

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

Saturday, February 24, 2024

BOA Board Meeting

Meeting Location: Brigadoon Gate House

Start Time: 08:30 A.M.

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

General

- Meeting came to order at approximately 08:30 a.m.
- The board agreed on what position each individual would hold:
 - Johnny Springer (Board President).
 - Mr. Michael O'Hara - Vice President (verified on February 25)
 - Mr. Gary Cobb – Treasurer.
 - Mr. Ed Hipolito - Special Projects.
 - William (Bill) Barron (Secretary and Web Manager).

Treasury Report

- Discussed the budget and the following was highlighted:
 - Pool repairs.
 - Fence repairs/painting.
 - Discussed the option of moving the reserve funds from one money market to another to obtain a better interest rate.

Old Business

- No old business discussed at this meeting.

New Business

- Discussed new business/issues:
 - Highlighted all the repairs needed with the pool and pool area (see action sheet as reference).
 - Addressed sun screen replacement. Mr. Hipolito is evaluating what is available on Amazon for new replacement shades.
 - Mr. Hipolito informed the group that he has all the material needed to repair the pool chairs.
 - Discussed all the outstanding liens that some of the homeowners have on their property. We are now considering talking with Mr. Edward Shane Black,

- Business Litigation/Commercial Litigation lawyer, Hand Arendall Harrison Sale (HAHS), to make sure we are following all the laws and covenants just in case litigation comes into play.
- Discussed the need to create a document that discusses the lien process and place that information on the website. Mr. Cobb is familiar with the process and will provide Mr. Barron with a draft process.
 - Mr. Cobb will get with members of the Architectural Control Committee (ACC) and discuss covenant restrictions and dues for the other communities that are part of the Brigadoon subdivision. The board is trying to understand how they tie into the Brigadoon Owners' Association (BOA).
 - Mr. Barron informed the board that he had a sidebar meeting with Mr. Gary Van Wagnen on making new street signs. The subdivision needs a majority of the signs replaced.

Meeting adjourned by the President at approximately 9:50 a.m.

Next Board meeting and location: March 16, 2024, starting at 08:30 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	12 August 2023 - Discussion	11 November 2023 - Discussion	22 February 2024 - Discussion
1	Long-term (5-year) road re-pavement loan		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		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 leans 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.	
6	Quote on painting the fence along Friend Road.		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		Monitoring compliance issues.	Monitoring compliance issues.	
12	Street signs replacement		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.		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		Still being evaluated.	Mr. Sam Holloway will ask Mr. Gary Van Wagnen on whom he would recommend on making additional mail boxes.	
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	22 February 2024 - 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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