

**Brook Run Village Owners Association
Board of Directors
Meeting Minutes
February 24, 2021**

The meeting was held at the home of board member Steve Wallace with social distancing and face masking due to heightened public health risks from the COVID-19 pandemic.

President Marty Chebuhar called the meeting to order at 6:09 p.m. Directors present: Chebuhar, Jason Bahr, Steve McClure, Pam Schwartz, and Steve Wallace.

MINUTES:

Minutes of the previous board meeting on January 27, 2021 were approved as written.

TREASURER'S REPORT:

Bahr reported balances of \$36,577.98 in the Association's operating account and \$287,455.14 in the capital reserve fund and gave brief notes on current income and expenses. Approval of the treasurer's report came on motion by McClure, seconded by Wallace, and a 5-0 vote.

NEW BUSINESS:

The board briefly discussed the Association's two-year contract with Gulling Property Management but with neither party seeking changes in the pact there was no need for action. The second year of the contract begins March 1, 2021.

The board unanimously approved:

- Renewal of service agreements for 2021 with: LAW Landscaping Service (Luke Werthmann) for mowing and weed control in certain common areas, primarily around the Association's entrance signs; and Dave's Lawn and Garden Service (Dave Finn) for maintenance of landscaping within the neighborhood's traffic circles.
- The Association's federal and state income tax returns for 2020, which call for payment of \$820 in federal and \$139 in state taxes. Homeowner associations are not totally tax exempt and are required to file tax returns. Brook Run's tax liabilities stem from interest income on the Association's capital reserve fund.

Approvals were on motions by Wallace, seconded by Bahr.

OLD BUSINESS:

Wallace, who is coordinating the project with city public works staff, updated the board on planned spring improvement projects involving: the clearing of orphan trees and vegetation on the middle pond's dam; cleaning and repairs to some drains handling water inflow and outflow; installing rip-rap around eroded areas near the pond's outtake drains; and removing orphan trees and dredging some silt buildups at the pond's intake drain off Brook Run Drive.

The plan calls for city crews and equipment to use Association right-of-way in accomplishing the work but Wallace said homeowners whose properties adjoin these areas will be personally notified and assured of repairs for any related damages to their properties.

Wallace also reported on a recent online public meeting led by Polk County officials regarding possible financial assistance for storm water erosion projects within the Four Mile Creek Watershed. He said Brook Run's efforts over the past few years to document and try to address erosion problems may help garner assistance from this watershed initiative.

On a motion by Chebuhar, seconded by Bahr, the board voted 5-0 to hire CEC Engineering at a cost not to exceed \$5,500 to locate and affirm the Association's property lines for common areas around all three Brook Run ponds as well as the middle pond's dam. The engineering firm will present the completed retracement survey to the board and also file it with the Polk County Recorder's Office. McClure is coordinating the survey project, which directors say will have both near-term and long-range benefits.

Bahr reviewed the status of covenant enforcement efforts, particularly noting 21 notices issued in February for non-compliance on trash-bin storage.

ADJOURNMENT:

The meeting adjourned at 7:15 p.m. The next board meeting is tentatively scheduled for 6 p.m. Wednesday, March 24, 2021, and again likely in the Wallace garage.

Submitted by: Pam Schwartz, Secretary