The Preserve at Brookview Homeowners Association, Inc.

November 15, 2021 Quarterly Meeting

**Agenda**

I.    **Call to Order**

* The meeting was called to order at 5:34 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 Annual Meeting on August 9, 2021 were reviewed and passed.
* DIscussed the need to have all forms sent to homeowners in one format.  Google documents vs. Word.  Jana will need help having templates converted to different formats.  New templates will possibly need to be made.  We are working with outdated templates supplied to us by Yingst.  Will address this ASAP.

**IV.  Treasurer's Report**

* Bill Shook provided an update.
* The audit by Mack, Gerberich and Associates is complete! Jared and Bill went to Fulton Bank to have all finances transferred to their possession. All documents have been scanned and saved.
* Audit found a discrepancy of $16,000.  Yingst promptly cut a check for the full amount to The Preserve HOA.
* Discussed whether HOA pays for road snow removal in Phase 5, as this is not a township road at this time.  Jared will ask Jon Zervanos.

**IV.  Committee Reports**

A.  ARC

* ARC committee reports that they have a clearer picture of easements and property lines for Lot 100 and all lots that contain easements within their property lines.  The homeowner at Lot 100 iis working with the ARC committee to be in compliance with all disruptions/development to this area.  The homeowner is also now aware that the Township may have different views on what development is allowable in the easement/retention pond areas.
* ARC needs to follow up with a few homeowner projects that were never submitted to the ARC for approval.  Such as fire pits and deck improvements.  Will talk to these homeowners and ask that they submit an ARC request, even though work has already been completed.
* It is important that we have records of these lot improvements.

**V.   Executive Board Reports**

A. Following bylaws in regards to long term parking on the streets. One letter was submitted to a homeowner in regards to a car parked continuously on Beaver Creek Road.  Feed back: is the letter worded too harshly?  Do homeowners even know this bylaw exists?  Have new homeowners been given copies of the bylaws and covenants to review by the realtors at settlement?

* Discussed talking to homeowners first, then following up with a letter.
* Moving forward HOA would like to send a board member to welcome new residents to The Preserve community and offer them a copy of the bylaws.
* Jana has offered to do this.

**VI.  Old Business**

A.  Follow up on signage for The Preserve

* Jon Zervanos believes there is not enough space at the entrance of Piketown/White Birch for a sign.
* HOA would still like to pursue a sign in this location.  As well as at the corner of Beaver Creek Road/Brookview Court.
* BJ’s has already given the quotes for landscaping.  Yingst has agreed to pay half the cost at the Beaver Creek/Brookview Court area.
* Jay will follow up with signage designs and costs.  Hope to be able to vote on this at the next meeting.

**VII.  New Business**

A.   New landscaping bids

* The HOA board agrees we should pursue new landscaping company bids.
* Craig has agreed get new bids
* Discussed snow removal and mowing of common space areas that are very small and may have been missed in the past by the current landscaping company.  Will review these areas and the need for services within these areas.

B.  Scheduled future HOA board meetings

* Discussed having a homeowner meeting, via Zoom, now that the board has secured the finances.  Also, the board received negative feedback from the Annual meeting in regards to homeowners not having the ability to ask questions.
* Will make sure homeowners have time to ask questions.  Meeting will also be recorded.
* Homeowner meeting scheduled for January 10, 2022 @ 6:00pm.
* Next quarterly meeting scheduled for Febuary 7, 2022 @ 5:00pm.

       C.  PPL to fix leaning lamp post in cul de sac in Phase 5.

* Jared to follow up with this.

**VIII.  Adjourn**

President Jared Sterbinsky moved to adjourn the meeting at 7:50; 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**