

# **MINUTES OF ANNUAL MEETING OF BRIGADOON OWNERS' ASSOCIATION, INC.**

**Thursday, Feb 22, 2024**

Meeting Location: Brigadoon Pool House

Start Time: 7:00 P.M.

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

## **General**

- Meeting called to order by Mr. Sam Holloway, Board President, at 7:00 p.m. He provided an overview of the agenda for the Annual Meeting.
- Topics of Discussion (see briefing slides – enclosures attached).

## **2023 Actions and Accomplishments**

- The pool pump was replaced and filter assembly was cleaned/repared.
- The board focused our attention on the 2024 budget and future subdivision requirements. The first priority for this year's budget is the swimming pool refurbishment. We have budgeted \$15,000 for repairs but it will probably cost more. There is a significant amount of work that needs to be accomplished.
- The chairs in the pool area also need repair. The board has purchased all the material and plans to accomplish this work by having a community work day.

## **2024 Actions and Initiatives**

- **Pool Repair**
  - The 2024 budget focuses on future requirements. As mentioned, the first priority for this year's budget is the swimming pool refurbishment. To refurbish the pool, we need to drain it, repair the pool surface, surrounding tiles, and the cracks in the pool deck. Mr. Ed Hipolito is working with vendors to get a few estimates for this work. Mr. Holloway informed the attendees that the swimming pool is a draw for incoming residents and an important benefit to the subdivision.
  - We also need to replace the sun shades in the pool area and already have a few estimates.

- The second priority for 2024 is to refurbish the fencing. This will include removing the rust, priming and repainting the fence.
- The third priority for 2024 is to replace the street signs in the subdivision. There was discussion about using wood versus metal signs while ensuring the replacement signs maintain the ambiance of the neighborhood. Mr. Gary Van Wagnen shared information about his coordination with Athens Sign and how he created new signs for Highland Village areas. He also did some work on the sign in his shop and they have held up extremely well for the past three (3) years. Mr. Holloway said that the board will look at some sign options. We would like to use one (1) design for the entire neighborhood to keep uniformity.
- **Road Repair**
  - Mr. Holloway provided an update on the road repair and loans. Grayson Carter & Sons completed the work in November 2022. One (1) of the two (2) private party loans has been paid in full. We have twenty-four months remaining on the second loan.
- **Financials**
  - Mr. Gary Cobb, Treasurer, provided an overview of the financial information to include the Budgeted amounts for 2023, the Actual Amounts spent for 2023 and the Excess/Shortfall. The board budgeted conservatively in 2023 to prepare for the pool expenditure estimated during last summer's evaluation. The pool expense savings were due to Mr. Rob Gardner doing all the pool maintenance at no cost to Brigadoon.
  - The HOA benefitted from the \$12,000 sale of a small parcel at the end of 2022. However, the HOA received a \$4,000 tax bill for this sale that was due in 2023. This had not been budgeted.
  - The Special Assessment funds were used to pay off the 1st loan in March 2023. We still have a 5-year loan for \$70,000 but reduced the interest by 20 months by paying \$20,000 on the principal in 2023.
  - Mr. Cobb reviewed the 2024 Budget and planned projected balances for the end of 2024. We have a reserve fund of about \$30,000 available but are trying to keep this as reserve. Depending on the cost of repairs this year, we may need to use some of this reserve money. There was a discussion about checking with various banks for a higher return on the reserve money market account.

- The BOA Annual Dues remained the same at \$850 with no increase in 2024. The 2023 increase of Annual Dues was based on the evaluation of future “large cost” projects annually to prevent any need for Special Assessments.
- **Architectural Compliance Committee (ACC)**
  - Mr. Gary Van Wagnen provided an update for the ACC. There are three (3) homes under construction. One, on St. Andrews Drive, is about 99% completed. The second, on Inverness, is about 70%. The third home, on St. Andrews Drive, is about 25% completed. The ACC is waiting to receive one (1) new home construction application following preliminary discussions with the homeowner(s).
  - There are two (2) outstanding home modification requests pending.
  - Mr. Van Wagnen reminded everyone that we are required to submit a request for tree removal. There was a lot of work done to remove and clean up the fallen trees after the tornado and this was an exception. It appears that some big, healthy trees that were not damaged were also removed during this time without submitting a request to the ACC. Mr. Van Wagnen requested that residents be conscious of keeping big trees and to have a conversation with the ACC before taking any action. Let’s work together to keep this neighborhood as attractive as possible.
  - Mr. Van Wagnen announced the members of the ACC:
    - Mr. Gary Van Wagnen
    - Mr. Waymon Pace
    - Mr. Ed Hipolito
    - Mr. Jim Carswell
    - Mr. Sam Holloway

