

**Brookfield Owners Association**  
**Board of Directors Meeting**  
April 15, 2021 5:30 PM  
Zoom Conference

**CALL TO MEETING**

Meeting was called to order at 5:32 PM. In attendance were board members Richard Shelton, Wendy Russom, Ryan Drepaul, and Scott Dollins. Brian Schroeder from Goodwin & Company in attendance as well.

**HOMEOWNERS FORUM**

*Patrick Barrow (1509 Sweet Leaf Lane):*

Requested an update on the concerns/violations on a home near his residence. Missing fence pickets causing concerns of unwelcomed intruders and increased crime generally on Sweet Leaf Ln. Acknowledged the courts may be opened up, but understandably there would be a backlog, even if a hearing is granted. Due to privacy reasonings, the circumstances regarding the home remain confidentially and isn't for public discussion. Continue to report to the sheriff; the more reports notified, the more patrols we can get.

*Erin Quarles (1113 Tudor House):*

Shared discussions from NextDoor platform: Many compliments on Halloween contest and thanking about the new playgrounds. The new playgrounds helped the kids during the pandemic. Some concerns shared around the common areas with bare grounds and trees; suggested a 2<sup>nd</sup> arborist to provide opinion. Board spoke about this and given the tough winter; advisement was provided that the trees are going to come back. Our neighborhood vegetation came out better than most.

Another concern is the nuisance and noise coming from muscle cars chasing each other on Tudor House every night. Suggestion to increase reporting to Travis County Sheriff, since they advised they aren't getting enough reports to take action. Discussed the possibility of speedbumps, however based on prior interactions with the county, it is unlikely. Directed Erin to call Travis Country Transportation Department (manages our roads) to make request. Recommended Erin to keep asking people to report speeding offenders and if they have a description of the vehicles, the license plate information can be retrieved.

*William Faye (1108 Darjeeling drive):*

William is a VP of a board of a condo in South Austin. Acknowledged that the [Brookfield Homeowners Association] Board is all volunteers. Expressed concern about the car shows going on from 1100 Tudor House Road, and suggested to just call the police if something wrong. Also, acknowledged that the Board has extremely limited power in this matter as this is consider a criminal offense. Asked about rules in place for noise restrictions. Recommended to report it to the police if noises after 10 p.m. Another concern mentioned is that people who post on NextDoor have been threatened/alleged incidents, so more calls to the police are recommended.

*Andrea Hendricks (1512 Darjeeling Drive):*

Presented a couple of questions regarding complaints filed through the email systems, and seemed to have gone without response or action. She mentioned that the side of the house backs up to 2 neighbor backyards. The fence of their yards are broken and they have unsightly items such as refrigerators and general items that can be seen from the street. Three complaints have been filed regarding this residence. Brian asked to be contacted regarding this and he will forward to the compliance department.

Compliance follow-up process remains private between the Board and the Goodwin Compliance Department. The time period between notices is 2 weeks, first one is a courtesy notice, and 2<sup>nd</sup> notice is when fines will incur. Residents are allowed 2 weeks to remedy to matter. This issue has been reported since December to the compliance mailbox.

*Leslie Hay (1420 Morning Mist Lane):*

Add on to the tree concern, there are many bare spots around the common areas. The notices for unkept outdoor spaces went out, making some neighbors upset that the common areas are looking unkept and commenting about it in Social Media outlets. Yellowstone (landscaping) mentioned that due to the strong winter, they are waiting until June to allow the plants and trees to come back.

Board only asks for neighbors that have been cited to acknowledgement of the issue and have a plan to revitalize their garden/ outdoor areas. The Board also approved xeriscapes for areas around the traffic circle, completion time should be announced soon.

*T. Greg O'Neil (14904 Valerian Tea):*

Inquired about the legal expense in the budget and how account receivables are evidenced in the financials. Suggested to suspend legal fee accounts due to existing pandemic related eviction moratorium. Inquired about ways to reduce the legal cost budget as it is high. Brian mentioned that there are several attempts to reach an agreement/payment plan with the resident, however it is a very timely process. The Board mentioned that using the current legal procedure is the only compliance avenue they have to collect fees for delinquent accounts. Brian referred to review the income statement with budget comparison. Uncollected assessments are approximately \$40,600. There is approximately \$75,000 in outstanding legal fees which is collected at the time of settlements. Brian to check on the feasibility to run report to depict a monthly trend. Brookfield Owners website to be updated with latest financials.

*Enrique Serrano (14921 Sassafras Trail):*

Leslie and Erin posed the question about the landscape bare posts. There is a concern with trash around the Tudor House Community entrance. Also, there are also several neighbor's fences just falling; he will follow the complaint process explained before. Board acknowledges the issue and will look for solutions. Yellowstone usually pick-up garbage during their service time.

Water restrictions during the summer might influence the landscape health.

*Adrian Salazar (1609 Lady Grey):*

First time joining the meeting presented the concern about garbage around the community, residences with unkept landscape and fences with that need repair not only on the resident side, but also the city side. The Board reminded the resident about the current process for compliance and violations. Suggested the resident to report unkept landscape areas and fences.

*Ana Brugger (1104 Coronation way):*

Inquired about upcoming social events. Erin suggested to reach out to the HOA with any ideas. Due to the pandemic, several events have been cancelled due to the county restrictions.

*Andy Racic:* Present, however no comment.

### **REVIEW AND APPROVE PRIOR MEETING MINUTES**

Scott Dollins made a motion to approve the January 5, 2021 Board of Directors meeting minutes. The motion passed unanimously.

### **TREASURER REPORT**

As of April 15<sup>th</sup>, 2021 the Association total assets are \$904,180.78 split between the cash account and reserve account. Outstanding balances due is approximately \$140,000.:

### **COMMITTEE UPDATES**

- Social Update – No update during meeting. Erin will share an update via email.
- Landscape Update – After the severe winter weather, Yellowstone is waiting until June to report which trees will need to be replaced. Mulch will be covering the bare spots in the common areas as a courtesy.
- Pool: Pool season will begin on May 31<sup>st</sup>, 2021 until September 26<sup>th</sup>, 2021. Same COVID-19 safety protocols will be followed as 2020 season. Every resident will be requested to sign a liability release. Due to an existing complain, new pool vendors are being consider.

### **OLD BUSINESS**

- Common Area Repairs – Several repairs due to the winter storm.
- Architectural Rules – Pending final discussion and review by the Architectural Control Committee and Board of Directors.
  - Color palettes have been set to allow residents approvals to be easier. Positive feedback received already.

### **NEW BUSINESS**

Pool resolution: New pool rules to follow CDC and Austin Public Healthcare guidelines. To be in effect until rescinded or changed. Scott Dollins made a motion to approve the new pool resolution. The motion passed unanimously.

**EXECUTIVE SESSION**

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

**ADJOURNMENT**

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