

Brookfield Homeowners Association

Board of Directors Meeting Minutes

Date: 1/20/26

Time: 3:45pm

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-Nicole O'Connell,
Secretary-Lauren Rodriguez

This meeting was called by Dan Rawson to review and approve the budget for 2026. Dan presented the budget to myself and Nicole and it will be posted with these minutes on the website. We all voted to approve the proposed budget. We agreed to a 10% increase in expenses as costs have gone up over the years. This should create a buffer if that is the case this year. The dues in the past have been 197.50. We all agreed for accounting purposes, making the dues 200 would be fair. We also discussed standardizing annual dues invoicing to the first weekday after March 1. This year that will be 3/2/26. The dues will be late after 30 days from the invoice date.

We discussed those on payment plans who are in arrears. Nicole will be sending out the 2026 invoices by March 2nd and will contact those who continue to delay payment to try to get them back on a plan.

As secretary, I will be posting the 2026 budget and the balance sheet on the HOA website.