The Preserve at Brookview Homeowners Association, Inc.

August 9, 2021 Annual Homeowners Meeting

**Agenda**

**I.** **Call to Order**

* The meeting was called to order at 6:10PM by organizer, Jared Sterbinsky. Jared addressed the homeowner audience with an update about the board members responsibilities and the transition from Yingst to the current board. He stressed that we will continue to have open communication with Yingst.

**II. Establish Quorum**

* In attendance and constituting a quorum were: Jared Sterbinsky, Craig Smith, Jay Bowden, William (Bill) Shook, Jana Bowra and 23 homeowners were also logged into the Zoom meeting.

**lll. Secretary Report**

* Previous meeting minutes summarized and accepted. Meeting minutes will be available on the HOA website.

**IV. Architectural Review Committee (ARC) Report**

* Craig Smith provided the ARC update.
* Went over the ARC process. All requests are reviewed against Brookviews Declarations and Bylaws. All board members vote on the final decision. Secretary will email the decision to the homeowner.
* ARC request forms can be found on the HOA website. https://ThePreserveAtBrookView.com

**V. Treasurer's Report**

* Bill Shook provided the update.
* Frank Zelko provided a 13 page financial report to Bill that was last updated 4/30/2021.
* Bill went over the financial report and highlighted discrepancies between the report Mr. Zelko provided, and the bank statement that Fulton Bank provided, at the end of April. Questions about these discrepancies will be sent to Mr. Zelko.
* Currently the HOA account is being audited by Mack, Gerberich and Associates prior to the transfer to PBVHOA. They are being very transparent and hope to have this completed by the end of August.

**VI. Old Business**

* No old business to report.

**VII. New Business**

* Jay Bowden announced the proposed motion to amend and update the bylaws to include email as an acceptable form of notification to homeowners.
* This motion will be tabled until the next board meeting to allow homeowners to email questions and concerns.

**VIII. Adjourn**

Jared entertained a motion to adjourn. Homeowner Anne Camacci asked if there would be open comments from homeowners? Jared responded that at this time we are not taking open public comments during the meeting. All questions were asked to be sent to the board prior to the meeting so we could have concise answers. All homeowners are welcome to email the board with follow up questions at this time. We may also amend this policy for future annual meetings.

Vice President Jay Bowden moved to adjourn the meeting; member Craig Smith seconded the motion. The motion was unanimously approved.

**Certification**

The undersigned hereby certifies that she is the duly elected and qualified Secretary and the custodian of the books and records and seal of The Preserve at Brookview Homeowners Association, Inc., a non-profit corporation duly formed pursuant to the laws of the Commonwealth of Pennsylvania, and that the foregoing is the true record of the March 22, 2021 Organizational Meeting of the HOA Board.

**Jana** **Bowra**, **Secretary**