

**Brook Run Village Owners Association
Special Meeting of the Board of Directors
Meeting Minutes
July 16, 2025**

The special session was called by board president Steve McClure for the purpose of reviewing candidates to replace the Association's current management company, McAfee Realty, which decided not to renew its contract with the Association. The meeting was held at Des Moines Fire Station #11 and convened at 6 p.m.

Directors present: McClure, Jason Bahr, Marty Chebuhar, Doug Miller, and Pam Schwartz.

NEW BUSINESS:

Directors discussed the merits and contract proposals of the three finalist companies interviewed by a search committee delegated with finding and researching prospects for the Brook Run management job.

Following the full board's evaluations, on motion by Bahr, seconded by Miller, directors voted unanimously to hire and enter into a one-year renewable contract with Hubbell Community Management LLC, headquartered in West Des Moines. The contract is effective September 1, 2025.

The agreement provides for a \$1,446 monthly management fee to Hubbell during the first year and a one-time \$800 payment to cover the cost of transitioning Brook Run's records into the company's systems and other set-up expenses.

ADJOURNMENT:

The meeting adjourned at 7:15 p.m.

The board's next scheduled meeting is set for 6 p.m. Wednesday, August 6, 2025, in the community meeting room of Des Moines Fire Station #11 at 4150 E. 42nd Street.

Submitted by: Pam Schwartz, Secretary