



Longbrooke Special Meeting September 20, 2025

**Please make sure to sign in at the
front table!**

WELCOME!

The main purpose of this meeting is as follows:

- Vote on items from March annual meeting that we could not do due to lack of quorum
 - Vote to approve 2024 Annual Meeting Minutes
 - Vote to approve 2025 Budget
 - Vote on three trustee positions (as required by our Governing Docs on odd numbered years)
- Give update on Governing Docs voting status and introduce 4 new amendments that address pressing homeowner concerns

Additionally, we will also discuss:

- Other current issues in Longbrooke, including
 - Aspire at Longbrooke updates, including parking lot/tennis court transfer & maintenance contract
 - Pool
 - Chowabashi
- Homeowner questions as time allows

Cost of Holding Meetings

While we verify quorum, we want to share why reaching it matters and what this meeting costs all of us as homeowners.

We are legally required to meet quorum in order to conduct official business. If we do not meet it, the meeting will end immediately and none of the agenda items can move forward.

When quorum is not met, we are forced to reschedule and repeat the entire process. That means more time, more money, and more frustration for everyone involved.

This meeting is being held at the expense of all homeowner s.

Cost of Holding Meetings

The cost of today's meeting is as follows:

Admin costs:

- Room rental: \$225
- Postage for Mailings: \$218.25
- Office supplies (paper, envelopes, etc): \$52.07
- Copies of all documents: \$1023.88
- Signs for neighborhood: \$45

Total Cost for this Meeting: \$1564.20

Costs not included but still relevant include:

- Legal fees for drafting amendments
- Everyone's time attending a second meeting

QUORUM VERIFICATION

The recorded By-laws at Art. IV, Sect. 4, state that the membership for meetings of the association present or by proxy must be 51%.

Out of 321 homes, we must have 164 homes present or by proxy to reach quorum.

UPDATE AFTER MEETING: We did not reach quorum

Annual Meeting Voting Items

- **UPDATE: We did not reach quorum and were unable to vote on the following**
 - **2024 Annual Meeting Minutes**
 - **2025 Budget**
 - **Trustee Elections**

Governing Documents Update

Articles of Incorporation

- Require 215 YES votes (two-thirds of all homeowners)
- **Current count: 142 YES votes**
- **Still needed: 73**

By-Laws

- Require 162 YES votes (simple majority of all homeowners)
- **Current count: 138 YES votes**
- **Still needed: 24**

Under the Ohio Planned Community Act (Ohio Revised Code 5312), it remains legally necessary for Longbrooke to bring its governing documents into compliance with current state law. Although we are closer to the threshold for By-Laws, they cannot be adopted unless the Articles are passed first.

Governing Documents Update

To address some of the most pressing issues facing Longbrooke, we are introducing four targeted amendments that can be voted on individually.

These proposals reflect concerns we hear most often from homeowners.

All four amendments are taken directly from the proposed Governing Documents and are not new ideas. They are simply being presented in a more focused format to allow forward movement.

We are hopeful that these amendments represent what residents want to see in the community now and will help move us forward on issues that have been stalled under our outdated governing documents.

Longbrooke deserves progress. These issues have waited long enough.

Most Common Complaints

1. Why is it taking so long to modernize and update our rules and processes?
2. Why has the pool been sitting vacant for so long?
3. What can be done about the business or short-term rental operating in the neighborhood?

Proposed Amendment #1

The Complaint:

Why is it taking so long to modernize and update our governing documents?

The Solution:

Allow secure electronic voting for amendments to the Declaration, By-Laws, Articles of Incorporation, and Code of Regulations.

Why It Matters:

Reaching quorum has been one of the biggest obstacles to progress in Longbrooke. Paper ballots get lost. People forget to show up. Voting stalls.

Online voting would make it easier and more convenient for homeowners to participate, whether voting on full document revisions or individual sections in the future.

More access = more participation = more progress.

Proposed Amendment #2

The Complaint:

Why has the pool been sitting vacant for so long?

The Solution:

Raise the capital expenditure limit from \$500 to \$5,000 per project, with a \$15,000 annual cap. Any capital improvement exceeding this amount would require a **simple majority vote** (written or electronic), rather than 75% approval at a meeting.

Proposed Amendment #2

Why It Matters:

Our current governing documents require 75% of all homeowners to approve any capital expenditure over \$500. This is an outdated and unrealistic threshold that prevents the HOA from acting on larger community projects.

When it comes to the pool, there are only two viable options: full replacement or permanent removal. Neither option can move forward unless 75% of homeowners vote yes. Given the level of division on this issue, that level of consensus is highly unlikely to ever be reached.

This amendment introduces a more practical process by raising the dollar threshold and lowering the voting requirement to a simple majority. It would allow the HOA to take timely, fiscally responsible action on major improvements when needed.

Without this change, the pool may continue to sit vacant for ____ years.

Proposed Amendments #3 & #4

The Complaint:

What can be done about businesses or short-term rentals operating in the neighborhood?

