



Brookwood Subdivision filing No. 1 Homeowners Association, Inc.

Board of Directors Special Meeting Minutes

September 25, 2017

Call to Order

This meeting of the Board of Directors was called to order at 6:33 P.M. at the home of Steve Tarbox, 5685 Water Oak Circle, Castle Rock. Board members present were Steve Tarbox, Kathy Snow, Mark Campbell, Rob Scavo, and Steve Guillaume. No board members were absent. A quorum of the Board of Directors was present to conduct business. Two resident homeowners were also present.

Approval of minutes

Meeting minutes of August 16th Board meeting were circulated to Board for review on 8/31. These were not approved as all members had not reviewed. Board asked to review so approval can be given at next Board of Directors Special meeting.

New Business

- **Landscape**
 - RFP's reviewed. Eight RFP's sent out and three companies responded. Responses received from Brightview, JSC, and One Call. One Call eliminated per review (highest \$\$). JSC being considered as number one choice based on reference checks and diligence of response, although they are second on price. Kathy to prompt JSC for possible sharpening of offer and determine how annual renewal works. New proposal to be sent to all board members once received. Director Scavo to prepare scorecard between JSC and Brightview.
- **Insurance**

- Insurance needs sent to broker independent of Teleos, and favorable quote received from Westchester Ace Property & Casualty Insurance Co. & Continental Casualty Co. Quote from Farmers Insurance is pending. Teleos solicited separate quote, but Board has not yet seen. Director Campbell to inquire. Director Guillaume to ask Kevin Key to review insurance policies and make recommendations to board.
- **Trash**
 - Current carrier is HaulAway and they have offered 3 year renewal at current rates. Director Campbell received uncompetitive quote from Waste Management. No other vendors appear to be relevant in CR area. Director Campbell motioned to continue services from HaulAway. Director Snow seconded this motion. Motion approved by all Directors
- **Management**
 - RFP reviewed. RFP sent to 4 companies for Bid. All responded. Two companies removed from consideration based on highest cost and/or lack of enough detail to score response. Follow-up meetings held with ACCU and MSI. Scoring favored ACCU based on less extra fees, manager attendance at up to 12 meetings, and personal recommendations by TCHOA. MSI would not nominate a manager we could interview till ready to sign. Motion made by Director Campbell to move to ACCU for management of HOA effective January 1, 2018. Director Snow seconded motion. Board approved to move HOA management company from Teleos to ACCU effective January 1, 2018. Need to clarify with ACCU regarding late fees for HOA members.

Financial Review

- Director Campbell states Reserves currently have a balance of \$27,000.00 with \$10,000 moved to reserves since the August 16th meeting per Board motion.
- Teleos changed management system approx August 1. Since then, Directors Campbell and Tarbox have been provided view access to new system (AppFolio). Financial reports are different and appear to be incomplete. No reconciliation of accounts or bank statements since 7/31 has yet been provided by Teleos. Teleos to be asked about spurious charge for collections.
- Director Campbell prepared rough draft of prelim budget proposal for 2018. More data and refinement needed before ready to approve or submit for Member ratification.

Old Business

- **Re-Write of TR Design Guidelines and Homeowner Handbook**
 - Board signalled that re-write would not be ready for presentation at Annual meeting due to the time and effort being spent on RFP's, vendor selection and 2018 Budget preparation. Board will attempt to take up after the Annual Meeting.
- **Records Review**
 - Director Tarbox has contacted Teleos to set a date for review of stored records. John has agreed on need to complete, but no date yet proposed by Teleos.
- **Account Access**
 - Director Tarbox also prodded Teleos regarding our long standing request for access to our financial accounts at FirstBank.

Next Meetings

- Special Meeting of Board on Monday Oct 2nd to continue analysis of RFP's for Landscaping, preparation of 2018 Budget preparation & Annual Meeting prep.
- Annual Members meeting Tuesday night Oct 24th, 6 pm at CR Library
 - 2018 Budget Presentation & Member Ratification
 - Election of Board members - 3
 - Homeowner Forum

Adjournment

Meeting was adjourned at 9:00 pm.

Kathy Snow - Secretary

Steve Tarbox - President