

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

Saturday, November 11, 2023

BOA Board Meeting

Meeting Location: Brigadoon Gate House

Start Time: 09:00 A.M.

In Attendance: Brigadoon Owners' Association (BOA) Board Members – Sam Holloway (Board President), Gary Cobb (Vice President/Treasurer), Mr. Ed Hipolito (Special Projects), Bill Barron (Secretary), Sharon Scroggins, Johnny Springer and Michael O'Hara.

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 budget update sheet and discussed the dues/special assessment, current budget, planned expenditures, remaining budget and existing payment status.
 - Final late notices will be sent out on outstanding dues/special assessments by our accounting firm, Seaman, Shinkunas & Lindgren, Professional Corporation (PC). Additionally, we will be requesting a statement be added to the notices that in accordance with the By-laws of the Brigadoon Owner's Association, if there is a failure by home owners to respond to the final notice, then liens will be placed on the home owners property.

Old Business

- Discussed the status of the old business and progress to resolution. See "Action Sheet" below.

New Business

- Discussed new business/issues.
 - Mr. Sam Holloway is gathering the history behind a community member on getting repairs accomplished on their house and try an discuss a path ahead.
 - Discussed getting our accounting firm, Seaman, Shinkunas & Lindgren, Professional Corporation (PC) to start sending out monthly invoices for owners accruing monthly fines. If invoices are disregarded per By-laws of the Brigadoon Owner's Association and the State of Alabama liens on property will be initiated for non-compliance.
 - Discussed a path ahead on filing liens and updating annually or as necessary.

- Mr. Cobb was asked to evaluate and update, as necessary, current outstanding liens.
- Discussed whether or not covenant clarification is needed for short/long term rental, Airbed and Breakfast (Airbnb), and Bed and Breakfast (B&B). Mr. Sam Holloway will be discussing the issue with Mr. Edward Shane Black, Business Litigation/Commercial Litigation lawyer, Hand Arendall Harrison Sale (HAHS).
- Mr. Cobb was asked to evaluate and establish a new FY-24 budget.
- The board discussed the need to contact Mr. Pete Shinkunas, Certified Public Accountant (CPA), of Seaman, Shinkunas & Lindgren, Professional Corporation (PC) accounting firm to distribute the Home Owner's Association (HOA) notices for this coming FY-24 annual dues.
- The Board discussed the need to get with Architectural Control Committee (ACC) members on responsibilities of covenant restrictions and developing building standard documents. The board is being asked questions that they cannot answer.

Additional noted discussion

- Additional notes discussed.
 - Future **BOA board meeting dates are yet to determined but are usually scheduled every 3 months.** They are held at the Brigadoon Gate House starting at 09:00 a.m., we would greatly appreciate your attendance and input.
 - **Board members serve for two (2) years and normally, half the board members rotate out every year. Currently, most of the members are almost through their second year. 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 Mr. Sam Holloway for more information.**

Meeting adjourned by the President at approximately 11:00 a.m.

Next Board meeting and location: TBD, starting at 09:00 a.m. at the 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. We value and appreciate your input.

Brigadoon Action Sheet

	OPEN ACTIONS	Action Rep	11 June 2023 - Discussion	12 August 2023 - Discussion	11 November 2023 - Discussion
1	Long-term (5-year) road re-pavement loan		Early principal payment made which will save the community nearly \$5,000 in interest fees and will facilitate paying off the loan years early.	Considering paying additional funds at the end of the year to reduce the principle. This will be based upon current spending plan and repairs needed on the pool and pool house.	At this time, we are on hold to pay any end of the year funds on the road project because of future pool repairs needed.
2	Home owner late notices		Formal late notices were sent out by our accounting firm, Seaman, Shinkunas & Lindgren, Professional Corporation (PC). We still have outstanding dues/special assessments that have not been paid by some home owners. There is a possibility of a 3rd late notice being sent out if home owners fail to respond to the second notice, followed by lien notices.	Second notices were sent out the end of May. Working with accounting firm to send out final notices. Mr. Sam Holloway is going to try and talk to the individual home owners on payment due before lien actions are taken.	Ask our accounting firm, Seaman, Shinkunas & Lindgren, Professional Corporation (PC) to send out final notices of late dues and make sure they stress that liens may be placed on property per Covenant by-laws. Mr. Sam Holloway is going to try and talk to the individual home owners on payments due before lien actions are taken.
3	Keys to the gatehouse, pool house, side door to pool house, and key log.		Still in work	Keys and key log found. Mr. Ed Hipolito will be maintaining these items.	Closed
6	Quote on painting the fence along Friend Road.		Still in work	Trying to find vendor to quote on project still in work. Looking into option of using new "rust converter paint" to reduce cost.	Mr. Hipolito is trying to get an additional quote for the painting of the fence for comparison purposes.
9	Compliance issues for homes/lots		Resolution of community issues with homeowners that are not in compliance with subdivision bylaws and drainage to other home owners because of not getting issues resolved in a timely manner.	Monitoring compliance issues.	Monitoring compliance issues.
12	Street signs replacement		Replacement of current street signs. The street signs are original and because of their exposure to the elements and damage from carpenter bees, they are literally falling apart.	Still being evaluated.	Mr. Sam Holloway will ask Mr. Gary Van Wagnen on who built the original street signs.

