



Date of Meeting: 07/19/07 Time: 6:00-8:00 P.M. Location: Oxford Public Library

Minutes Prepared By: Dave MacQuaid - (Help from Peny Ward w/ recorded audio)

1. Purpose of Meeting

- General Monthly Meeting
- Old Business/New Business
- Action Items

2. Attendance at Meeting

<i>Name</i>		<i>Title</i>
Paul Galdes	(PG)	President
Dominic Pirocchi	(DP)	Treasurer
David MacQuaid	(DMAC)	Secretary
Doris Trader-Moulden	(DTM)	Member
Peny Ward	(PW)	Member

- Call to Order
- Roll Call
- Treasurer's Report

1. Bills that were paid 6/15/07 to 7/15/07:

\$150.15 petty cash paid to reimburse PW:

\$73.89 mailing supplies and stamps

\$76.26 landscaping materials

2. Check Disbursement Report from MAMC doesn't show much activity for this period, just stamps and mailing supplies HOA dues. According to MAMC - 32 accounts are delinquent, 116 accounts are paid in full as of July 19, 2007. DMAC asked if that number of accounts (148) didn't exceed the number of units we have in Brookside Estates. DTM restated that this was the information she was given. PG asked if late fees are being assessed on the delinquent accounts. That information was not available. PG is concerned about the accuracy of the report, since he is aware of a couple of situations in which the MAMC report is showing that partial payment has been made, when the homeowner actually paid the dues in their entirety with one check. PG will call MAMC to



see when letters were sent, if they've been sent at all. Accounts can't be sent to collections if the homeowners haven't received any notification that payment is over due, as per the HOA documents.

3. Petty cash is on hand \$3.46. Two requests have been sent to MAMC over the past couple of months for additional petty cash, but no funds have been sent to DTM.

4. DTM has taken care of the Certificate of Deposit that had reached maturity. It has been rolled over for another 8 months and will mature on April 2, 2008.

5. DTM got information on the CD from the bank for the accountant who is performing our audit. This information was never provided to the accountant by MAMC, and has been holding up completion of the audit.

The current treasurer, new treasurer, and president all need to go to the bank to sign over signature cards so that DP can take over treasurer duties.

PW - motions to approve Treasurer's report

DP-seconds the motion

All in favor- all yeas

•Secretary's Report:

DMAC- Final touches being put on May's meeting minutes.

PW makes Motion was made to approve May minutes with corrections so that they can be posted.

DTM - seconds

DP abstains since he wasn't at the May meeting.

Contact List- PW asked for a copy of the member's list from the annual meeting so that the mailing file can be updated. DMAC asked how he would obtain information on new homeowners when a house is sold. DP suggested just going to the home and introducing himself. PG asked that the Community Events Committee be involved in welcoming new neighbors to the area. DTM said she would handle the task.

DMAC - An updated Architectural Request Form building diagram was presented. It was suggested that the Borough of Oxford's zoning guidelines be incorporated. It was decided that it should be kept simple and the homeowner should indicate placement of architectural changes.

PW - motions to approve Secretary's report

DTM-seconds the motion



All in favor- all yeas

•President's Report

PG - Changes to the Board - DP is taking over Treasurer's position. PG asked DTM to take on the job of keeping up with contracts and getting bids for landscaping and snow removal. DMAC is still Secretary. PW still a member.

PG - Annual meeting recap - None of the Declaration amendments had enough votes to pass.

PG - Homes for Sale - (124571) has sold. MAMC awaiting checks from settlement and closing.

PG - No official complaints received from members since the annual meeting.

PG - Violations - (124600) lawn not being maintained. Letter being sent to homeowner.

PG - Committees

Board approved PW to be the liaison from the Board to the Architectural Committee. No activity for this committee until MAMC no longer handles requests.

E-mail/Web update -

PW - One question from homeowner regarding the status of the MAMC contract. PG has responded to the inquiry.

PW - DP needs to be listed as Treasurer on website.

DP - Does the Board want to keep the domain name "Brookside-Estates.com" as well as the ".org" domain? The cost is \$8.95 per year.

PW - motions to keep both domain names for 5 years

DMAC-seconds the motion

All in favor- all yeas

HOA Vision - PG wants board members to plan for the final few months of the year as far as things that need to be accomplished.

PW - motions to approve President's report

DMAC-seconds the motion

All in favor- all yeas

HOA Vision - PG wants board members to plan for the final few months of the year as far as things that need to be accomplished.

PW - motions to approve President's report

DMAC-seconds the motion

All in favor- all yeas



•Old Business

Assessment Delinquency Resolution.

PW - parts of existing resolution on the website were incorporated with changes discussed by the Board. Some wording was modified for clarity.

DP - motions to approve the Assessment Delinquency Resolution with changes

DMAC-seconds the motion

All in favor- all yeas

Rules and Regulations Revisions.

DP - pets fall under Borough ordinances.

DP – rule relating to trailers needs to be revised to be in keeping with language in the relevant amendment to the Declaration.

PG – combine “Administrative Resolution” with paragraph dealing with filing complaints and clarify language while removing contradictory clauses.

DP - motions to approve the Rules and Regulations Revisions with edits

DMAC-seconds the motion

All in favor- all yeas

•New Business

PG - No information pertaining to Architectural requests received from MAMC for this meeting.

PG – One homeowner hand-delivered information for an enclosed porch in addition to sending it to MAMC. Insurance certificate needed for approval.

PW- motions to adjourn

DP- Seconds the motion

All in favor- all yeas

Meeting adjourned

4. Action Items			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Meeting minutes	DMAC	ASAP	complete



5. Next Meeting

<i>Target Date:</i>	08/16/07	<i>Time:</i>	6:00-8:00 P.M. EST	<i>Location:</i>	Oxford Public Library
<i>Objectives:</i>	General monthly meeting				