**Clearbrooke HOA Board of Directors Meeting**

**Date: March 22st, 2024**

Meeting was called to order at 6:30pm

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

Motion was made by VP Anderson to Pay the Bills; Seconded by Secretary Jarmon. Unanimous

Bills were signed by Pres. McDermott and Treasurer Odom

**Checks signed is as follows:**

CK# 1759 - Fox Rothschild (Legal Fees) -- $3866.00

CK# 1760 - Tributaries (Pond Maintenance for Jan & Feb @ $297.78 ea) -- $595.56

CK# 1761 -- Sherman Heating (Community Bldg Spot-A-Pot rental) -- $ 95.87

CK# 1762 -- Comcast ( Community Bldg Internet) -- $233.25

CK# 1763 -- Hopkins Tax & Acctg (HOA CPA) -- $1410.00

CK# 1764 -- Delmarva Power ( Breakdown below )  -- $1812.52

-- Community Street Lights - $1646.64

-- Entrance Signs - Clearbrooke Blvd - $24.46

-- Entrance Signs -- Clearbrooke Blvd by Elks Road -- $22.82

-- Entrance Signs -- Winding Brooke Drive -- $22.82

-- Community Bldg -- $95.78

Discussion concerning the receiving of late payments on accounts was brought up by Treasurer Odom. Secretary Jarmon stated that all accounts that were not paid in full by May 1st should be handled through our collection process (Bay Receivables). The board agreed to follow our collection protocols for all properties moving forward.

A tentative agenda was discussed for the April 9th meeting (to be held at the Elks Lodge at 7pm). Pres. McDermott provided an outline for the meeting and discussed the protocols for public meetings and the decorum that would be followed. Board members were provided any assignments concerning their report presentations for the meeting.

Next meeting will be the April 9th meeting at the Elks Lodge.

Motion to adjourn made by VP Anderson; Seconded by Sec. Jarmon. Meeting adjourned at 8:15pm.