Brookfield Homeowners Association

Board of Directors Meeting Minutes

Date: 4/1/25

Time: 6:00pm

Location: 6 Brookfield Rd

Call to Order: The meeting was called to order at 6:00pm by Dan Rawson.

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

Previous board members have decided to step down. Dan was nominated as a board member and approved by myself and Laura Wilkins to take over as President of Brookfield homeowner’s association. Laura, who has previously held the position as treasurer, would like to take that position. Dan and myself voted and approved her to become treasurer. I, Lauren Rodriguez, volunteered for the secretary position and was approved by Dan and Laura. Board can function with 3 members but we would ideally like to fill the Vice President position. We will post this on the go daddy website to look for volunteers who are interested.

Finances were reviewed as we inherited files from the previous board members. We reviewed monthly costs being charged for our go daddy website domain. We discussed reaching out to get quotes for landscaping, plowing.

Invoices were due to be sent to homeowners in February. However, we need to discuss the budget for 2025 and decide whether or not we need to raise the dues which we would like to avoid. Current dues are $197.50. We will work on getting those invoices sent out ASAP.

We will request keys from previous board members for our PO box which we will close.

Discussed reaching out to previous members to gain access to the website, creating an email so we can be easily contacted by homeowners.