Brookfield Homeowners Association

Board of Directors Meeting Minutes

Date: 4/22/25

Time: 2:30pm

Location: 5 Cross Creek Lane

Call to Order: The meeting was called to order at 2:30pm by Dan Rawson.

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

Discussed policy deadlines for general liability insurance and directors policy. Policy is due to be renewed 4/23. Dan will call insurance company to renew policy and add coverage if needed. He will get a quote from another company to compare.

Agreed to use 5 Cross Creek Lane as the official address for the association as the PO box was closed. Dues may be sent here and the website will be updated.

Dan received quotes from different landscaping companies.

Previous company we have used is retiring (TED’s landscaping). TED’s is having SBK landscaping take over his accounts. Dan is awaiting quote from SBK landscaping to decide if we should switch.

Received a quote from JNP landscaping in the amount of $2,200 for the whole season.

Discussed billing for the go daddy website. Once we receive access to the website, we will look into those fees that were charged ($216.83 for one year of domain renewal).

Board plans to create an email account so we are not using personal emails. We would like a professional email address for homeowners to contact us.

Laura stated that federal and state tax returns have not been filed in years.

Laura filed an extension for federal but can’t get into the account to file extension for CT.

Secretary of state annual report was last filed in 2022.

Current bank account was being charged a fee. M&T agreed to waive the fee for our account.

We need a signer on the account so Laura and Dan will get added.

17 houses past due on dues. Proposal was made to add a 10% late fee to encourage homeowners to pay their dues. This was voted on and passed.

Reviewed complaint from resident about landscaping on cross creek shrubbery behind fence. This was part of the required maintenance of the town of wetlands officer by the retention pond. Per the town of seymour

Inspected by town wetlands officer

Meeting ended 4:30pm