

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

**Thursday, Feb 09, 2023**

Meeting Location: Brigadoon Pool House

Start Time: 7:00 P.M.

*In Attendance: BOA Board Members – Sam Holloway (Board President), Gary Cobb (Vice President/Treasurer), and Bill Barron (Secretary).*

**General**

- Meeting called to order by Mr. Sam Holloway, President, at 7:05 p.m.
- Board members present
  - Mr. Gary Cobb, Vice President and acting Treasurer
  - Mr. Bill Barron, Secretary
  - Mrs. Sharon Scroggins, will accept additional duties, as necessary.
  - Mrs. Kay Dye resigned so we have an open position on the board.
- Topics of Discussion (See briefing slides – enclosures attached)
  - Board members serve for two (2) years and normally, half the board would be replaced at a time. In this situation, almost all the board members are serving for the first time on the board which makes it more challenging.
  - 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.
  - Mr. Ed Hipolito spoke up and said that he would volunteer to serve on the board as the projects chair.
  - Mr. Sam Holloway reminded attendees that board meetings are open to anyone in the community. There may be a few that are held privately to discuss specific topics of concern.
  - Mr. Gary Van Wagnen, Architectural Control Committee (ACC) member, could not attend this meeting and gave his slides to Mr. Sam Holloway to ensure that the information would be shared with the attendees.

**2022 Actions and Accomplishments**

- Biggest accomplishment in 2022 was completing the road repairs. Mr. Sam Holloway discussed the long history associated with the St. Andrews Dr., road deterioration and efforts on attempting to repair it. The previous board received two quotes to repair the subdivision St. Andrews Dr., Brigadoon Dr., and

Inverness PI roads. The special assessment for road repair helped pay for the deposit that allowed the road work to begin. We were unable to get a bank loan. We also found out that there would be closing costs associated with the loan that we could not afford.

- When Grayson Carter & Sons began working on St. Andrews, they found that St. Andrews was much worse than expected. The original quote from November 19, 2021 was \$328,000. The previous board added \$59,000 for additional repair work for a total cost of \$387,982.11.
- The new gate lock at the pool requires that you download an application to your phone. Instructions are available on the website. The board can now access data identifying the person accessing the pool and the date and time this happened.
- Mr. Paul Simonton bought three (3) lots at the front of the subdivision near the pool. The 0.3-acre lot outside the pool was also sold to Mr. Paul Simonton for \$12,000, providing additional income to the Brigadoon Owners Association. These lots were exempt (grandfathered) from paying dues and assessment fees. When they were sold, these lots provided additional income to the Brigadoon Owners Association, which helped with the 2022 budget and road assessment cost.

## **2023 Assessments**

- Need to purchase new pool sun shades. Mr. Mark Gember bought the last sun shades and knows which vendor to work with.
- The swimming pool needs resurfacing. We received three (3) estimates, which run from \$15,000 to \$52,000. We are planning to complete this repair in 2023 or 2024, depending on the funding available in the budget.
- The subdivision street signs are showing wear and tear. The Board will research the cost to replace these signs.
- The Board will be getting quotes on having the front entry and road side fences stripped down and repainted. Mr. Sam Holloway mentioned that the estimate may run around \$20,000, but we will know more when we receive some estimates.
- Camera Security System – checking for parts while they are still available, but are getting obsolete.
- Front gate – Mr. Mark Gember has done lots of repairs on the front gate system. Most of the parts are obsolete. We will eventually have to replace the front gate motors at the entrance to the subdivision.
- 2022 surplus in the budget about \$4,000. Surplus paid against the loan.

- In 2023, increased HOA dues to \$850. We are trying to develop a pool of money that would be available for future and non-anticipated expenses because of the age of the subdivision and its original equipment.
- Mr. Brian Williamson increased the cost of his services because his costs in doing business has dramatically increased.
- The swimming pool is being maintained by Mr. Rob Gardner. We provide the chemicals for Mr. Rob Gardner to use in the swimming pool.

