**The Preserve at Brookview Homeowner’s Association, Inc.**

**December 6, 2022 – Board Meeting**

**MINUTES**

**Attendance (Board Members):** Jared Sterbinsky, Jay Bowden, Bill Shook, Rachael Miller

**Call to Order**

Meeting was called to order at 6:10pm by Jared

**Agenda**

1. Approval of June 20, 2022 minutes
	1. Jared motioned to approve minutes, Jay seconded motion
2. Treasurer’s Report
	1. Bill went over 2022 expenses and finances and budget for 2023
		1. Report $14,000 check from Yingst as a “one-time” line item on the 2022 budget but ensure that will be used for landscaping and signage.
		2. Proposed budget for 2023 is $14,350
			1. Motion to approve budget by Bill, Jared seconded motion
		3. Proposed special meeting in November/December to approve upcoming yearly budget
			1. Motion to approve special meeting by Jared, Bill seconded motion
		4. Dues for 2023 to remain $400, as we have enough in “reserves” to maintain a surplus if needed for unforeseen circumstances.
			1. Motion to approve no change in dues by Bill, all board members seconded motion
		5. Dues to be sent via email instead of mail (change was already previously approved) and to go out in January with second reminder in February
			1. Need to ensure Board has an updated email address list EACH year to ensure correspondence reaches all residents (Secretary of board to keep track of this, send annual “contact update” email). 2023 list is accurate until new neighbors move into phase 5
3. Outstanding ARC Requests
	1. Jones outstanding ARC request approved unanimously “with conditions”: obtaining correct Township permits and structures out of stormwater drainage areas
	2. Rachael and Jay received approval from homeowners in surrounding areas for proposed plantings in cul-de-sac but need a new quote from BJs for Spring
	3. Jared and Jay working through quotes for masonry and signage, but hard to find people who will do masonry work right now
	4. Bill proposed new/updated language surrounding RVs/Campers
		1. Motion to update/amend **9.1.14 Parking** in the covenants approved by Board but will bring to community at June 2023 meeting.
	5. Jared went over various ARC requests over the past year and what the Board has approved and denied for requests going forward
4. Annual Meeting & Review of Board Timeline
	1. Discussed possible dates and locations for annual meeting and settled on June 6th, 2023 at Skyline View Park Pavilion or Lenker Park Pavilion, Jared to look into best place to host
	2. Discussed board positions
		1. President and Treasurer board positions to remain in effect until February 2024, both serving 3-year terms.
		2. Secretary and Vice President terms up in February, both serving 2-year terms, but looking into continuing to serve until annual meeting in June.
			1. Both up for election this year (2023)
5. Jared went over checklist we are asking Yingst to go over before leaving the Community once two final houses are built
	1. Fill in ground on sidewalk between cul-de-sac and retention pond
	2. Repair cracked curbs
	3. Take down dead tress and limbs in common ground (between Strouse and Rehkop)

**Adjournment**

Meeting was adjourned by Jay, motioned by Rachael ay 7:50pm