



# Longbrooke Annual Meeting 2025

Saturday March 22, 2025  
United Methodist Church of Berea

# WELCOME!

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- QUORUM
  - a. Need 155 homeowners present or by proxy
  - b. **UPDATE: QUORUM WAS NOT MET, NO ELECTIONS OR VOTING/APPROVALS TOOK PLACE**
- Approval of 2024 Annual Meeting Minutes

# Communications Policy - Introduction

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- Your Board deeply values open and respectful communication.
- Recently, there has been an increase in repetitive, aggressive, or inappropriate messages.
- Board members are volunteers who dedicate significant personal time because we care deeply about Longbrooke.
- To maintain a positive community atmosphere, we've established a clear Communications Policy.

# Communications Policy - What You Need to Know

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- Communications must always be courteous and respectful.
- Please use official channels: email, mail, or attending open meetings.
- Allow up to seven business days for responses to inquiries.
- Violations, such as repetitive or inappropriate messages, will result in enforcement assessments starting at \$25 per incident.
- Our goal is transparent, constructive dialogue to benefit the entire Longbrooke community.

# President Report - Jacqui Gareau

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- **Oversaw & Managed Key Projects**

- Managed the pool project alongside trustees and the committee to work toward sustainable options for the community.
- Continued progress on updating governing documents to align with modern legal standards and implement more accessible voting methods.
- Worked with developers and homebuilders to address concerns regarding the new homes going in, ensuring some adjustments were made based on Board feedback.

- **Improved Communication & Engagement**

- Launched a newsletter email blast to keep homeowners informed.
- Revamped the Longbrooke website, improving usability and reducing costs.
- Oversaw the reintroduction of social events

# President Report - Jacqui Gareau

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- **Fiduciary Responsibility**

- Worked with HOA attorneys to ensure legal compliance, helping transition the Association to current regulatory requirements and best practices.
- Took on treasurer clerical duties (filing, bank deposits, bill payments), allowing the Board to hire a professional bookkeeper for \$175/month.
- Bringing in a professional bookkeeper ensures accurate financial management and compliance with best practices, strengthening the Association's financial oversight

- **Medical Leave**

- Took a medical leave of absence at the end of the year and have since returned to resume my duties.
- Thank you all for your kindness and support!

# Vice President Report (formerly Caitlin Goodwin)

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- Our Vice President has stepped down, and the Board has accepted her resignation. We appreciate the time and effort she dedicated to the community.
- She played a role in engaging homeowners on voting for the updated governing documents.
- Helped oversee discussions regarding the ongoing pool situation.
- Consulted on website design and email blasts for community newsletters, helping improve communication with homeowners.
- After her resignation, Secretary Patty Roy stepped in temporarily to help keep things running
- With this, the Vice President position is now open for election.

# Pool Trustee Report - Greg Bosl

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- Spring cleanup of Pool and surrounding area - removed 10 large bags of debris from the pool. Removed and stored the diving board. Added more security to the pool area, putting locks on the pool filter pit and pump room.
- Currently I am working on draining out the standing water in the pool, which had 10 feet of standing water after the winter thaw. (35,000 Gallons)
- At the Tennis Courts, I repaired the fence, the top rail looked as if it was going to fall on somebody.
- After rainy days, I made sure that the pools were empty of water. I also visit the pool every several days (even during the winter) just to make sure things are fine and that the security lighting is working properly.
- I met with the Pool Committee several times, and met with several contractors at the pool.
- All pool updates will be shared later in this meeting.



# Assistant Pool Trustee Report (formerly Kaelin Bobula)

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- Held meetings with the Pool Committee to discuss options and gather input.
- Spoke with consultants to explore possible solutions.
- Met with architects and obtained quotes for potential designs.
- Contracted renderings to visualize different pool options, shared in the August newsletter.
- Engaged with contractors to discuss both replacement and repair options.
- Reached out to multiple contractors, some responded without interest, others did not respond.
- More details available in the full pool report later in this meeting.

