

Pine Brook Meadows HOA: 2025 Annual Meeting Notes

Date: October 5, 2025

Location: MCTapHouse, Brooklyn Park MN

Attendees: Core HOA board (Stanley, Trevor, Jamie, Tina – administrator), residents from 9 of 64 homes; additional drop-ins during meeting

I. Welcome & Introductions

- Meeting opened with appreciation for regular attendees; acknowledged disappointment at lower-than-hoped turnout.
 - Sign-in sheet circulated; food provided.
 - Attendee introductions:
 - Stanley: 23 years resident
 - Trevor: 9809 Linden
 - Jamie: 9720 Linden, resident for 3 years
 - Tina: HOA Administrator (non-resident)
 - Board emphasized annual meeting's role in sharing information, gathering feedback, and adjusting association operations.
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II. Main Topics Discussed

A. Budget Review (January–October 2025)

1. Fiscal Year Adjustment & Documentation

- FY typically runs Jan–Dec.
- This year: Financial review covers Jan–Oct due to new October meeting schedule.
- Future annual meetings (in October) will review Oct–Oct data.
- Spring Zoom meeting planned for full fiscal year reporting.

2. Income

- 2025 Dues collected (Jan–Oct): \$21,301.
- Additional income (violation fees): \$1,100.
- Total income YTD: \$22,401.02.

- Outstanding dues persist; key legal cases addressed in expense discussion.

3. Expenses

- Administrative Fees (Tina): \$3,185.
- Legal Fees: \$9,710.48 (largest expense; significant expenditure to resolve delinquent dues, especially owners with 5–6+ years overdue).
 - Payments go directly to attorney once legal process is initiated; association receives funds post-collection.
- Liability Insurance: \$564/year (no increase from last year).
- Events:
 - Annual Meeting: \$715.97 (includes costs for both March and October meetings)
 - National Night Out: \$530.28
- Membership/Subscriptions: \$192 (QuickBooks, payment portals, website hosting; last year was higher due to a 3-year software fee renewal).
- Office Supplies/Postage: \$51.80.
- Software/Apps: Additional web hosting & app costs carried over from prior multi-year purchase.
- Payment Processing Fees: \$400 (for online dues payments; separated for transparency).
- Repairs/Maintenance: \$2,716.13 (includes mailbox post repairs/repainting and damage remediation; included incident with mailbox knocked out by a vehicle).
- Landscaping: \$1,104.80 (substantial reduction after ceasing HOA-funded maintenance on certain private lots; now focused only on common areas).

4. Net Operating Income

- As of October: Approx. \$3,640 net after expenses, on track for a sustainable budget, pending year-end collections and final expenses.

5. Landscape Contracting

- Notable switch: HOA no longer maintains grass strips along 97th & Noble following resident feedback.
- Responsible solely for:
 - Berm area (trees/weed control - True Green contracted)
 - Cul-de-sac islands
 - Entrance zone
- Savings of ~\$5,000 compared to prior years.

6. Tree/City Issues

- Multiple tree concerns raised (pruning/removal by city damaging HOA property).
- Homeowner documented city's commitment to replace a tree removed from cul-de-sac (to be followed up—some confusion about exact date of request, but believed to be 2023 or 2024).

- At least five dead trees in common areas slated for follow-up with city or replacement.
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B. Online Payment & Dues Collection

- Introduction and positive response to online payment portal via QR code (GoDaddy platform used due to limitations/issues with Venmo; some loopholes in address entry noted).
 - Issue: Some payments lacked address info, complicating reconciliation.
 - Online payment fee policy: Homeowners using portal pay an additional \$10 convenience fee (i.e., \$310 online vs. \$300 by check); general consensus that this fee remains homeowner's responsibility.
 - Communication: Dues notices include individual ledgers showing all outstanding balances; encouraged residents to carefully check for prior year shortfalls or additional fees.
 - No change in annual dues amount for 2026; controlling landscaping expenses key to keeping rates level.
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C. Meeting Frequency, Communication, and Engagement

- Zoom Meetings:
 - Quarterly Zoom meetings initiated based on last year's resident request.
 - First was poorly attended; next saw higher participation.
 - Board will continue scheduling quarterly Zooms, ideally alongside other board business for efficiency.
 - Meetings used for real-time community feedback; helps relieve pressure from annual meeting alone.
 - Future plans: Gather more resident email addresses to facilitate digital communications; privacy concerns prevent sharing full email lists between homeowners.
 - Newsletter: Reminded to make request for resident emails more prominent to facilitate database building.
- Outreach Difficulties:
 - Mailing and communication remain challenging; some homes still lack easy digital contact.
 - Residents encouraged to check with neighbors regarding their email inclusion.
 - No postal delivery issues reported this cycle, though prior mailbox reinstallation caused some confusion and delivery problems.
- Resident Engagement:

- 9 of 64 homes represented at meeting; normal turnout described as similar or a bit higher, seldom more than 10–12 homes.
 - Participation in National Night Out higher (families/children) but generally not a new population vs. meeting attendees.
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D. Events Review: National Night Out

