



Date of Meeting: 10/21/2009 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

Name		Title
David MacQuaid	(DMAC)	President
Peny Ward	(PW)	Secretary/Treasurer
Doris Trader-Moulden	(DTM)	Member
Louis Alexander	(LA)	Member
Carey Buck	(CB)	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
 - Mowing
 - Legal Fees
 - Herbicide Treatment for Retaining Basin

Two member accounts are in litigation for nonpayment of dues. Both are in the appeal stage.

Additionally, one home went for Sheriff's Sale on October 15, 2009 and another home went into foreclosure in October 2009.

The proposed 2010 Budget was reviewed. A 2009 year-to-date budget was presented showing projected spending versus actual expenditures. Legal fees were higher than anticipated due to legal action taken against delinquent accounts. This money will be recouped from the delinquent Members. Landscaping fees were also slightly over budget. One reason for this was a final treatment All in Favor – All yeas of multi flora rose in the



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basin area. This will not need to be done in 2010, thus bringing down the amount needed for landscaping.

DTM mentioned that cleanup of weeds in the open space needs to be done to clear area around shrubs planted in the spring of 2009. There is also a lot of trash in the basin that needs to be cleaned up. A clean up day will be scheduled. PW noted that redbud trees planted along the open space area across from the storm basin were stomped down and killed by children from the neighborhood. The red maples planted in the same area were not vandalized.

We have received proposals from the Auditor for the 2009 Homeowners Association Audit and tax preparation. This proposal has been accepted. A proposal has also been received and accepted for landscaping and snow removal for the coming year.

DTM made a motion to approve and accept the 2010 budget
LA 2nds the motion
All in Favor – All yeas

PW proposed an amendment to the Declaration to limit the amount that the Board can increase annual dues without approval from Members. A discussion of the proposal followed.

LA made a motion to accept the wording of the proposed amendment and to submit it to the Members along with the budget mailing.
DTM 2nds the motion
All in Favor – All yeas

A discussion was conducted regarding whether there should be installments allowed for the 2010 dues. It was agreed to forgo dividing the dues into two installments since the amount has been reduced.

- Secretary's Report:

Minutes from the Annual Meeting were approved via email on September 15, 2009.

PW submitted a form letter that can be sent to real estate agents who are selling homes in Brookside Estates giving them contact information for the HOA.

PW noted that the Rules and Regulations need to be updated to reflect the fence amendment that passed. A question was put forth as to whether any



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additional changes to the Rules and Regulations should be made, since the last revision was in 2007. The Members Handbook also needs to be updated. There are a number of items that are outdated, such as the frequency of Board meetings.

The Architectural and Landscape requests submitted since the last meeting were reviewed. All had been dealt with via email and notifications sent to the requesters.

Items submitted through the “Ask the Board” link on the Brookside Estates website were reviewed. All had already been handled satisfactorily via email.

PW informed the Board that when asking the Chester County Bureau of Land about the format that needs to be used to file the Fence Amendment it was revealed that the previously filed amendments to the Declaration (i.e. the Shed Amendment and the Trailer Amendment) had not been properly filed by previous Boards. Each property in Chester County has a Unique Property Identifier (UPI) number assigned, and any amendments to the Declaration need to list ALL UPI numbers for Brookside Estates. The previously filed amendments listed only UPI numbers for the open space. The Bureau of Land representative said that this could be remedied by including the previously filed amendments as attachments to the Fence Amendment when it is filed. This allows anyone doing research for a given UPI number to see all relevant documents pertaining to a property. The misfiled documents are still valid, but will now be put in the proper filing format for Chester County.

A discussion was conducted regarding the “Trailer Amendment” that had been implemented in 2004 without a vote from Members under the provision in the Uniform Planned Community Act allowing changes to be made to remove contradictions within the Declaration. It was agreed that to prevent confusion, it would be refiled along with the Shed Amendment.

DMAC made a motion to let the wording of the Trailer Amendment stand and have it refiled along with the other amendments to the Declaration.

DTM 2nds the motion

All in Favor – All yeas

A letter updating the Bureau of Land contact details for Brookside Estates Homeowners Association was presented for DMAC’s signature.



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DTM made a motion to accept the Secretary's and Treasurer's Reports
 CB 2nds the motion
 All in Favor – All yeas

- President's Report:

DMAC asked if the Board responsibilities should be redistributed. After a brief discussion it was decided that things would stay as they are until the Annual Members Meeting in June 2010. Carey Buck indicated an interest in writing the newsletter.

DMAC went over capital improvements made in 2009 and asked if there any pressing repair needs for 2010. PW listed repairs made in 2009, including dredging of the storm basin spillway and placement of additional rip-rap by Shane Kinsey. Matt DiNunzio fabricated a grate to cover the spillway opening so that debris wouldn't cause the water in the retaining basin to get backed up. PW also noted that Kathy Hazy and Valerie Shembs have been taking care of the Brookside Estates sign, handling weeding and seasonal plantings. Their efforts are very much appreciated.

The next Board meeting will be held on January 20, 2010 at the Oxford Public Library.

Meeting was adjourned at 7:13 pm

4. Action Items

Action	Assigned to	Due Date	Status
Meeting minutes	PW	ASAP	In process
Send Out Approved Budget	PW/DTM	ASAP	In process
Send Out Annual Dues Notices	PW/DTM	1/5/10	Pending

5. Next Meeting

Target Date:	01/20/10	Time:	6:00-8:00 P.M. EDST	Location:	Oxford Public Library
Objectives:	Regular Quarterly Meeting				