# Assistant Pool Trustee Report (formerly Kaelin Bobula)

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- After reviewing the role, the Board has decided that the Assistant Pool Trustee position should be separate from the Social Chair position due to the workload involved.
- While it was previously voted to combine the roles, the Board believes it is in the best interest of the association to separate them again. The Assistant Pool Trustee position is now vacant and open for election.

# Social Chair - Kaelin Bobula

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1. No working budget for the year (small Social budget for 2025)
2. Added numerous email addresses to our contact list for email newsletter blasts
3. Smith School walk-through and bubble send off
4. 4th of July Bike Parade and popsicles
5. Community Garage Sale - was very successful for many homeowners, will do again this summer
6. 2 Movie nights (summer and fall)
7. Book Club for 2025 - first book will be The Nightingale by Kristen Hannah, April 19th for our first meeting and then every other month after. Please email Kaelin at [longbrookesocial@gmail.com](mailto:longbrookesocial@gmail.com) if you would like to attend

# Grounds Trustee Report - Kelly Browning

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- Solicited bids from multiple contractors for the 2025 Grounds Maintenance Contract. Awarded 2025 contract with option for additional years. The contract now includes the upkeep of the tennis/basketball courts and added mowing of the conservation easement behind the new homes
- Facilitated the sale of the tractor
- Awarded contract for continuation of Entrance Sign Improvement Project.
  - 4 of the 5 entrance signs have now been updated – Wyleswood/Cranston and Race signs were updated in 2024 -- Crossbrook/West and Wyleswood/Lindbergh signs had been updated in 2023
  - Made request for funds to be allocated in the 2025 budget for the Merrimak/La Paz entrance sign improvements but the decision was made to postpone improvements to that sign
- Developed a streamlined violations process which includes an option to impose fines
- Community Helpers Program – A group of volunteers who assist residents with yard work, etc. Members of our Community Helpers Program are available to assist with pulling weeds and general yard clean upon request

# Grounds Trustee Report - Kelly Browning

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## Violations of Deed Restrictions

The purpose of the deed restrictions is in part to ensure a well-maintained community. What happens when the deed restrictions are not followed?

1. An initial notification letter is sent to the homeowner with a call to action
2. If the issue remains unresolved, an official violation letter is sent outlining actions required to correct the issue
3. If the issue continues to be unresolved after the date in the violation notice, the homeowner will receive notice of the HOA's intent of further enforcement action up to and including potential fines. The homeowner will then have an opportunity to request an enforcement hearing with the HOA Board.

# Architectural Trustee - Sara Gaines

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- **Updated Submission Process**

- A new form is now available on the website, streamlining the request process.
- This update has shortened decision turnaround times, improving efficiency.

- **Collaboration with Land Developers & Builders**

- Initially, the proposed new homes were two-story models, but after collaborating with the land developers and builders and considering feedback, the plans were adjusted to single-story designs.
- We continue to work with K. Hovnanian Homes to ensure ongoing communication as development progresses.

- **Homeowner-Only Open House**

- After the public open house, Longbrooke homeowners are invited to a dedicated viewing hour from 1:00–2:00 PM at the model homes.

# Pool Update - Overview and Acknowledgement

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- Thank you to all homeowners for your patience as we have navigated this pool situation.
- A special thank you to the Pool Committee for their dedication, research, and time over the past couple of years.
- Their efforts in gathering information, attending meetings, and working alongside professionals have been invaluable.
- We will now present the latest updates, findings, and next steps in this process.

# Pool Update - Clarification on Initial Straw Vote

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- The straw vote conducted was never intended to be a final decision on the pool's future.
- It was designed solely as a way to gauge homeowner sentiment and help inform the Board's direction.
- The vote results showed that a majority of homeowners preferred removing the pool over replacing it with another 50m pool requiring a \$4,000 per household assessment.
- The Board recognized that simply offering a costly 50m replacement was not in the best interest of the community.
- Based on these results, the Board shifted focus to researching more feasible options, including smaller replacement pools and repair considerations.
- The final decision will be made only after thorough research and homeowner engagement.



