**Clearbrooke HOA Board of Directors Meeting**

Date: April 25th, 2024

The meeting was called to order at 6:45pm

**Attendees:** Dean Anderson, Paula Odom, Mike McDermott

Absent - Gwen Jarmon

Motion was made to pay bills by Dean Anderson -- Paula Odom Second - Motion granted

Bills were signs by Paula Odom and Dean Anderson

**Checks signed is as follows:**

CK# 1765 - Tributaries (Pond Maintenance) -- $297.98

CK# 1767 - Hopkins Tax & Acctg (HOA CPA) -- $1312.00

CK# 1768 - Comcast (Community Bldg Internet) -- $233.67

CK# 1769 - Sherman Heating (Community Bldg Spot-A-Pot Rental) -- $95.87

CK# 1770 - Delmarva Power (Breakdown below) -- $1649.33

-- Entrance Signs - Clearbrooke Blvd - $24.50

-- Entrance Signs - Clearbrooke Blvd by Elks Road - $22.19

-- Entrance Signs - Winding Brooke Drive - $22.70

-- Community Bldg Lights - $61.80

HOA Dues Deposits for April -- $2931.07

Bay Area Receivables Contract was signed by Mike McDermott on 4/22/24 -- Gwen will work on the Collection process to begin 5/1/24.

Paula Odom created a spreadsheet for Gwen to use as a guide in google sheets - and shared it with everyone. Paula showed this to Mike and Dean, and showed how Gwen can use the Financial Report that Tracy gives us each month, to look through the "Open Invoices" for those that still owe HOA Dues.

Request was received from Ms. Alverez of 400 S. Winding Brooke Drive to waive a $21.54 charge remaining on the balance for the property. No supporting documents could be located following research by Accountant Hopkins and Treasurer Odom to account for this fee remaining on the account. Motion made by Treasurer Odom to waive the $21.54 charge concerning 400 S. Winding Brooke Drive; Motion Seconded by President McDermott. Unanimous approval. Follow up letter will be sent to Ms. Alverez concerning this action.

Next meeting to take place on May 23, 2024; 6:30pom.

Motion to Adjourn made by VP Anderson at 8:15pm; Seconded by Treasurer Odom.