The Solution:

Amendment #3: Prohibit short-term rentals such as Airbnb and VRBO.

Amendment #4: Clarify and strengthen the existing ban on operating businesses from homes in our single-family residential neighborhood.

Proposed Amendments #3 & #4

Why It Matters:

Our documents currently lack the clarity and strength needed to enforce residential use restrictions. This opens the door to short-term rentals, event spaces, and business operations that can negatively impact quality of life and disrupt the fabric of a residential community.

These amendments would protect the quiet, residential nature of Longbrooke and give the HOA the authority to act when outside investors or business operators attempt to use homes for commercial purposes.

As private equity and investor groups increasingly target single-family neighborhoods across the country, this kind of activity is becoming a serious issue. Communities like ours are vulnerable when governing documents are outdated or ambiguous.

Protecting Longbrooke means protecting our property values, our peace of mind, and the long-term integrity of the neighborhood.

What's Next: The Path Forward on Amendments

- Ballots will be distributed to all homeowners after the meeting
- Each ballot will include the **full wording of each amendment** and indicate exactly where the proposed changes would appear in the Governing Documents
- Voting will remain open for **up to three years**
- Our goal is to reach the required vote counts **as soon as possible** to move forward on these important issues
- Homeowners may change or update their vote at any time while voting is open
- All amendments are taken directly from the previously proposed Governing Documents

Floor now open for homeowner questions regarding proposed amendments ONLY

UPDATE: Aspire at Longbrooke

- **Maintenance Contract**
- **Tennis Courts/Parking Lot Transfer Status:** Paving is scheduled for **September 30 – October 1** . The area will be **staked out by the engineer 1–2 weeks in advance** to prepare for the project.
- **What is the Conservation Easement?** After an inspection by the Ohio Soil and Water Conservation District, potential drainage issues were identified. As a result, the developer was required to establish a conservation easement to help manage water flow and protect the surrounding environment.

Update: 399 Crossbrook aka “Chowabashi”

- Property continues to be advertised for events and short-term rentals, despite HOA restrictions and single-family zoning
- While the homeowner has stated that no money is being exchanged and denies any business activity, we understand that many residents remain concerned about the nature of the activity and its impact on the neighborhood
- The City of Berea has issued a cease and desist order.
- While enforcement matters are confidential, the HOA is actively working on this issue in partnership with the City and our legal team
- **Amendments 3 and 4 were proposed in direct response to these concerns** to strengthen our governing documents and provide clear enforcement tools for future situations

Update: Pool

- All three vendor quotes for potential pool replacement options have been received
- The Board is currently reviewing the proposals and preparing materials for presentation
- **A Special Meeting will be held later this fall** to present:
 - All pool design and construction options
 - The Board's official recommendation
 - Financial information, including:
 - Estimated cost to homeowners
 - Long-term financial planning
 - Funding strategy and sustainability considerations

Our goal is to provide homeowners with a clear set of options and the information needed to make an informed decision on the future of the pool.

Introduction of Financial Management Company

M2 Management has been selected to provide **financial management services** for Longbrooke starting this fall.

What They Will Handle:

- Budgeting and financial reporting
- Collection of dues and assessments
- Managing bank accounts and HOA funds
- Homeowner billing and payment processing
- Generating monthly financial reports for the Board
- Maintaining secure financial records
- Hosting a new HOA website with access to key documents
- Homeowner communication tools included in the package

What's Staying the Same:

- Longbrooke will continue to be a **self-managed HOA**
- The Board will remain in charge of operations, enforcement, and project oversight

Why M2 Management Is the Right Fit

- This is a **cost-effective solution** compared to full-service management
- Provides **professional financial oversight** while keeping operational control local
- Frees up volunteer Board members from the burden of bookkeeping and billing
- Ensures greater consistency, transparency, and compliance with best practices
- Includes a **modern website platform** and homeowner communication tools
- Positions the HOA for **long-term financial planning and reserve building**
- After reviewing quotes and interviewing multiple companies, the Board voted **unanimously** to hire M2
- The Board believes M2 is the **best fit for our community** , balancing cost, professionalism, and future growth

Please Note:

This is an operational decision, **not a capital expenditure** , and does **not require a homeowner vote** under our governing documents.

Homeowner Questions

Questions asked in advance:

1. When are we getting our pool?????
2. Please explain the need for an assistant Pool trustee when we don't have a pool?
3. What is going on with the "conservation area" behind the new homes? Who owns the property behind the mound? I am opposed to mowing that property if it does not belong to Longbrooke because of liability and cost concerns.
4. Can information be updated/shared more routinely? We have had one newsletter since March and Board minutes are at least a month old by the time they are posted. Some quick highlights monthly after the board meetings would be helpful.
5. Living through this construction has been less than desirable. Could you remind them that work begins at 8 am not 7am and to pick up their trash? We have gathered a trash bag full of debris from our front yard.

Homeowner Questions

**Floor now open for homeowner
questions as time allows**

Adjournment

Thank you Longbrooke!!!