

**BROOK FOREST HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
JULY 7, 2007 10:00AM**

The annual meeting was held in Bob and Ellen Smith's unit 140C. A list of homeowners attending is attached. Introductions were made and meeting minutes from the 2006 annual meeting were approved.

Old Business:

- a. Poly-bute in 140 building – the unit owners are being reimbursed through assessment collections for their costs in replacement of the poly-bute piping. A bill was received for \$549 from Ron Fee for recent staining in 140A – it was questioned whether this was the original charge or a new bill for re-staining and whether this was an HOA cost. Linda said she would check before signing the check and forwarding it to Mr. Fee. In follow-up, Linda did check with Mr. Fee – the original had not been submitted or paid previously so this bill was signed and sent to Mr. Fee.

New Business:

- a. Budget – the proposed budget for 2008 was submitted by Peggy Long. A motion was made, seconded, and agreed on to have the new HOA board review the budget and costs of all items before approving. Discussion of late fees for overdue amounts was not discussed – I have attached the by-law that refers to late fees.
- b. Maintenance – Bob will contact Joe Fassel regarding evaluation of need for building painting.
- c. Overview of job description/contract with Premier – A Property Management Contract & Fees was received from Mike. Some questions were raised regarding checking of the units (either not being done or not being documented) as well as other services. Michelle thought we also needed to check with other management companies. Evaluation, signing and acceptance of this contract will be done by the new board. Bob also mentioned that although Mike was unable to attend today he is willing to talk with any homeowner by phone.
- d. Discussion regarding Spring and Fall clean-ups – questions were raised regarding hiring someone (less expensive than Premier) for the clean-ups, organizing of homeowners to do clean-ups, fees for those homeowners who cannot or do not want to participate. A motion was made, seconded, and agreed upon to have a sub-committee to look at these issues. This would include sweeping of snow from deck and stair areas – Ellen thought that homeowners could do their own areas and if they were not there the sweeping would not need to be done.

Other Business:

- a. Russ reported that Doyle Tinkey and Al Dugas have inquired about some electronic alarming of the buildings – it was agreed on that Doyle and Al should pursue the systems, including costs, and report back. The question was asked as to whether we could adjust the Premier cost for “walk-throughs” if we installed an electronic system.
- b. Election of officers – A motion was made, seconded and agreed upon to increase the board to 5 members. Discussion, volunteering, recommendations, and voting followed with this new board in place:  
Michelle Becker – President  
Luann Tinkey – Secretary/Treasurer  
Dan Doran – Member  
Emilie Landon – Member  
Colleen O’Connor – Member - Chair of “Grounds” Sub-committee with Kelly Alvater representing the 150 building and Linda Colling representing the 130 building.

It was motioned, seconded and agreed upon that the HOA Annual Meeting for 2008 would be on July 5, 2008 at 10:00am.

The business meeting was adjourned.

A tour of the property was done. Dan Doran documented a list of things to be done on the property and will talk to Bob regarding the list.

A picnic was held at 12:30.

Submitted by:

  
Linda Colling