**The Preserve at Brookview Homeowners Association, Inc.**

**February 9, 2022 Quarterly Board Meeting**

**Agenda**

I.    **Call to Order**

* The meeting was called to order at 5:30pm by organizer, Jared Sterbinsky.

**II.   Establish Quorum**

* In attendance and constituting a quorum were: Jared Sterbinsky, Craig Smith, Jay Bowden, William (Bill) Shook and Jana Bowra.

**III. Secretary Report**

* Meeting minutes from January 10, 2022 were reviewed and passed.
* Jana Bowra announced her resignation, which will be effective June 2022.  Jana’s work status has recently changed and she feels she can not dedicate the time necessary/needed to the HOA board.
* Board discussed procedures to handle resignations.  Homeowners will be contacted in adequate time before the next Annual meeting in June, to submit nominations for new secretary.
* Craig Smith's position as ‘General Board Member’ will also be open for re-election, as his term was set for only one year.

**IV.  Treasurer's Report**

* Bill Shook provided an update. All HOA invoices have been paid to date.
* 2022 Dues letters have been mailed out.  A homeowner has questioned if electronic payment is available for dues.  At this time, no, but maybe in the future.  Check or cash is accepted at this time.
* A homeowner has questioned the HOA’s current “surplus” and what it is used for.  Board discussed the use of the word ‘surplus’ vs. ‘reserves’.  At this time, we are entering our first full year as a board in control of the finances.  We are unsure of ALL costs that we will be incurring, on our own, without Yingst as present in the neighborhood.  So we should most likely be calling this specific category, ‘reserves’, at this time.
* We will continue to give homeowners a full financial report at the Annual Meetings. If a resident should have a question about finances throughout the year they are more than welcome to ask and we will provide any information they need to answer their questions.
* Discussed possibly purchasing Quickbooks or an accounting equivalent, in case of future account audits.

**IV.  Committee Reports**

A.  ARC

* ARC request forms are found on our website https://ThePreserveAtBrookView.com
* Lawn and snow removal bids.  The board will be doing a ‘walkthrough’ with Dauphin Landscape. Still awaiting a bid from BJ’s Landscaping.
* ARC has one pending request at this time.
* The maps provided by Yingst that show the common space areas, will be uploaded onto the website.
* A letter will be sent to homeowners requesting an ARC application on any exterior changes that have been made without prior approval.

**V.   Old Business**

1. Signage

* Jay presented a pole option with a planter attached for signage.  The board feels that the maintenance to keep the greenery alive is not a viable option.
* We will continue to investigate masonry options.

1. Homeowner Directory
   * Jay and Connie continue to put together the community directory.

1. Insurance Policy info for the board members
   * Contacted Andy Enders about what the policy covers.  What type of liability insurance covers the board members?

**VI.  New Business**

A.   Yingst “To-Do” list

* Board collaborated to create a list of questions/possible to-do’s for Yingst to complete before The Preserve is completed.
  + Short list includes: reseeding plan for the berm between phase 4 and 5.
  + Phase 5 cul-de-sac plans for restoring truck ruts and the future issues trucks will cause.
  + The light pole in the phase 5 cul-de-sac is unstable.  Yingst vs. PPL issue?

      B.  Community Events

* Board agrees that a community event planning committee may be a good idea.  Perhaps a block party/meet your neighbor event this Spring.  Will look into setting this up.

**VII.  Adjourn**

Jared Sterbinsky moved to adjourn the meeting at 7:20, Bill Shook 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 pursant 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**