting at 7:00 PM. The motion passed unanimously.