

**MINUTES OF A MEETING OF  
BRIGADOON OWNERS' ASSOCIATION, INC.**

**Saturday, February 25, 2023**

**BOA Board Meeting**

Meeting Location: Brigadoon Gate House

Start Time: 9:00 A.M.

*In Attendance: BOA Board Members – Sam Holloway (Board President), Gary Cobb (Vice President/Treasurer), Mr. Ed Hipolito (Special Projects), Bill Barron (Secretary), and Sharon Scroggins.*

General

- Meeting came to order at approximately 9:00 a.m.

Treasury Report

- Discussed the current and future subdivision expenditures.
  - Mr. Gary Cobb went through the 2023 Budget update sheet and discussed the current budget, planned expenditures, remaining budget and existing payment status.
  - The board discussed the need to contact Mr. Pete Shinkunas, Certified Public Accountant (CPA), of Seaman, Shinkunas & Lindgren, Professional Corporation (PC) accounting firm to make sure we receive our quarterly expenditure reports. Additionally, we discussed working with Mr. Shinkunas to distribute the Home Owner's Association (HOA) late notices to individuals that have not paid their annual dues and special road assessment fee.
  - Discussed the need to pay-off the road short term loan with G&C, Limited Liability Company (LLC) the end of Feb 23.
  - Discussed the current utility bill because it seemed high. Members believe that one of the issues could be the heating strips in the pool bathrooms and that the thermostat could be set too high, or be broken. Mr. Rob Gardner will be contacted to see if he could investigate the issue and the pool house.

Old Business

- No old business discussed at this meeting.

New Business

- Mr. Ed Hipolito will be contacting Mrs. Kay Dye (old Special Projects) on the following items:
  - BOA keys to the gatehouse, pool house, side door to pool house and key log.
  - Receiving training on the VIZpin SMART, wireless key entry lock for the pool house gate.

- Get the master Project Book from Mrs. Kay Dye. It has a list of the primary vendors and contacts used by the subdivision works.
- Currently there are no open projects open at this time, but the following future projects were discussed:
  - Work with Mr. Mark Gember on cost estimates for gate motors, streetlights, and Sun Shade for pool area.
  - Work with Mr. Rob Gardner on pool resurfacing and repairs.
  - Mr. Ed Hipolito will work on getting a quote on painting the fence along Friend Road.
  - Create a log of repairs accomplished, or needed in the subdivision for tracking purposes. Example: pool, buildings brick work, street, and other signs, and well (note: the well supplies water to the common landscape areas and pool). We do have a city water tap if the well pump goes out, but the city must turn it on). Mr. Brian Williams maintains the common area lawns and the maintenance of the irrigation sprinkler system.
- Discussed the current BOA Insurance Policy with Auto-Owners Insurance Company and assessed the “Statement of Values” for the property.
- Discussed the need to gather all the property maintenance manuals and make copies for future reference if the originals are lost.

Meeting adjourned by the President at approximately 10:30 a.m.

Next Board meeting and location: TBD, Brigadoon Gate House.

We want to hear from you! Do you see a special project and would like to present it and your services to the Community? Please feel free to send your questions, comments, and ideas to the Board at [boa@brigadoonowners.com](mailto:boa@brigadoonowners.com). We value and appreciate your input.