### **Financials**

- Mr. Gary Cobb reviewed the budgets for 2022 and 2023. He also discussed how we are paying off the cost of the road repairs. \$29,500 on 10 June 2022 for short term loan for Grayson Carter & Sons. Borrowed at 5% and due 1 March 2023.
- The Board is planning to pay off the second loan with the \$70,500 we expect to receive in 2023 from special assessment payments for the road.
- The projected balance at the end of 2023 is \$21,056.01. This amount may decrease depending on the community's expenses for 2023. The board will discuss whether to apply all the balance, or some of the balance, toward the loan. We may want to keep some of the money for future expenses.
- Mr. Gary Cobb believes that it is more likely that we will be out of debt by the end of 2024.

### **Side Note**

- Mr. Danny Evans said that the road repairs near his home and the Morell's have not been completed. Mr. Sam Holloway asked Mr. Danny Evans to discuss this with him after the meeting.

### **ACC Update**

- Mr. Sam Holloway reported for Mr. Gary Van Wagnen. There are six (6) new homes under construction. One has only the landscaping to complete, which will be done in the Spring of 2023.
- There are two (2) new home constructions pending. One plan was initially disapproved for having a front-facing garage. Covenants require homes to have a side-facing garage.
- One plan is pending for Mr. Paul Simonton, who just closed on the purchase of the lots in December 2022.
- The ACC includes Mr. Gary Van Wagnen, Mr. Ed Hipolito, Mr. Rob Gardner, and Mr. Waymon Pace. ACC is responsible in making sure that covenants guidelines are followed. This is not to keep an individual from building their dream home but to protect the current/future residents and maintain community building

standards. Please use the forms available on the website to submit any requests to this committee.

- There are some challenges due to the home buildings in progress. There may be lots of mud on the road. There is road damage at the new home building site on St. Andrews and near the Edinburgh View cul-de-sac. Mr. Sam Holloway said that he already talked to the owner about the road damage and he agreed to make sure it was repaired by the builder.
- Mr. Sam Holloway asked everyone to contact a board member if they notice any problems, e.g., litter blowing around, lots of mud on the road, damage to the existing roads in the subdivision, etc. That will allow the board to talk to the homeowner and resolve the problem.
- Mr. Waymon Pace mentioned that we may need to consider a deposit from the contractor when new homes are being built in the subdivision. This would help pay for damages, and if there are none, the deposit would be refunded to the contractor.
- Mr. Waymon Pace also mentioned that the road damage at the new home being built on St. Andrews near the Edinburgh View cul-de-sac will continue to get worse. The cracks in the road will continue to expand. There is also a problem because 100% of the loading and unloading is being done on the road instead of the lot.
- Mr. Sam Holloway asked residents to notify the board of directors if you see any lots that are not being maintained, or trailers that are parked in the driveway indefinitely. We understand that trailers may be in the driveway for a day or two.

### **Board Members**

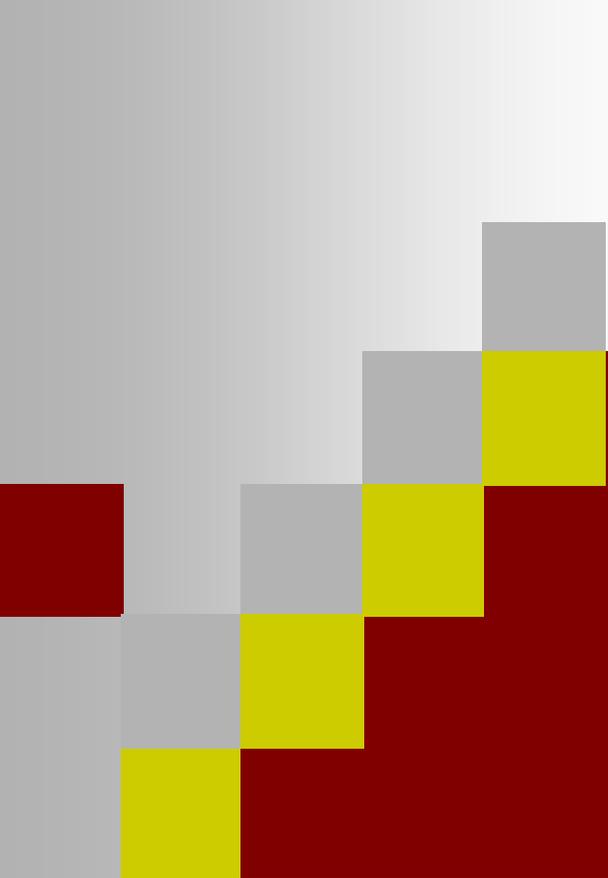
- Mr. Sam Holloway asked people to let the board of directors know if you are interested in serving as a board member. Remember, you are welcome to come in as an Associate, or as a board member.
- Mr. Sam Holloway said that the 2022 Taxes will be about \$4,200. We had a profit due to the sale of the lot by the pool house to Mr. Paul Simonton. There was a discussion about the profit and the amount of debt and resulting tax bill. Mr. Sam Holloway will discuss further with the accountant.

