



**Date of Meeting:** 06/24/09      Time: 6:00-7:30 P.M.      Location: Oxford Senior Center  
**Minutes Prepared By:** Peny Ward

### 1. Purpose of Meeting

- Annual All member 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
Dominic Pirocchi	(DP)	Member
Louis Alexander	(LA)	Member

### 3. Meeting Schedule

#### Open Session

- Call to Order
- Roll Call
- Counting of ballots for quorum

DMAC asked for a volunteer to help count ballots. The fencing amendment did pass with 91% of members in favor of the change.

A question regarding the fence colors permitted was asked. Color was not addressed in the amendment as it was not mentioned in the original wording of the Declaration.

DMAC went over changes in the Board since the last annual meeting giving detailed personnel and position changes. Meetings are now quarterly. Proposed budget for 2010 sets members dues to \$175 per home.

Ballots were counted. Louis Alexander received 22 votes. Carey Buck received 8 votes. Four members submitted proxy forms for quorum but were not voting.



### 3. Meeting Schedule

- Open Forum:

DMAC asked if any Members had questions regarding the Association.

A Member asked how to get the newsletter delivered via email versus having a paper copy delivered to her door. PW responded that this could be done by going to the website and submitting the a request through the “Ask the Board” page.

A Member asked why the grasses were removed from behind the Brookside sign. PW responded that the plantings around the sign had become over-grown and that existing plants were re-arranged to improve the visibility of the sign. Only \$80 has been spent on the sign this year. This was mulch that was purchased from a Boy Scouts Troop. DMAC added that edging and trimming will be done by the landscaper as requested by the Board, not with every cut. This saves the Association money.

A Member asked if the Neighborhood Watch ever get started in Brookside Estates. DMAC responded that there is an Oxford Town Watch, but a neighborhood watch in Brookside didn’t have enough interest to be started at that time. Neighbors seeing any suspicious activity should report it to the Oxford Police Department.

A Member asked if there any delinquent accounts and how are they handled? DMAC responded that delinquencies are handled in the method set forth by the Declaration, Delinquency Resolution, and Rules and Regulations. There are currently 5 delinquencies.

DMAC asked if the members had any suggestions for items to be put into the newsletter. A comment was made about including reminders about picking up after dogs. This is apparently still a concern, and a reminder will be placed in the next newsletter.

The Members had no further questions. The public portion of the meeting was adjourned.

#### Executive Session

- Call to Order
- Roll Call
- Treasurer’s Report:

PW reviewed HOA account balances and detailed checks written since the February meeting. Since the last meeting CD was put into a higher rate 14-month CD. There is \$30,000 in the money market account that is readily accessible when needed.



### 3. Meeting Schedule

The tax return and audit have been completed for 2008. There is a comment in the annual audit referring to the recommendations made in 2007 by Reserve Advisors regarding monies that should be set aside for various maintenance and repairs. The Accountant will be informed of repairs that have been made to the sidewalks in the open space on South Brookside Drive, and dredging of the retaining basin. The storm basin drain was cleared and additional rip rap replaced in the spring of 2009. The Reserve Advisors report listed the cost of dredging the retaining basin as \$20,000. Shane Kinsey completed this work for the cost of materials, saving the Association thousands of dollars. Shane Kinsey and Matt DiNunzio fabricated a rebar grate to fit across the overflow structure to catch debris and keep the water flowing freely through the drainpipes.

Four member accounts have been sent to the Association Attorney for collection.

There are five properties currently for sale in the development

DTM made motion to approve the Treasurer's Report  
LA 2nds the motion  
All vote to approve

- Secretary's Report:  
PW stated that the February minutes approved via email and have been posted to the website.  
Nomination committee letters went out in March. One response was received.  
A list of actions handled via email was presented  
One Architectural/ Landscape change was made without approval. A letter and fine was sent to the homeowners. They subsequently submitted an Architectural and Landscape Change Request Form and paid the \$25 fine for failure to get approval before making changes.

DTM motions to approve the Secretary's Report  
LA 2nds the motion  
All approve

- President's Report:  
DMAC reviewed complaints received since the last meeting.  
DMAC addressed Board Members who aren't checking their Association email accounts on a regular basis.  
DP has an unchallenged school board position that he will be elected to in the fall. He opted to step down from the Brookside Board. A



### 3. Meeting Schedule

discussion was conducted regarding having Carey Buck serve the remainder of Dominic's term.

PHW makes motion to ask Carey Buck to serve on the Board  
 DTM 2nds motion  
 All approve

DMAC thanked DP for his service and wished him luck on the school board.

DTM reported that even though there was rain on the day of the yard sale, there was a good turnout.

PW will get the fence amendment prepared so that signatures can be notarized.

- Old Business

A question was put forth as to whether new bids for landscaping needed to be obtained DTM stated we just need to ask if Carter would like to submit a bid for 2010.

The next newsletter is being prepared and is scheduled to go out the 3<sup>rd</sup> week of July.

Next meeting date:

10/21/09 at the Oxford Public Library - DMAC will make an agenda.

LA made motion to adjourn  
 PW 2nds the motion  
 All agree

Meeting adjourned

### 4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Meeting minutes	PW	<b>ASAP</b>	In process
Summer Newsletter	PW/DTM	<b>ASAP</b>	In Process
Prepare Fence Amendment for Filing	PW	<b>ASAP</b>	In Process



## 5. Next Meeting

Target Date:	10/21/09	Time:	6:00-8:00 P.M. EST	Location:	Oxford Public Library
Objectives:	Regular Quarterly Meeting				