- **Outgoing/Incoming Board Members**

- Mr. Holloway announced that he will be stepping down after serving five (5) terms on the board, most recently as President. The community would like to thank Mr. Hallway and Mrs. Scroggins for their contributions on the board and service to the Brigadoon community.
- Board members serve for two (2) years and normally, we need volunteers to serve on the board, or as an Associate on the board. Serving as an Associate would let you see how the board works and the process involved in serving as a board member. If anyone is interested, please contact the board for more information.
- Here are the Incoming Board Members for 2024:

President – Mr. Johnny Springer (new)  
Vice President – Mr. Mike O'Hara (new)  
Treasurer – Mr. Gary Cobb  
Secretary – Mr. Bill Barron. He will also continue as Webmaster.  
Projects – Mr. Ed Hipolito  
Mr. Holloway also said that Mr. Rob Day has agreed to serve on the board if needed.

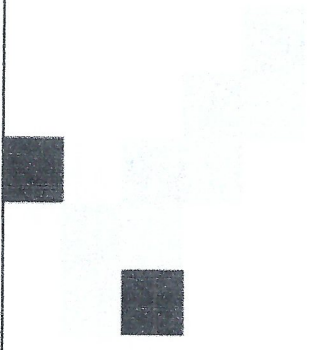
- **Open discussion**

- There was discussion about road damage done by the builders to the new roads. In one case, the owner understands and is talking with the builder to have the damage repaired. To date, the damage on St. Andrews Drive has not been repaired.
- There was a discussion about a boat that does not appear to be safely secured at the dock. Someone from the board will go to the home and dock to assess the situation.
- There was discussion about the importance of residents being vigilant about their surroundings. Be aware of what's going on in the neighborhood. As the population moves out our way, we may see potential problems.
- Mr. Barron asked residents to contact him if they want something added to the website.
- Discussion about historical records for the subdivision. We do have binders with historical information, setup by year. At this time, we do not have a repository that allows individuals to research the records by using key words.
- Meeting adjourned by the President at approximately 7:50 p.m.

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.

## Attendees

Patricia Barron  
James and Marcia Carswell  
James Diehl  
Edward Fremen  
Gary & Sharon Scroggins  
Johny & Gail Springer  
Gary Van Wagnen



## Owners Association (BOA) Annual Meeting, Feb 22, 2024

### Agenda

- 2023 Actions and Accomplishments
- 2024 Actions and Initiatives
- Financials
- ACC Update
- Board Member Volunteers
- Q & A

## 2023 Actions and Accomplishments

- Pool pump replacement
- Developed budget for 2024 with a focus on future requirements
  - Pool refurbishment
  - Fence repairs/painting
- Pool chairs repair
  - Material purchased, repairs pending potential community work day

## 2024 Actions and Initiatives

- Refurbish pool
  - Drain, repair pool surface, surrounding tiles, cracks in pool deck
  - Pending quote/bids
- Replace pool sunshades
- Repair/Paint fencing around the neighborhood
- Replace street signs
- Assess need for updated camera security system

## Road Repair

- Work performed by Grayson Carter & Sons
- Work completed November 2022
- One of two private party loans has been paid in full
- Remaining loan is 58% paid, 24 months remaining on loan term (details provided as part of Financial Reporting)

## Financials

- 2023 Financials
  - Expenditures vs Budgeted
- 2024 Financials
  - Final 2024 Budget
  - Special Assessment/Dues Collections Status
  - Road repair loan status
  - 2024 BOA Annual Dues - \$850 (no increase from 2023)
- 5 Year Financial Forecast
  - Expected expenditures for routine operations/maintenance remain consistent with past couple of years
  - Dues increase will be based on evaluation of future "large cost" projects annually to prevent any need for Special Assessments



## ACC Update

- Status of home construction underway
- New home construction pending
- Home Modification Requests
- ACC Members

## Outgoing/Incoming Board Members

- 2023 Board Member
  - Sam Holloway (President)
  - Gary Cobb (Vice President/Treasurer)
  - Sharon Scroggins (Member at Large)
  - Bill Barron (Secretary)
  - Ed Hipolito (Projects)
- 2024 Board
  - Johnny Springer
  - Mike O'Hara
  - Gary Cobb
  - Bill Barron
  - Ed Hipolito
  - Rob Day (?)

Questions?

