 **Board Meeting Minutes from July 17, 2025**

The meeting was called to order by Mike McDermott @ 10:00am

Attendees: Mike McDermott, Dean Anderson, Paula Odom

**Motion to Pay Bills:**

1st Motion made by: Dean Anderson

2nd Motion made by: Mike McDermott

Motion approved by all

**Motion to Approve Minutes from May:**

1st Motion made by: Dean Anderson

2nd Motion made by: Paula Odom

Motion approved by all

**Old Business:**

None

**New Business:**

Paving Project from 403 Clearbrooke Blvd out to Cannon Road discussed.

Mike McDermott received another bid from JD Asphalt for this project.

**Motion to Award the bid to JD Asphalt**:

1st Motion Made by Mike McDermott

2nd Motion Made by Dean Anderson

Motion approved by all.

Continued . . .

**New Business Cont:**

Motion for Drainage Ditch to be cleared out – that exits the Valley Run pond – contingent on funds

1st Motion Made by: Mike McDermott

2nd Motion Made by: Dean Anderson

Motion approved by all

In the process of having entrance lights replaced at the N. Winding Brooke and Cannon Road Entrance - contingent on funds

**Collection Agency:**

Bay Area terminated their contract with Clearbrooke on 7/8/25

Mike McDermott found another collection agency – Delmarva Collections that is willing to be our New Collections Contractor.

Mike forwarded the contract to Dean Anderson and Paula Odom to look over with any questions.

Mike will also meet with Delmarva Collections in the next week or so to finalize, with the approval of the Board to get our collection process started again.

**HOA Dues:**

Motion for Dues Increase by $125.00 -- from $325.00 to $450.00

1st Motion made by: Dean Anderson

2nd Motion made by: Mike McDermott

Motion approved by all

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| **Checks Signed:** |  |  |
| **CK#** | **Vendor** | **Amount** |
| 1867 | Hopkins Tax & Accounting (HOA CPA) | $885.00 |
| 1868 | Tracy's Lawn service (Community grass cutting) | $780.00 |
| 1869 | Tributaries (Pond Maintenance) | $297.78 |
| 1870 | Sherman Heating (Community Bldg Spot-A-Pot ) | $95.87  |
| 1871 | Comcast (internet at Community Bldg) | $332.18 |
| 1872 | Delmarva Power | $1,790.25  |
|  | **Breakdown as follows:** |  |
|  | Community Bldg Lights | $39.48 |
|  | Community Street Lights | $1,680.21 |
|  | Entrance Signage - Clearbrooke Blvd | $23.69 |
|  | Entrance Signage - Clearbrooke Blvd @ Elks Road | $25.06 |
|  | Entrance Signage - Winding Brooke  | $21.81 |
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|  | Meeting adjourned at 11:30am **Next Board Meeting will be:** August 21, 2025 @ 10:00 am |  |
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