



**Date of Meeting:** 01/20/2010      Time: 6:00-7:30 P.M.      Location: Oxford Public Library  
**Minutes Prepared By:** Peny Ward

### 1. Purpose of Meeting

- General Meeting
- Old/New Business

### 2. Attendance at Meeting

| <i>Name</i>                | <i>Title</i>        |
|----------------------------|---------------------|
| David MacQuaid (DMAC)      | President           |
| Peny Ward (PW)             | Secretary/Treasurer |
| Doris Trader-Moulden (DTM) | Member              |
| Louis Alexander (LA)       | Member              |
| Carey Buck (CB)            | Member (Absent)     |

### 3. Meeting Schedule

- Call to Order
- Roll Call
- Treasurer's Report:  
PW: Review of Balances for HOA Accounts

Payments Made: Reimbursements for Postage and Office Supplies  
Mowing  
Snow Removal  
Legal Fees  
HOA Insurance

Deposits since the last meeting include legal fees, late fees and dues paid by Members who had been delinquent on 2009 dues. Three Capital Reserve Contributions were collected since the last meeting. No Members are delinquent at this time.

Property Status Report Three properties were For Sale at the time of this meeting:  
420 N Brookside  
131 W Hillside  
110 Midland



### 3. Meeting Schedule

Properties Sold Since Last Meeting:

332 S. Brookside  
208 McLeod Dr.

The 2009 HOA tax and audit documents are currently being put together and will be submitted to our accountant.

DTM made a motion to approve the Treasurer's Report

LA 2nds the motion  
All in Favor – All yeas

- Secretary's Report:  
PW: Minutes from the October 21, 2009 meeting approved via e-mail on January 13, 2010. Posted to website.

The Winter newsletter is in progress. Aiming for distribution in early February.

The list of all UPI numbers for Brookside Estates has been completed. The Fence Amendment can now be completed and sent to the Chester County Recorder of Deeds. Will need notarized signatures.

We currently have 44 responses to the Budget Amendment. One Member has opposed the amendment so far and 43 "Yes" votes. We need 126 "Yes" votes for it to pass.

There have been no Architectural and Landscape Change Requests Received Since Last Meeting.

There has been no website activity (through the "Ask the Board" link) since the last meeting

Nomination committee Letters need to go out the week of March 15, 2010.

The suggested day for the Spring Cleanup was Saturday April 17 with a rain date of April 24. DMAC asked if we could change that since he will not be available on April 17. It was agreed to have the Spring Cleanup scheduled for Saturday April 24 with a rain date set for Saturday May 1.

PW asked if anyone had an issue with scheduling the Annual Members Meeting for Wednesday June 16, 2010. There were no objections.



### 3. Meeting Schedule

LA made a motion to accept the Treasurer's Report  
 DTM 2nds the motion  
 All in Favor – All yeas

- President's Report:  
 DMAC: The “State of Brookside Estates HOA” is good. Delinquencies have been handled and resolved.

New “Rules and Regulations” need to be sent out to all Members to reflect the changes made by the Fence Amendment. PW stated that new “Rules and Regulations” will be sent out along with the Fence Amendment once it has been filed with the Chester County Recorder of Deeds.

Two positions on the Board of Directors will be up for election at this year's Annual meeting. The next Board meeting will be held on June 16, 2010 at the Oxford Senior Center.

PW motioned to adjourn the meeting  
 DTM 2nds the motion  
 All in Favor – All yeas

Meeting was adjourned at 6:25 pm

### 4. Action Items

| Action                                   | Assigned to | Due Date             | Status      |
|--|-------------|----------------------|-------------|
| Meeting minutes                          | PW          | <b>ASAP</b>          | In progress |
| Prepare and Distribute Winter Newsletter | PW/DTM      | <b>Mid- February</b> | In progress |
| Send Out Nomination Letters              | PW/DTM      | <b>3/15/10</b>       | Pending     |

### 5. Next Meeting

|              |                        |       |                        |           |                      |
|--------------|------------------------|-------|------------------------|-----------|----------------------|
| Target Date: | 06/16/10               | Time: | 6:00-8:00 P.M.<br>EDST | Location: | Oxford Senior Center |
| Objectives:  | Annual Members Meeting |       |                        |           |                      |