# Pool Update - Smith School Developers Decision

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- For several months, Smith School Developers expressed interest in purchasing the land where our pool sits to build new homes.
- They ultimately opted not to extend a formal offer.
- Their primary concerns included:
  - Economic feasibility.
  - Safety and structural integrity—building on top of a former pool site posed concerns about long-term stability.
- This decision means that the plan for Smith School Developers to purchase the land and relieve the HOA of responsibility for it is no longer an option.
- We understand this is a frustrating development, and we will continue exploring options as we have been.

# Pool Update - Contractor Meetings

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- The Board and Pool Committee have met with multiple contractors and pool experts to explore repair and replacement options:
  - **Lakeside Consulting:** Advised that a smaller pool would be more cost-effective and sustainable for our community and recommended against repair.
  - **Dan Guardo Consulting:** Recommended that a smaller pool would be more cost-effective and advised against repair.
  - **Sixmo Architecture & Astro Pools:** Emphasized the need for detailed renderings before soliciting bids.
  - **Ohio Custom Pools & Patio:** Provided 3D renderings, conceptual designs for 25m and 1/3-size pools, and quotes for these options.
  - **Dan Guardo Construction:** Provided quotes for different-sized pools.
  - **Construction Dynamics:** Currently working with us to get quotes on the different-sized pools.
  - **Aqua Pools:** Met with the Board and Pool Committee about repair options but never provided a quote.
- Several other pool companies were contacted but declined to work with us.
- Each expert has reinforced the importance of detailed planning and design before moving forward with any construction or repair.

# Pool Update - Exploring Grants & Financing

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- A significant development in recent months has been our outreach to organizations that provide grants and financing to non-profits like HOAs.
- These funding sources could dramatically alter our pool options, providing a more financially responsible way forward.
- We are currently engaging with multiple organizations that specialize in community improvement grants and low-interest financing options.
- This approach could potentially reduce the need for large homeowner assessments.
- We are still in the early stages, but updates will be provided as discussions progress.
- Our priority remains finding the best financial path forward for a long-term pool solution that benefits the community.

# Pool Update - Final Pool Committee Recommendation

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- Before disbanding, the Pool Committee provided a final recommendation based on their extensive research:
  - Option 1: Renovate the existing 50m pool
  - Option 2: Replace with a slightly smaller 50m pool
  - Option 3: Replace with a 25m pool
- While the Board values these recommendations, it does not support repair due to the risks, uncertainty, and long-term financial burden.
- The Board also does not support replacing the pool with another 50m pool due to excessive costs, underutilization, and financial strain on homeowners. Research and professional consultations have shown that a smaller pool would better align with community needs and long-term sustainability.
- Any final decisions will include financial details and payment plan options for community input before moving forward.
- Once again, we sincerely thank the Pool Committee for their dedication and efforts throughout this process.

# Pool Update - Why the Board Does Not Recommend Repairing the Current Pool

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- The current pool structure is decades old and has not received regular maintenance for years.
- Several professional assessments indicate that repairing it may be financially irresponsible.
- Key concerns:
  - Structural deterioration will continue even after repairs, leading to future costs.
  - Repairing the pool offers minimal to no warranty—a major risk for homeowners.
  - Engineers must be hired to assess feasibility, adding tens of thousands to initial costs.
  - Repairing the existing 50m pool would still leave us with higher annual operating expenses.
  - The likelihood of needing additional costly repairs in the near future remains high.

# Pool Update - Why the Board Does Not Recommend Another 50m Pool

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- Based on extensive research and expert recommendations, the Board does not recommend replacing the existing pool with another 50m pool.
- Based on extensive research and expert recommendations, the Board does not recommend replacing the existing pool with another 50m pool.
- **Underutilization:**
  - A 50m pool has a **capacity of 658 bathers**, yet historical usage shows that on average, **only about 34 people used the pool daily**.
  - Even at peak usage, a 50m pool would only be **filled to less than a quarter of its capacity**.
- **Excessive Operating Costs:**
  - Estimated **annual operating cost of \$235,000** in 2025, which far exceeds what our HOA budget can sustain.
  - Costs include increased expenses for **chemicals, maintenance, and water**, as well as requiring **three lifeguards** at all times.

