

Brookfield Homeowners Association

Board of Directors Meeting Minutes

Date: 5/20/25

Time: 10:00am

Location: 6 Brookfield Rd.

Call to Order: The meeting was called to order by President, Dan Rawson.

Present: President Dan Rawson, Vice President-TBT, Treasurer-Laura Wilkins,
Secretary-Lauren Rodriguez

Continued our discussion of creating an online platform for payment. There have only been a few homeowners who have requested this. At the current time, we have decided to hold off on an online payment method while we research the most cost effective method. We would have to charge homeowners the cost of using the online platform which would be 2.9% + \$0.30. We will continue to discuss this for future payments but will currently expect checks for payment this time.

Many homeowners have still not sent in dues payments. Discussed sending out another invoice with a late fee of 10% if they are not sent in by May31st.

Reviewed the godaddy conversations to make sure that all homeowners that have reached out via the chat on the website have been answered. Many homeowners have reached out regarding issues with past due balances, etc. Laura has been sending out the records to those homeowners as the treasurer.

We will continue to utilize the website chat and our email (hoaboard@brookfieldestates.com) to answer any questions homeowners have.