### **Owner discussions/questions:**

- Mrs. Patricia Barron asked the board to include a reminder to residents to make sure their dogs are not interfering with residents walking in the neighborhood. There has been issue with dogs not properly fenced or restrained in their yards.

Meeting adjourned by the President at approximately 8:00 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.



Owners Association (BOA)  
Annual Meeting, Feb 9, 2023

# Agenda

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- 2022 Actions and Accomplishments
- 2023 Actions and Initiatives
- ACC Update
- Financials
- Board Member Volunteers
- Q & A

# 2022 Actions and Accomplishments

- Completed road repairs
  - Secured loans to cover costs
  - Coordinated work with contractor
- Updated/replaced pool gate access lock
- Sold 0.3 acres of Common Property (adjacent to pool)
- Developed budget for 2023 with a focus on future requirements

# 2023 Actions and Initiatives

- Assess pool requirements
  - New sunshades
  - New furniture cushions
  - Drain, repair pool surface
- Evaluate need for street sign replacement
- Evaluate/collect bids for fence repair and painting
- Assess need for updated camera security system
- Assess future front gate requirements (gate motors, gate remote openers)

# Road Repair

- Work performed by Grayson Carter & Sons
- Scope of work: Repair/top coat St Andrews Dr, Brigadoon Dr, Inverness Place and Pool parking lot
- Original quote 11/19/2021: \$328,000
  - To be covered by Special Assessment of \$4000 per owner, partial assessment of owners in Highland Village
- Addendum following in process assessment of St Andrews Dr: \$59,982.11 (additional cost to be absorbed over term of loan)
- Total cost: \$387, 982.11
- BOA Board secured two private party loans; one to cover initial invoice for work on St Andrews Dr, other to cover remaining cost for Brigadoon Dr, Inverness Pl, and pool
- Work completed November 2022

# Financials

- 2022 Financials
  - Expenditures vs Budgeted
  
- 2023 Financials
  - Final 2023 Budget
  - Special Assessment/Dues Invoicing (mailed early December 2022)
  - Road repair loan status
  - 2023 BOA Annual Dues - \$850 (increase from 2022 to meet major repair/replacement requirements)
  
- 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

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- New home construction underway
- New home construction pending

# Outgoing/Incoming Board Members

## ■ 2022 Board Member

- Sam Holloway (President)
- Gary Cobb (Vice President)
- Sharon Scroggins (Treasurer)
- Bill Barron (Secretary)
- Kay Dye (Projects)

## ■ 2023 Board

- The Board is looking for owner volunteers for 2023; either as actual Board Members or “Associates” thinking about taking on a position in 2024
- Four members of the Board for 2023 will remain in office (with minor changes in duties)

# Questions?

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Proposed 2023 Budget - Brigadoon Owner's Association

