

Brookfield Homeowners Association

Board of Directors Meeting Minutes

Date: 6/27/25

Time: 2:30pm

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

Discussed dues collection status.

We currently have 16 homeowners who have not paid in 1 year (9 of those were behind last year).

We have 2 homeowners who are behind 2 years.

There are 5 homeowners who are very late and have not responded to Laura.

Some homeowners have requested a payment plan which has been agreed upon.

Spoke amongst board members and decided to vote on moving forward with Opin law firm to help settle the homeowners who have not paid.

We had extended the deadline to June 30th. If payments are not postmarked by 7/15/25 we will send them to collections. Dan will be sending out a formal letter with the last invoice in an attempt to collect dues.

Laura filed the federal and state tax returns for 2024.

We are beginning to plan for the annual board meeting with all homeowners and all agreed that January could be a good time to schedule this. Date and time to be discussed and determined at a future meeting.