



BROOKWOOD

**ANNUAL HOMEOWNERS MEETING
OCTOBER 24, 2016, 6:00 PM
PHILIP S. MILLER LIBRARY
100 S. WILCOX STREET, CASTLE ROCK, CO**

I. DATE AND TIME

The Brookwood Subdivision Filing No. 1 Homeowners Association (referred to hereinafter as "Owners") Annual Meeting was held on Tuesday, October 24, 2017 at 6:00 PM at the Philip S. Miller Library, 100 S. Wilcox Street, Castle Rock, CO.

II. CALL TO ORDER

Director Tarbox called the meeting to order at 6:04 PM.

Directors present: Steve Tarbox, Kathy Snow, Mark Campbell, Robert Scavo (Steven Guillaume, Excused).

Also present: Teleos Manager, Mary Gibbons.

Homeowners present: See Sign-In Sheet

III. PROOF OF NOTICE AND ESTABLISHMENT OF QUORUM

Manager disclosed that the Annual Meeting Notice, proposed 2018 Budget and Proxy were mailed to all homeowners of record on October 11, 2017. Manager received 9 (nine) proxies for voting purposes.

With eighteen homes represented by owners present and 9 proxies, Director Tarbox stated that a quorum for the meeting had been established.

IV. HOMEOWNER EDUCATION – CB INSURANCE

Tressa Bishop with CB Insurance provided an overview of the Commercial Insurance coverages including first party Property Insurance for the common areas, General Liability Insurance, Fidelity/Crime Insurance, Directors and Officers Insurance, and Workers Compensation and Employer's Liability Insurance, which covers volunteers so long as there is a Board resolution approving the committee of volunteers.

Umbrella Liability Insurance provides excess coverage up to \$1 million for all liability policies.

V. APPROVAL OF ANNUAL MEETING MINUTES – October 12, 2016

A motion was made by owner Karen Tarbox, seconded by owner Faye DiFrancia to approve last year's minutes. Upon vote, the October 12, 2016 Annual Meeting minutes were unanimously approved.

VI. NEW BUSINESS

Ratification of 2018 Budget

Director Campbell provided an overview of the budget.

Director Campbell advised that reserve funding was driving the increase in HOA assessments. The HOA Bylaws require financial responsibility by the Board. There is a need to build funds for repairing retaining walls, future replacement of the front monument, mailboxes and private roads in accordance with the Reserve Study. Director Scavo added that the Board had analyzed the reserves and considered the alleviation of financial burdens on homeowners as much as possible.

HOA assessments will be increased to \$235/quarter beginning January 1, 2018. Director Campbell provided a summary of all income & expense items on the budget, including working capital contribution from new homeowners.

An Engineering study is needed on retaining walls to determine what walls are truly acting as "engineered" retaining walls. That study will help the Board make a decision as to what walls will be repaired and when. The Board will be working on engaging an engineering firm to inspect and provide opinions. RFP's will be submitted to various engineering firms once likely candidates are identified. Any expense for an Engineering study in 2018 will be expensed from Reserve funding.

Owner raised question whether Richmond could help provide a Developer discount with the vendor contract to repair or an engineering firm that would provide a study.

Director Campbell provided Owners with HOA assessments that other communities in the immediate area are charging their owners. The Board believes the current increase is in line with other similar communities in the area. Owner questioned whether there would be another increase in 2019. Director Tarbox advised that operating costs were now better understood and the Board was committed to actively control any further operating cost increases. He did not foresee operating costs increasing such that they might result in an increase in HOA fees in 2019.

The Board bid all major vendors in 2017 to better control and provide best estimates for 2018 expenses, as well as to improve vendor service levels and accountability. Request for Proposals (RFP) used guidelines for expected services throughout the community

for professional management, landscaping & snow removal, trash removal, tree services and HOA insurance. The Board evaluated all responses for completeness to our expectations and interviewed companies where needed to select the best fit for our community that included desired service levels and competitive prices.

Owner asked what performance criteria the management company can be held to. Director Campbell advised that four different proposals and sample contracts were obtained and none contained any claw-back provisions. The prevailing concept left is that if services are not being performed by the management company, the contract can be terminated, typically without cause.

Owner asked what the management company's duties are. Director Tarbox advised that the management company collects assessments and pursues collections for homeowners who are in arrears, pays HOA bills, performs site inspections for covenant enforcement, and assures compliance with the CCIOA regulations.

The management company fee will be essentially flat for 2018 with the new management company, after taking into account differences in how different services were billed.

The Board has contracted with a new landscape/snow removal contractor (JSC Maintenance) effective November 1st. The owner lives in Castle Rock and services many communities in the Castle Rock. Excellent customer feedback was received from the references that were checked prior to entering into the contract.

HaulAway will be retained for trash removal and a new 3 year contract has been signed with a 90-day termination. HaulAway provided the best pricing and service. Our rates are flat thru the new contract; however they have been under-billing the HOA in terms of number of homes served. Consequently our overall line item expense will be increasing. One Owner expressed dissatisfaction with trash removal. Other owners expressed that they were very satisfied.

A motion was made by Owner Monica Nelson, seconded by Director Snow to approve the 2018 budget. Upon vote, the 2018 Budget as proposed was ratified with one dissenting vote.

Election of Board Members

Three (3) Board positions were up for election. The number of Board members was increased to five (5) directors due to workload per a By-Law amendment passed at the June 26 Board meeting. Directors Rob Scavo and Steve Guillaume, who were appointed by the Board this past June to fill new positions both advised that they were willing to run for another term. Owner Kevin Key agreed to be entered into nomination by Director Tarbox. In an uncontested election, all were elected to the Board. Two year terms begin on January 1, 2017. Officer positions will be elected by the Board at the next Board meeting.

VII. RESIDENTS FORUM

Owner asked which common area retaining walls would have priority for repair. The Board is going to determine priority based on needed repairs and available funding after an Engineering firm is engaged to determine the extent of needed repairs. Generally the wall below grade on the SE side of Knotty Pine near Crowfoot is in the worst shape. The bottom tier of the 3 tier wall on the NE side of the community is slightly better, but still in poor shape.

Vole treatment will be scheduled.

Owner asked about solicitation signs. Director Tarbox advised that Owners can register with the City to obtain signs for doors and they will sent a placard for their door.

Owner asked about revisions to the Homeowner Handbook. Director Tarbox advised that due to financial issues that needed to be addressed prior to the Owners Meeting, revisions/rewrites will begin to be addressed at the next Board meeting.

Ken Turnbull/Broker present and advised he is selling lots for Richmond.

Owner asked about drainage behind home in swale. Director Tarbox advised that Richmond had someone come out and inspect and address remediation of the drainage issues in Tract D.

Owners thanked Kathy Snow for her service and the hard work on behalf of the Owners while serving on the Board.

VIII. ADJOURNMENT

There being no further business to come before the Owners at this time, the meeting was adjourned 7:23 at PM.

Respectfully submitted,

By: _____
President

By: _____
Manager