

Longbrooke Homeowner's Association  
Trustee Meeting Minutes  
May 9, 2024

Present: Jacqui Gareau – President; Patty Allison-Roy – Secretary; Kelly Browning – Grounds Trustee; Caitlyn Goodwin – Vice President; Greg Bosl – Pool Trustee; Sara Gaines – Architectural Trustee

Absent: Kaelin Bobula – Assistant Pool Trustee/Social

Meeting began at 7:05pm

Gareau called the meeting to order.

Motion was made by Gareau and seconded by Browning to approve the minutes.

**President's Report – Gareau**

Gareau stated that she had been working on the insurance policies. The fidelity bond that we had only covered up to \$25k and the HOA attorney Linsey Woeble stated that we should increase it which we did. The increase to the premium was less than \$100.

Gareau stated that we got the declaration amendment back from Lindsey. Just need to mail it out.

Gareau stated that the newsletter will be finalized next week, would like to send it out by 5/19. Have anything you would like added by 5/17.

**Vice President's Report – Goodwin**

Goodwin stated that for the governing docs we can use direct proxies, the ones that were already turned in. Will have to have a meeting for final approval.

**Secretary's Report – No report**

**Treasurer's Report – Gareau**

Gareau stated that we ended the month with \$385,775.68. April deposits were \$38,051.34. Expenses included the following: \$897.00– Eques, Inc for monthly legal charge; \$769.80 – Property taxes; \$26.45 – Barbara Norris for postage; \$90.00 – QuickBooks monthly charge; \$18.07 – Quickbooks electronic payment fee; \$17.71 – Quickbooks electronic payment fee; \$3.40 – Quickbooks electronic payment fee; \$251.29– First Energy; \$352.00 – Phillips & Mille Co – IOTA account; \$68.32 – Berea Storage Facility; \$288.00 – Domain Listings; \$87.60 – Water bill; \$75.00 – Pool pass refunds; \$225.00 – Devan & Associated for tax return and \$175.00 to Shannon Kampa for accounting services.

Gareau stated that 297 homes had paid the 2023 dues.

Gareau stated that 261 homes had paid the 2024 dues.

Gareau suggested that the HOA send a letter to past due homeowners prior to the HOA turning over to Phil for collection.

**Architectural Report – Gaines**

Gaines stated that the new online submissions have been going well. Has only had 1 push back so far.

Gaines stated that they approved an above ground pool which is being professionally installed with quality materials.

#### **Grounds Report – Browning**

Browning stated that violation letters have been sent out, mostly for garbage cans – which is a city ordinance, lawns/weeds and works trucks.

Browning stated that our lawn maintenance for the year has started.

Browning stated that she had received a request for help with lawn cutting from a resident.

Browning stated that a resident requested cleanup of the area behind the pool clubhouse. Browning handled that herself.

#### **Pool Report– Bosl**

Bosl stated that we did not renew the pool license this year. Just need to make sure that we do it next year.

Bosl stated that he put the garbage can out by the basketball and tennis courts.

Bosl stated that the pool area and basketball/tennis courts have been cleaned up.

#### **Social Report – Gareau**

Gareau stated that the website price was going to increase on 6/1. Our past usage was looked and determined we could use the free site option. All traffic will be directed to [www.longbrookeberea.com](http://www.longbrookeberea.com).

Gareau stated that the domain is good through godaddy until 2028.

Gareau stated that the Smith Farewell will be June 10<sup>th</sup> from 4pm-7pm. Residents will be able to walk through the building.

Gareau stated that we had received more email addresses which added to the ones we already collected.

Gareau will send out the pool matrix to the board.

#### **Other Business**

The meeting was adjourned at 8:31pm. Motion to adjourn was made by Gareau and seconded by Gaines.

Respectfully submitted,  
Patty Allison-Roy, Secretary