# Pool Update - Why the Board Does Not Recommend Another 50m Pool

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- **Financial Impact on Homeowners:**
  - Funding a 50m replacement would require a **high assessment per household**, making it financially burdensome for many homeowners.
  - A **smaller pool would be more cost-effective** and allow us to establish a reserve fund more easily, reducing future financial strain.
- **Unreliable Revenue from Rentals:**
  - Some have suggested that renting the pool to swim teams or outside groups could help offset costs.
  - However, rental income is unpredictable and cannot be relied upon to provide stable financial projections for long-term sustainability.
- **Professional Recommendations:**
  - **Lakeside Consulting and Dan Guardo Consulting** both advised that an HOA of our size does not need a 50m pool.
  - Experts recommend a **smaller, more efficient pool** that aligns with community usage and long-term financial sustainability.

# Pool Update - Financial & Operational Considerations

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- A smaller pool presents significant financial advantages over a full 50m replacement:
  - Operating costs for a 50m pool in 2025: Projected to reach \$235,000 annually.
  - Operating costs for a 25m pool: Estimated at \$137,940 annually—a sustainable amount within our HOA budget.
  - 1/3-size pool: Estimated at \$68,970 annually, offering even greater savings.
- Lifeguard costs:
  - 50m pool requires 3 lifeguards.
  - 25m pool requires 2 lifeguards.
  - 1/3-size pool may require only 1 or no lifeguards, depending on design.
- Water & Chemical Costs:
  - 50m pool holds 330,000 gallons of water.
  - 25m pool holds 140,000 gallons—less water used, fewer chemicals needed.
  - 1/3-size pool holds 81,000 gallons—drastic reduction in operating costs.
- A smaller pool would allow us to establish a reserve fund more easily, with less financial burden on homeowners, ensuring long-term financial stability.



# Pool Update - Why the Board Believes a Pool is Important

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- Longbrooke has a strong history as a pool community, and the pool has been a central feature for residents for decades.
- A pool provides significant community value, fostering social connections, neighborhood events, and recreational opportunities for all ages.
- A well-maintained pool contributes to property values, making our neighborhood more attractive to prospective buyers.
- The absence of a communal gathering space has been noticeable, with events like the Fourth of July Bike Parade lacking a post-event celebration area.
- Pools provide health and wellness benefits, including opportunities for exercise, swim lessons, and family-friendly activities.
- Smaller pool options align with the community's actual usage while ensuring long-term financial sustainability.
- The Board recognizes the importance of this amenity and remains committed to finding a feasible and responsible solution for maintaining a pool in Longbrooke.

# Pool Update - Pool Parcel Options

- Below is a matrix outlining the pool parcel options currently under consideration by the Board. Each option includes details on the required homeowner vote and additional considerations that may influence the decision-making process. This information is provided to keep homeowners informed of all potential paths forward as the Board evaluates the best course of action for our community.

Option	Vote Required	Considerations
Sell Pool Parcel- to a home developer	Majority of members at a meeting	Current developer of 19 sublots is not willing to purchase - NO LONGER AN OPTION
Sell Pool Parcel - to another private entity	Majority of members at a meeting	There may have to be a change in zoning, and given that fixing the pool is not an option, this has little value
Demolish pool and leave as vacant parcel	Capital expenditure over \$500 - requires 75% vote at meeting. Majority approval to amend Declaration.	Recreational equipment can be added in future years. Funds likely on hand to demolish without special assessment
Demolish pool and add recreational equipment (including splash pad) or playground equipment	Capital expenditure over \$500 - requires 75% vote at meeting. Majority approval to amend Declaration.	Unknown budget