13	Issue with homeowners, and their empty lots, refusing to pay for grass services agreed to and rendered by the contractor.		An issue.	Noted	Mr. Sam Holloway will get with the current realtor on Lot #1 because of non-compliance to maintain the grass. Sent a letter but it was returned as non-deliverable.
14	Additional mailbox purchases		Discussed the status of mailboxes and if there are enough available for purchase by new homeowners.	Still being evaluated.	Mr. Sam Holloway will ask Mr. Gary Van Wagnen on whom he would recommend on making additional mail boxes.
16	The purchase of a small shed for the pool area to store the pool cover to protect it from the elements during the summer months.		Still in work	Still being evaluated.	Closed
17	Compliance issues for pets		Currently there have not been any new issues reported with dogs running free and not properly secured in their yard. Home owners are reminded to please keep everyone safe and secure your pets.	Monitoring compliance issues.	Compliance letter was sent out by the board. CLOSED.
18	Brigadoon road signs directing individuals to the subdivision are falling apart. Example: 1/2 the Brigadoon sign at Shaw Road and Friend Road is missing.				Mr. Sam Holloway will ask Mr. Gary Van Wagnen if there still is a need for surrounding area subdivision road direction signs to the community. Note: once removed, adding them back in the future will be difficult.
19	Discussed the need to re-evaluate our common area insurance policy and adding a community content property clause (example: sun shades ripped apart by storm on 10 Aug 23).				Pepper, Johnstone & Company is our current insurance company. We need to discuss what it would cost to add community property to the current contract.
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Pool House Action Sheet

	OPEN ACTIONS	Action Rep		12 August 2023 - Discussion	11 November 2023 - Discussion
1	Storm door on the side entry to kitchen needs to be replaced			Noted	Open action item
2	Shutters on the left side of the building need to be repaired or replaced and painting.			Noted	Mr. Sam Holloway will investigate repairs needed and consider repairing the shutters.
4	Roof soffit above large kitchen door coming loose and requires re-nailing.			Noted	Open action item
5	Drains on kitchen patio are too small and clog easily, which floods the area. The grates need to be replaced.			Noted	There are mats available for the drains in the kitchen area that will keep debris from clogging the drains.
6	Back stairs down to pool area, slate is coming loss and broken and needs to be replaced.			Noted	Consider replacing with non-slick tile
7	Right hand safety rail for pool entry loose.			Noted	Open action item
8	Coping on the right-hand safety rail for pool entry missing.			Noted	Open action item
9	Grout around coping needs to be replaced.			Noted	Open action item
10	Shingles on left pergola missing.			Noted	Open action item
11	Concrete broken and has a hole near back entry step to pool.			Noted	Open action item
13	New sun screens require purchasing.			Noted	Evaluating alternative sail purchases. Accessing a new structural type of sun shade system for the future.
14	Kitchen light near main entry door requires replacement.			Noted	Mr. Hipolito will evaluate the repairs needed and fix if possible.

15	Light in hallway has broken glass. Light needs to be replaced.			Noted	Mr. Hipolito will evaluate the repairs needed and fix if possible.
16	Pool chairs require new fabric.			Considering the option of trying to replace the lounge chair fabric (Winston Chairs with Slings fabric) instead of purchasing new chairs. These chairs were \$1000.00 a piece when purchased new over ten (10) years ago.	Mr. Hipolito will purchase the replacement fabric and evaluate the tasks to install the replacement fabric in the chairs. Community help will be required for this effort.
17	Pool cleaning and/or repair of current pool equipment.			See notes below on pool house and pool evaluation. Mr. Sam Holloway is going to try and find the old quote Mr. Rob Gardner initially received on the pool maintenance repairs.	We received one bid to clean and repair the pool and pool area. Looking for an additional bid for comparison purposes.
18	Pool cushions			Considering removing current cushions and getting the professional washed.	Open action item. Discussed the need to get with Mr. Mark Gember on what he did before to clean the cushions.
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