

Longbrooke Homeowner's Association
Trustee Meeting Minutes
March 14, 2024

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

Meeting began at 7:15pm

Gareau called the meeting to order.

President's Report – Gareau

Gareau asked the board if they knew what a fiduciary is? A fiduciary exists at law when a person is obligated to act in the best interest of another party or person. In the case of a community association, any board members and officers are fiduciaries of the Association. The board members, however, do not act as fiduciaries for the individual owners. The Association has duties to act as set forth in the Declaration, By-laws and Ohio Law.

The fiduciary duties include but are not limited to:

1. To act in the best interest of the Association
2. To handle the Association's affairs with the same care as the board member would handle their own personal affairs
3. To recuse themselves from any discussion or vote where a conflict of interest arises or may arise
4. To responsibly invest any funds of the Association with low-risk and qualified investments
5. To keep executive session matters confidential
6. To keep attorney-client privileged discussions confidential
7. To not purport to act on behalf of the Association, unless so authorized by the Board or the Association's Declarations or By-laws

Gareau also handed out a code of conduct for each trustee to review.

Gareau gave an update that we have found a bookkeeper to help with the financials. Shannon Kampa will not be attending all meetings but will submit/give reports via email or call in to meetings.

Gareau nominated herself to become interim treasurer and seconded by Bobula.

Gareau stated that the closing of Smith School is being moved from 4/30 to 6/30. There is currently legislation in front of Berea City Council. They need to remove the previous plans which showed cul de sacs. Right now, they have been conditionally approved. All trustees were okay with the date change. The Association must send letter saying the amendment on width lot size has been updated.

Gareau talked about the reserve waiver tally. Roy to work on compiling the data of what has already been received. The waiver ballots are due by 3/31. Only a simple majority is needed to pass.

Gareau will be working to renew our insurance.

Vice President's Report – No report

Goodwin to look into possibility of websites designed for non-profits.

Secretary's Report – No report

Treasurer's Report – Submitted by Gareau

Losneck stated that we ended the month with \$288,679.86. February deposits were \$39,559.32. Expenses included the following: \$2,065.00– Phil Henry for IOLTA account; \$960.00 – Eques, Inc for monthly legal charge; \$769.80 – Property taxes; \$72.72 – Maxwell for additional postage for annual meeting; \$84.00 – NEORS; \$42.50 – QuickBooks monthly charge; \$18.09 – Quickbooks electronic payment fee; \$3.40 – Quickbooks electronic payment fee and \$296.97 – First Energy.

Losneck stated that 294 homes had paid the 2023 dues.

Losneck stated that Quickbooks monthly discount ends on 3/14/24 and there is an increase – so the new monthly charge will be \$90.

Recommend we send checks back to the people who paid for replacement pool tags/guest passes – 9 properties

Insurance is requiring we complete a renewal application this year. We will receive it from our new agent, Dawn Hansen, in a couple of weeks.

Updated our 2024 budget in Quickbooks

Architectural Report – Gaines

Gaines talked to 3 committee members who want to remain on. Gaines asked if we know of anyone else interested in joining the committee to let her know.

Gaines would like to make the process more digital going forward.

Gaines has received an inquiry about windows.

Grounds Report – Browning

Browning stated that she had received copies of the past violations.

Browning stated that she had received the wreaths and garland that were used this past year. Will get into storage at the pool.

Browning also reached out to Kane Landscaping as this is his last year of the contract.

Pool Report– Bosl

Bosl stated that everything at the pool is secure.

Bosl stated that the pool committee is willing to re-assemble.

Bosl had spoke with Chuck from Lakeside Consulting and will be speaking with him further on pool matters.

Social Report – Bobula

Bobula stated that the website needs to be renewed in May.

Other Business

Future meetings will be held the 2nd Thursday of each month at 7pm.

The meeting was adjourned at 8:32pm. Motion to adjourn was made by Goodwin and seconded by Gaines.

Respectfully submitted,
Patty Allison-Roy, Secretary