- National Night Out:
 - Successfully held, appreciated by attendees.
 - Event format (food, street bouncy house) perceived as positive; no complaints about meals provided.
 - Occasional absence of city services (fire truck visits not guaranteed).
 - Location suggested to stay constant due to logistical preference and less neighborhood disruption.
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E. Landscaping Contracts: Present/Future

- Experiences switching landscaping providers described as challenging: Most companies unwilling to serve HOAs; some quoting \$8–\$10k for minimal service, often without site visits.
 - 2025: Engaged True Green for weed control and minimal maintenance; phased towards only compulsory treatments to maintain budget.
 - 2026–2027: Still negotiating future contract(s), price and scope subject to further adjustment.
 - Continuing to focus on cost containment; preference for homeowners to manage private-adjacent grass; HOA to handle only common areas.
 - Feedback gathered: Unanimous agreement (among attendees) on current division of landscaping responsibilities.
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F. Legal, Compliance & Covenant Change Discussions

1. Legal Actions Recap

- Recapped years-long struggle with multiple severely overdue accounts; majority of legal costs from attorney-driven collections.
- Confirmed current legal actions have “rounded the corner”; few problematic accounts remain.

2. Bylaws and Covenants

- Discussion of changing rules specifically for accessory buildings/sheds:
 - HOA allows one shed ≤ 144 sqft, matching house color/style, subject to city/HOA approval.
 - Interest in updating restrictions in light of changed Brooklyn Park city ordinances.
 - Residents requested clarification: How does a change to covenants/bylaws get approved (75% approval threshold, non-votes typically not counted as affirmative per attorney; ongoing debate)?
 - Plan: Resident to gather information on city code; board will review attorney's requirements; topic to be addressed in next quarterly Zoom meeting.
 - Related discussions on fence regulations, handling precedents/violations, and historical exceptions (e.g., grandfathered fences or mailboxes).
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G. Board Elections & Structure

- Regular rotation of board positions:
 - Trevor to become President in January 2026
 - Stanley to Vice President
 - Election held for Treasurer (nomination for Jamie, reaffirmed due to strong prior performance)
 - Call for additional nominations or write-ins (none put forward).
 - 9 homes represented for voting; not a formal bylaws change, more unanimous verbal assent.
 - Decision: Jamie to move to Treasurer
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H. General Feedback, Miscellaneous, and Resident Concerns

- Residents expressed satisfaction with event hosting, board's responsiveness, and meeting timing, but open to suggestions about future improvements or issues for future meetings.
 - Requests for more transparency and accessibility in newsletters and email blasts.
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III. Action Items

1. Tree Follow-Up

- Locate prior year city correspondence and ensure city replaces the cul-de-sac tree as promised.
- Identify/address five dead trees within HOA common areas.

2. Landscaping Contracts

- Finalize negotiations with True Green or alternate providers for 2026–2027.
- Maintain cost focus; confirm only common areas included in future contracts.

3. Communication Improvements

- Move request for resident email addresses to a more prominent position in the newsletter and all HOA communications.
- Encourage residents to confirm/update their emails with the HOA and ask neighbors to do the same.
- Consider small campaigns (door hangers, social media) to increase digital contact information coverage.

4. Dues Payment System

- Address loophole in GoDaddy online payment to require address for every payment.
- Clarify in next dues letter the reason for the \$10 convenience fee and encourage proper identification on all online payments.
- Continue not to have HOA cover convenience fee; review policy annually.

5. Bylaws/Covenant Update Research

- Resident volunteers to research updated Brooklyn Park city codes regarding accessory buildings/sheds, then share with board.
- Board to cross-reference legal counsel recommendations for process and quorum/approval requirements.
- Schedule discussion/update for next quarterly Zoom meeting.

6. Events

- Gather (via Newsletter, next meeting, or social media) resident feedback/suggestions for National Night Out and holiday landscaping enhancements for next year.

7. Meeting Timing & Format

- Solicit further community input on preferred date/timing for annual meeting.
- Continue quarterly Zoom meetings and explore ways to increase participation.

IV. Follow-up Points / Next Steps

- **Next Quarterly Zoom Meeting:**
 - Topics: Shed/accessory building policy review and any new city ordinance information; landscaping contract finalization; progress update on dead trees and city interactions.
 - **2026 Annual Meeting:**
 - Planned for early October (unless overwhelming feedback suggests otherwise).
 - Will review Oct 2025–Oct 2026 fiscal year.
 - **Potential Neighborhood Outreach Mini-campaign:**
 - Drive to update email contacts
 - Education on new/clarified policies for dues, landscaping, and events
 - **Legal & Policy Review:**
 - Check with HOA attorney on circumstances/process for bylaws changes; align with resident research for accessory structures and fencing.
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V. Adjournment

- Meeting adjourned with thanks to all attendees.
- Encouragement for direct contact with board for any concerns/questions in between meetings.
- Remaining food offered to all present.
- First-time attendees acknowledged and welcomed; open door for future suggestions and participation.