

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

**Saturday, March 16, 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. Michael O'Hara (Vice President), Mr. Gary Cobb (Treasurer), Mr. Ed Hipolito (Special Projects), and William (Bill) Barron (Secretary).*

General

- Meeting came to order at approximately 08:30 a.m.

Treasury Report

- Discussed the budget and the following was highlighted:
  - Road assessment loan.
  - Pool repairs.
  - Fence repairs/painting.

Old Business

- See Action List below.

New Business

- Discussed new business/issues:
  - Highlighted all the repairs needed with the pool and pool area (see action sheet as reference).
  - Discussed all the outstanding liens that some of the homeowners have on their property. We will be 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.
  - See Action List below for all new issues.

Meeting adjourned by the President at approximately 9:55 a.m.

Next Board meeting and location: April 20, 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](mailto:boa@brigadoonowners.com). We value and appreciate your input.

## Brigadoon Action Sheet

	OPEN ACTIONS	Action Representative	11 November 2023 - Discussion	16 March 2024 - Discussion	?? April 2024 - Discussion
1	Long-term (5-year) road re-pavement loan		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.	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		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.	Board member meeting with lawyer to discuss lien and annual dues' options on billing procedures, and lien notices. Currently the CPA sends two late notices and one final notice before a lien is filed. Liens are filed at the courthouse but unless board members notify the individual they will not know that a lien has been filed until they try and sale the property. Registered letters from the board have been sent out but owners have refused to sign for them and they have been returned. Meeting has been set up 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.	

6	Quote on painting the fence along Friend Road.		Mr. Hipolito is trying to get an additional quote for the painting of the fence for comparison purposes.	Received quote for \$10-14K but on hold at this point. We are considering painting only the front gate because of other subdivision costs.	
9	Compliance issues for homes/lots		Monitoring compliance issues.	Monitoring compliance issues.	
12	Street signs replacement		Mr. Sam Holloway will ask Mr. Gary Van Wagnen on who built the original street signs.	Mr. Barron talked to Mr. Gary Van Wagnen on how he made new street signs for area lots he still owns. Mr. Van Wagnen used Athens Sign Company to make the sticker laminates and used a plastic board material for the backing. He also suggested that we use RV protecting material to keep the sign from fading in the sunlight.	
13	Issue with homeowners, and their empty lots, refusing to pay for grass services agreed to and rendered by the contractor.		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.	Still open	
14	Additional mailbox purchases		Mr. Sam Holloway will ask Mr. Gary Van Wagnen on whom he would recommend on making additional mail boxes.	Still open	
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.	The Board considers this issue closed but a conversation with Mr. Gary Van Wagnen still needs to be accomplished.	

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.	Mr. Cobb received an updated cost from our insurance provider to add community property to our policy. For \$40K of protection it was an additional \$175.00.	
20	Lien process			Discussed the need to create a document that explains the lien process and place that information on the website.	
21	Mr. Cobb will get with Mr. Gary Van Wagnen and to understand the Highland Village covenant restrictions and dues.			Mr. Cobb briefed the board on how the Highland Village covenant restrictions and dues are part of the Brigadoon subdivision and tie into the Brigadoon Owners' Association (BOA). Most of the covenants restrictions are basically the same as the BOA and Highland Village contributes 50% of their dues to support the common areas.	
22	New cameras for entrance and pool area.			Mr. Barron to research replacement cameras and report back to Board.	

## Pool House Action Sheet

	<b>OPEN ACTIONS</b>	<b>Action Representative</b>	<b>11 November 2023 - Discussion</b>	<b>16 March 2024 - Discussion</b>	<b>?? April 2024 - Discussion</b>
1	Storm door on the side entry to kitchen needs to be replaced		Open action item	Mr. Holloway working this action. The door width itself is 35 1/2 inches x 83 inches.	
2	Shutters on the left side of the building need to be repaired or replaced and painting.		Mr. Sam Holloway will investigate repairs needed and consider repairing the shutters.	Mr. Holloway working this action.	
4	Roof soffit above large kitchen door coming loose and requires re-nailing.		Open action item	Open action item	
5	Drains on kitchen patio are too small and clog easily, which floods the area. The grates need to be replaced.		There are mats available for the drains in the kitchen area that will keep debris from clogging the drains.	Mats installed	
6	Back stairs down to pool area, slate is coming loss and broken and needs to be replaced.		Consider replacing with non-slick tile	Bid being considered	
7	Right hand safety rail for pool entry loose.		Open action item	Considering cutting concrete out and putting new concrete in.	
8	Coping on the right-hand safety rail for pool entry missing.		Open action item	Bid being considered	
9	Grout around coping needs to be replaced.		Open action item	Bid being considered	
10	Shingles on left pergola missing.		Open action item	Open action item	
11	Concrete broken and has a hole near back entry step to pool.		Open action item	Mr. Mike White has informed Mr. Hipolito that he has a specialized piece of equipment that he would	

				consider using that might resolve this issue. We would have to purchase the expendable material.	
13	New sun screens require purchasing.		Evaluating alternative sail purchases. Accessing a new structural type of sun shade system for the future.	Mr. Hipolito evaluating alternative sail purchases from Amazon.	
14	Kitchen light near main entry door requires replacement.		Mr. Hipolito will evaluate the repairs needed and fix if possible.	Open action item	
15	Light in hallway has broken glass. Light needs to be replaced.		Mr. Hipolito will evaluate the repairs needed and fix if possible.	Open action item	
16	Pool chairs require new fabric.		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.	Material on hand and community help day being considered.	
17	Pool cleaning and/or repair of current pool equipment.		We received one bid to clean and repair the pool and pool area. Looking for an additional bid for comparison purposes.	Open action item	
18	Pool cushions		Open action item. Discussed the need to get with Mr. Mark Gember on what he did before to clean the cushions.	Open action item	
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