

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

Saturday, August 12, 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), and Michael O'Hara (Guest).

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. The only unplanned expenditures we had was the tax bill for the 0.3-acre lot sold to Mr. Paul Simonton and the amount of taxes we ended up paying this year
 - Final late notices will be sent out on outstanding dues/special assessments by our accounting firm, Seaman, Shinkunas & Lindgren, Professional Corporation (PC). 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. Note action sheet below.

New Business

- Discussed new business/issues.
 - 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).
 - 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.
 - Pool will be officially closed down the end of September 2023.
 - Mr. Sam Holloway is gathering the history behind a community member on getting repairs accomplished on his house and try an discuss a path ahead.

- Mr. Ed Hipolito will be talking to Mr. John Fuller and seeing if he could help maintain the pool for the rest of the season now that Mr. Rob Gardner has moved out of the community.
- Mr. Sam Holloway will contact Mr. Brian Williamson to make sure that he submits a bill for all the work his team accomplished in support of the community clean-up effort after the EF-0 storm on 10 Aug 2023.

Additional noted discussion

- Additional notes discussed.
 - **Please note the following 2023 Social Events - Coordinated by the Hospitality Committee:**
 - Friday, September 8, 2023, Brigadoon Friday Social, Pool House, 6:00 p.m.
 - Saturday, October 28, 2023, Trunk or Treat, Pool House and Parking Lot, Time TBD
 - The following **BOA board meeting dates scheduled:** November 11, starting at 09:00 a.m. at the Brigadoon Gate House, 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 half way 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 10:30 a.m.

Next Board meeting and location: November 11, 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.

	OPEN ACTIONS	Action Representative	11 June 2023 - Discussion	12 August 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.
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.
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.
4	Master Project Book that has the lists of the primary vendors and contacts used by the subdivision.		Still in work	CLOSED Action
5	Training on VIZpin SMART, wireless key entry lock for the pool house gate.		Still in work	CLOSED Action
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.
7	Purchase of new Sun Shade and furniture equipment for pool area.		Still in work	Action still in work.
8	Common area utility bill		Utility bill cost on why it seemed high in Jan \$248, Feb \$422, Mar \$355, and Apr \$398 and the status of the electrical evaluation. Although the most recent utility bill was back in	CLOSED Action

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			line with 2022 costs for the same time period.	
9	Compliance issues for homes/lots		Resolution of community issues with homeowners that are not in compliance with subdivision bylaws and drainage to other homeowners because of not getting issues resolved in a timely manner.	Monitoring compliance issues.
10	Front gate keypad and screen.		Front gate keypad and screen. The screen is only half readable and the keypad itself is partly functional, Mr. Mark Gember will be asked to evaluate the issues and provide a suggested path ahead to the board.	Mr. Mark Gember repaired system but it will require replacement in the near future. CLOSED Action
11	Pool cleaning and/or repair		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.
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.
13	Issue with homeowners, and their empty lots, refusing to pay for grass services agreed to and rendered by the contractor.		An issue.	Noted
14	Additional mailbox purchases		Discussed the status of mailboxes and if there are enough available for purchase by new homeowners.	Still being evaluated.

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15	Common area cleaning cost		Re-evaluate the weekly cleaning cost for the pool area, bathrooms (pool/gatehouse) and gatehouse building.	Still being evaluated.
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.
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.
18	Pool cushions			Considering removing current cushions and getting the professional washed.
19	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.			
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Pool House		
Issues	Date noted	Remarks
Storm door on the side entry to kitchen needs to be replaced	8/12/23	
Shutters on the left side of the building need to be repaired or replaced and painting.	8/12/23	
Kitchen refrigerator is partly working and may need to be replaced.	8/12/23	
Roof soffit above large kitchen door coming loose and requires re-nailing.	8/12/23	
Drains on kitchen patio are too small and clog easily, which floods the area. The grates need to be replaced.	8/12/23	
Back stairs down to pool area, slate is coming loss and broken and needs to be replaced.	8/12/23	
Right hand safety rail for pool entry loose.	8/12/23	
Coping on the right-hand safety rail for pool entry missing.	8/12/23	
Grout around coping needs to be replaced.	8/12/23	
Shingles on left pergola missing.	8/12/23	
Concrete broken and has a hole near back entry step to pool.	8/12/23	
Toilet in women's bathroom requires repair.	8/12/23	
New sun screens require purchasing.	8/12/23	
Kitchen light near main entry door requires replacement.	8/12/23	
Light in hallway has broken glass. Light needs to be replaced.	8/12/23	
Pool chairs require new fabric.	8/12/23	