# Pool Update - Pool Parcel Options, Continued

Leave parcel as is for 3-5 years to build up reserves for pool replacement	No membership vote needed until the pool is replaced.	As the pool has not been operational, this option will be pushing the decision down the road when the Association's reserves have been built up. Also gives time for grants and financing options to become more clear.
Fix existing pool	Capital expenditure over \$500 - requires 75% vote at meeting. Majority approval at a meeting to approve special assessment.	Not a viable option per any pool consulting companies that the Association consulted.
Replace pool with pool of existing size (50m)	Capital expenditure over \$500 - requires 75% vote at meeting. Majority approval at a meeting to approve special assessment.	Expense will likely be in the range of \$2-\$3.5M. Will be an additional assessment per home.
Replace pool with 25m pool	Capital expenditure over \$500 - requires 75% vote at meeting. Majority approval at a meeting to approve special assessment.	Will need to fund with existing reserves, special assessments, and/or a loan. Around \$1M+ project, will likely be an additional assessment per home.
Replace pool with smaller pool than 25m	Capital expenditure over \$500 - requires 75% vote at meeting. Majority approval at a meeting to approve special assessment.	Will be fast, but likely will not accommodate a swim team or many users at once. Most cost viable and quick option to keep the pool.

# Pool Update - Summary and Next Steps

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## Key Takeaways:

- The straw vote **was NOT a final decision**—only a gauge of homeowner sentiment to determine which route the Board would need to pursue for a final vote given the two options.
- **Grants and financing** opportunities could significantly impact our approach.
- **Repairing the pool is not recommended** due to high costs, ongoing maintenance, lack of long-term stability of the structure, and lack of warranties on repairs.
- **Replacing the pool with another 50m pool is also not recommended** due to excessive costs, underutilization, and financial burden on homeowners.
- The Board is **finalizing expert consultations and obtaining all cost estimates**.
- Homeowners will be given **full transparency** before any final votes.
- Removal of the pool remains an option, though the Board's focus has been on exploring feasible replacement solutions.
- Once all research is complete, homeowners will have the **opportunity to vote** on the best solution.

# Pool Update - Commonly Asked Questions

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- **Why wasn't the pool removed if homeowners voted on it last year?**
  - The vote last year was a straw vote—meant to gauge homeowner interest, not serve as a binding decision.
  - Officially, removing the pool requires 75% homeowner approval and must be a yes or no vote with no other options attached.
- **Why hasn't a 10-year cost projection been completed yet?**
  - Our pool consultants provided cost analysis and projections comparing different pool options, but these were not full 10-year projections.
  - While we do have some financial data, long-term projections depend on finalized bids, financing, and operational costs, which are still being evaluated.
  - Time constraints and prioritization have required us to focus on securing bids and assessing feasibility first.
  - Once key details are finalized, a comprehensive cost analysis will follow.

# Pool Update - Commonly Asked Questions

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- **Why aren't assessments due earlier in the year since most pool expenses happen in summer?**
  - This year's assessment due date was temporarily adjusted due to delays at the beginning of the year caused by President's medical leave.
  - Since we do not expect to have a pool this summer, there is no immediate need to collect funds earlier than April 30.
  - Any future adjustments to assessment timelines would be reviewed based on community needs.
- **Why would we need an HOA if we don't end up having a pool?**
  - The HOA plays a larger role beyond the pool and remains an essential part of Longbrooke, even without a pool, by providing:
    - Community engagement and social events to foster neighborhood connections.
    - Maintenance of common grounds, including new areas now under our responsibility following the demolition of Smith School.
    - Enforcement of community standards to preserve property values and neighborhood integrity.
    - If the pool is removed, there is potential for developing and maintaining a shared recreational space in its place, such as a playground, dog park, or other community amenity.
  - The Board welcomes all homeowner feedback on the future of Longbrooke and encourages residents to share their vision for the community. Your input will help shape the direction of upcoming decisions.

# Budget and Financial Report

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## Commonly Asked Financial Questions

- **Why was there a reduction in the HOA assessment when we need all available funds?**
  - This decision was made carefully, with extensive discussion and legal advice, and is only temporary while the pool situation remains in flux.
  - If homeowners vote to replace the pool, assessments will almost certainly increase to cover operational costs and fund a reserve for future maintenance.
  - The Board weighed the risks and benefits—including potential rising legal fees for collections if more homeowners do not pay—while still maintaining our fiduciary responsibility to the Association.
  - We considered homeowner sentiment, budget needs, and potential unforeseen expenses before making this adjustment.
  - While we are working to find financially responsible and sustainable solutions for the pool, previous funding levels were not sufficient to support long-term maintenance, which is why we are carefully reviewing all options before moving forward.