	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>		
1	<b>Ordinary Income/Expense</b>			1	
2	<b>Income</b>			2	
3	Annual Dues	53,200.00	52,975.00	63,750.00	3
4	Lawn Maintenance Collections	0.00	0.00	0.00	4
5	Other Ordinary Income	0.00	13,750.00	0.00	5
6	<b>Total Ordinary Income</b>	<b>53,200.00</b>	<b>66,725.00</b>	<b>63,750.00</b>	6
7	<b>Expense</b>			7	
8	Accounting	4,500.00	5,240.00	5,300.00	8
9	Annual Business Meeting	100.00	0.00	100.00	9
10	Gate Costs	300.00	1,518.90	1,050.00	10
11	Gate Phone	450.00	383.79	500.00	11
12	Grounds Maintenance	1,625.00	3,748.00	5,000.00	12
13	Insurance	7,650.00	7,126.00	7,500.00	13
14	Landscaping	17,975.00	15,183.00	16,800.00	14
15	Lot Maintenance	0.00	0.00	0.00	15
16	Legal - Collections	0.00	0.00	0.00	16
17	Legal Fees	1,000.00	957.00	1,000.00	17
18	Miscellaneous	1,000.00	0.00	500.00	18
19	Office Supplies	100.00	0.00	100.00	19
20	Pool Expense	10,000.00	8,248.27	15,000.00	20
21	Postage/Community Mailings	0.00	4.60	50.00	21
22	Printing & Copying	100.00	0.00	0.00	22
23	Property Tax	420.00	0.00	420.00	23
24	Social Events	300.00	225.45	300.00	24
25	Utilities - Electric	3,000.00	4,110.86	4,500.00	25
26	Utilities - Water	0.00	0.00	0.00	26
27	Website	250.00	264.00	450.00	27
28	Hospitality Committee	250.00	30.49	100.00	28
29	<b>Total Ordinary Expense</b>	<b>49,020.00</b>	<b>47,040.36</b>	<b>58,670.00</b>	29
30	<b>Net Ordinary Income</b>	<b>4,180.00</b>	<b>19,684.64</b>	<b>5,080.00</b>	30
31				31	
32	<b>Non Budgeted Expenses</b>			32	
33	Loan Payments		4,059.89		33
34	Federal & State Income Tax		4,200.00		34
35	<b>Total Non Budgeted Expenses</b>		<b>8,259.89</b>		35
36				36	
37	<b>2022 Ordinary Income After All Expenses</b>		<b>11,424.75</b>		37
38				38	

Proposed 2023 Budget - Brigadoon Owner's Association

39			39
40	<b>2023 Debt Retirement</b>		40
41	<b>Income</b>		41
42	2023 Special Assessment - Roads	70,500.00	42
43	Other Debt Retirement Income	0.00	43
44	<b>Total Debt Retirement Income</b>	70,500.00	44
45	<b>Expense</b>		45
46	Short Term Loan Repayment, Due 3/1/23	30,566.85	46
47	5 yr Loan, 12 Monthly Payments	16,239.60	47
48	5 yr Loan, Additional Principal Payment	23,693.55	48
49	<b>Total Debt Retirement Expense</b>	70,500.00	49
50			50
51	<b>Projected Debt - 2023 End</b>		51
52	Remaining Principal on 5 yr loan - Dec '23	30,500.00	52
53			53
54	<b>Projected Balances, end of 2023</b>		54
55	1/1/23 Checking Account Balance	15,976.01	55
56	2023 Net Ordinary Income	5,080.00	56
57	<b>Total</b>	<b>21,056.01</b>	57
58			58
59	Money Market Account (Reserve)	29,812.78	59
60			60

BOA Annual Meeting Sign In

1. Patricia Barron
2. Marcia Carswell
3. Lyn Holloway
4. Jim Carswell
5. Sharon Scroggins
6. Cary Scroggins
7. Waymon Pae
8. Linda Pae
9. Penny Chan
10. ED FREMEN
11. JOHN FULLER
12. Mylow PEARSON
13. Dow Belaw
14. ED HIPOUITO
15. NANCY HIPOUITO
- 16.
- 17.
- 18.
- 19.
- 20.