Budget Category		2023 Budget	2023 Actual	Excess / Shortfall
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Annual Dues		63,750.00	67,830.00	4,080.00
Lawn Maintenance Collections		0.00	0.00	0.00
Other Ordinary Income		0.00	400.00	400.00
<b>Total Ordinary Income</b>		<b>63,750.00</b>	<b>68,230.00</b>	<b>4,480.00</b>
<b>Expense</b>				
Accounting		5,300.00	5,553.00	(253.00)
Annual Business Meeting		100.00	0.00	100.00
Gate Costs		1,050.00	1,298.83	(248.83)
Gate Phone		500.00	420.50	79.50
Grounds Maintenance		5,000.00	5,022.00	(22.00)
Insurance		7,500.00	7,807.00	(307.00)
Landscaping		16,800.00	15,380.50	1,419.50
Lot Maintenance		0.00	0.00	0.00
Legal - Collections		0.00	0.00	0.00
Legal Fees		1,000.00	0.00	1,000.00
Miscellaneous		500.00	4,030.41	(3,530.41)
Office Supplies		100.00	85.09	14.91
Pool Expense		15,000.00	8,208.52	6,791.48
Postage/Community Mailings		50.00	47.04	2.96
Printing & Copying		0.00	0.00	0.00
Property Tax		420.00	0.00	420.00
Social Events		300.00	0.00	300.00
Utilities - Electric		4,500.00	4,629.24	(129.24)
Utilities - Water		0.00	0.00	0.00
Website		450.00	79.56	370.44
Hospitality Committee		100.00	160.14	(60.14)
<b>Total Ordinary Expense</b>		<b>58,670.00</b>	<b>52,721.83</b>	<b>5,948.17</b>
<b>Net Ordinary Income</b>		<b>5,080.00</b>	<b>15,508.17</b>	
<b>Debt Retirement Income/Expense</b>				
<b>Income</b>				
Special Assessment - Roads		70,500.00	65,800.00	(4,700.00)
Other Debt Retirement Income		0.00	0.00	0.00
<b>Total Debt Retirement Income</b>		<b>70,500.00</b>	<b>65,800.00</b>	<b>(4,700.00)</b>
<b>Expense</b>				
Debt Retirement - Short Term Loan		30,566.12	30,566.12	0.00
Debt Retirement - 5 yr Loan		16,239.60	37,100.54	(20,860.94)
<b>Total Debt Retirement Expense</b>		<b>46,805.72</b>	<b>67,666.66</b>	<b>(20,860.94)</b>
<b>Net Debt Retirement Income</b>		<b>23,694.28</b>	<b>(1,866.66)</b>	

Budget Category	2023 Budget	2023 Actual	2024 Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Annual Dues	63,750.00	67,830.00	65,150.00
Other Ordinary Income	0.00	0.00	0.00
<b>Total Ordinary Income</b>	<b>63,750.00</b>	<b>67,830.00</b>	<b>65,150.00</b>
<b>Expense</b>			
Accounting	5,300.00	5,553.00	5,500.00
Annual Business Meeting	100.00	0.00	0.00
Gate Costs	1,050.00	1,298.83	300.00
Gate Phone	500.00	420.50	500.00
Grounds Maintenance	5,000.00	5,022.00	5,000.00
Insurance	7,500.00	7,807.00	8,000.00
Landscaping	16,800.00	15,380.50	16,000.00
Lot Maintenance	0.00	0.00	0.00
Legal - Collections	0.00	0.00	0.00
Legal Fees	1,000.00	0.00	1,000.00
Miscellaneous	500.00	4,030.41	500.00
Office Supplies	100.00	85.09	100.00
Pool Expense	15,000.00	8,208.52	15,000.00
Postage/Community Mailings	50.00	47.04	50.00
Printing & Copying	0.00	0.00	0.00
Property Tax	420.00	0.00	0.00
Social Events	300.00	0.00	0.00
Utilities - Electric	4,500.00	4,629.24	5,000.00
Utilities - Water	0.00	0.00	0.00
Website	450.00	79.56	250.00
Hospitality Committee	100.00	160.14	300.00
<b>Total Ordinary Expense</b>	<b>58,670.00</b>	<b>52,721.83</b>	<b>57,500.00</b>
<b>Net Ordinary Income</b>	<b>5,080.00</b>	<b>15,108.17</b>	<b>7,650.00</b>

**Projected Balances, end of 2024**

1/1/24 Checking Account Balance (after outstanding payments)	29,659.76
2024 Net Ordinary Income	7,650.00
2024 Debt Retirement	(16,239.60)
2024 Special Projects or Additional Debt Retirement Expenditures	(15,000.00)
<b>Projected Year End Balance</b>	<b>6,070.16</b>

Money Market Account (Reserve)	30,047.82
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**Projected Debt - 2024 End**

Remaining Principal on 5 yr loan - Dec '24	18,254.22
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