 **IMPORTANT:** The reduction in assessment fees for 2025 is temporary and applies to this year only. If homeowners vote in favor of reinstating the pool, the fee will be adjusted accordingly.

# Budget and Financial Report

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## Commonly Asked Financial Questions, Continued

- **Where are the reserve funds? It is not indicated on the budget.**
  - This was an oversight—the budget did not include the bank account financial details.
  - Typically, we post our financial information in the monthly meeting minutes on the website, which includes:
    - All deposits and payments for the month
    - The balances of both our checking and savings accounts
  - We have prepared an updated budget report, which everyone was given today, that now includes our current financial standing, including bank account balances.
  - Keep in mind: This information is always available in the monthly Board meeting minutes on our website for homeowners to review.



# Budget and Financial Report

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## More Commonly Asked Questions

- **Sustainability of a Self-Managed HOA**
  - A self-managed HOA requires consistent leadership, financial oversight, and homeowner involvement to remain successful.
  - Frequent board member turnover, as required by our governing documents, presents challenges in maintaining long-term stability and continuity.
  - As part of our efforts to ensure efficient management and long-term sustainability, the Board will be exploring management company options in Q2 of 2025.
  - This discussion is a continuation of efforts started by the previous Board and will be carefully evaluated as we look at what is best for Longbrooke.

# Budget and Financial Report

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- **Homeowner Questions (pertaining to BUDGET ONLY)**
- **Approval of 2025 Budget**

# New Business

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- None as of today

# Governing Documents Update

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- Updating Articles of Incorporation & By-Laws/Code of Regulations
- 202 votes needed for Articles of Incorporation and 155 votes need for By-Laws/Code of Regulations to pass
- Updates will:
  - Streamline voting & decision-making
  - Allow for electronic meetings & voting
  - Reduce legal costs & improve financial oversight
  - Ensure compliance with Ohio HOA laws

# Why These Governing Documents Updates Matter

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- Documents haven't been updated since the 1960s and don't comply with current HOA laws
- State filing requirements weren't met in 2010, making updates necessary
- Conflicts within current documents create legal and operational issues
- Declarations (Property Use Rules) will NOT be voted on today – A homeowner-led committee will revise them later

# Governing Documents - Voting & Next Steps

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## Current Voting Count:

	YES	NO
Articles of Incorporation	143	39
By-Laws/Code of Regulations	140	41

Want to change or confirm your vote? See us after the meeting or email [longbrookevote@gmail.com](mailto:longbrookevote@gmail.com)

If we do not reach 202 votes on the Articles of Incorporation and 155 votes on the By-Laws/Code of Regulations today, voting will continue at a special meeting on August 16, 2025 (Time & Location TBD).

# Homeowner Questions

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- The floor is now open for a select number of homeowner questions, as time allows.
- To ensure we address as many topics as possible, **if your question has already been discussed today, we will move on to the next person.**
- We appreciate everyone's participation and ask that questions remain focused and relevant to the topics covered in this meeting.
- If we are unable to address your question due to time constraints, we encourage you to speak with Board members after the meeting or to submit it in the comment box for further review.
- Thank you for your cooperation and engagement!

# Elections of Trustees and Officers

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- Pool Trustee (voting)
  - Candidates: Greg Bosl (current officeholder)
- Assistant Pool Trustee (voting)
  - Candidates: none
- Architectural Trustee (voting)
  - Candidates: Sara Gaines (current officeholder)
- Vice President (non-voting officer)
  - Candidates: none



# Adjournment

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Thank you for attending and for your engagement in today's meeting! We appreciate your time, feedback, and commitment to our community.

**We look forward to what 2025 brings for Longbrooke!**

Please remember to speak to a Board member with any additional questions or comments you have, or leave in the comment box before you leave.