



Date of Meeting: 03/16/2011 Time: 6:00-7:00 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

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
Meeting Expense
Mowing
HOA Insurance
Tax Preparation and Annual Audit
Snow Removal

Deposits since the last meeting include dues paid by Members. Nineteen accounts delinquent. One Member paying on installment due to financial hardship.

A transfer in the amount of \$5000 was made from the Operational Checking Account to the Capital Reserve Money Market Account.

3. Meeting Schedule

Property Status Report Three properties were For Sale at the time of this meeting:

331 South Brookside Drive
114 Sebastian Drive
415 North Brookside Drive

2010 Audit and Federal Income tax has been completed.

A discussion over the budget over-run for snow removal was conducted. There were also complaints about snow not being removed from the sidewalk in the common area of North Brookside Drive (near the Brookside Estates sign). It was agreed to speak to the contractor regarding timely shoveling of the specified sidewalks. For the next budgetary period, the snow removal amount will be significantly increased.

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

- Secretary's Report:

PW: Minutes from the October, 2010 Meeting were approved via e-mail on January 18, 2011. They have been posted to website.

Winter Newsletter was delivered on February 6. Number of Members currently receiving newsletter via email : 65 (out of 138) = 47%

There have been five Architectural and Landscape Change Requests received since last meeting.

1. 107 Sebastian Drive - Window Replacement. Approved on December 3, 2010 via email.
2. Architectural and Landscape Change Request – 350 South Brookside Drive - Fence. Approved on December 12, 2010 via email.
3. 350 South Brookside Drive - Retaining Wall, Walkway. Approved January 25, 2011 via email.
4. 350 South Brookside Drive - Stone Facing on Columns, Flowerbeds. Approved January 31, 2011 via email.
5. 340 South Brookside Drive - Shed. Approved February 28, 2011 via email.

A violation letter was sent out 2/28/11. Utility Trailer.

Website activity (through the “Ask the Board” link) since the last meeting:
Requests for newsletter to be delivered via email

3. Meeting Schedule

Complaints since the last meeting:

Snow removal, mowing in common area on North Brookside Drive

Tree down behind property on South Brookside Drive

There was concern that the tree in question might be on State property due to its proximity to Route 1. LA stated that he would contact the state to find out where their boundary is.

5407 Requests since the last meeting:

414 North Brookside Drive

323 South Brookside Drive

Nomination letters for Brookside Estates HOA Board of Directors positions went out on March 15, 2011.

The Spring Clean up will be held on April 30, 2011.

DTM made a motion to accept the Secretary's Report

DMAC 2nds the motion

All in Favor – All yeas

- President's Report:

Notice of the Annual Members meeting and proxy forms for voting on the open Board of Directors positions will be sent out in mid-May.

PW motioned to adjourn the meeting

DTM 2nds the motion

All in Favor – All yeas

Meeting was adjourned at 7:05 pm

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Meeting minutes	PW	ASAP	In progress
Prepare and Distribute Spring Newsletter	PW/DTM	April 2011	In progress
Contact the State regarding location of boundary for Rt 1 (regarding tree branch complaint)	LA	ASAP	Pending

5. Next Meeting

<i>Target Date:</i>	06/15/2011	<i>Time:</i>	6:00-8:00 P.M. EDST	<i>Location:</i>	Oxford Oxford Senior Center
<i>Objectives:</i>	Annual Members Meeting				