



Brenford Station II

Homeowners Association

Board Meeting

Minutes of the Executive Board Meeting of the Brenford Station II Maintenance Corporation, Homeowners Association (HOA) held by videoconference at 7:00pm on the 15TH day of February 2024.

I. CALL TO ORDER

The President called the meeting to order at 7:00pm.

II. ROLL CALL OF MEMBERS

NAME		ATTENDANCE
Freddie Barnes	(President)	Present
Burnell Wilkins	(Vice President)	Present
Freddie Barnes	(Acting Treasurer)	Present
Darlene Turner	(Secretary)	Present
Ginny Cuello-Ward		Present
Josilyn Barnes		Present

III. Reading of the minutes

- a. The minutes of the last meeting were acknowledged by the executive board members as being reviewed and accepted.

IV. Treasury Report

- a. The treasury report was reviewed and subject to audit.
- b. The monthly management report was reviewed.
- c. March 21st from 2:00pm to 3:00pm, was the date set for PCAM to provide an overview of the new format for the Monthly Management Report.

V. Delinquent Account(s) – discussion and vote

- a. PCAM will contact the legal office to seek payment in arrears for delinquent accounts for two homeowners.
- b. One delinquent homeowner made payments for account in arrears.

VI. Property/Land Issues

- a. A walk-thru is planned for either March 14th or 21st between 9:00am and 10:00am by board members with ShortCutz. PCAM will email Short Cutz regarding this matter.
- b. The Vice President spoke about the contract with Short Cutz regarding how flowers are selected by the vendor, as well as watering and maintenance of the flowers at the front entrance.
- c. A discussion was held regarding loose dogs, trash, and waste receptacle cans. It was noted that PCAM can only contact homeowners whose names are on the deed about these issues.
- d. The President requested board members to submit the Code of Ethics form no later than March 21, 2024 to PCAM.
- e. The President explained how the ARC committee approves requests.
- e. The President tabled the discussion pertaining to the Document Retention Policy until the next meeting.
- f. The representative from PCAM explained Premier-PAL, which is designed to get real-time information to homeowners 24/7. Homeowners will be alerted about this service by email. It was suggested that this service needs to have a point of contact person from the board to help this program flow smoothly. The Premier-PAL will go live March 1, 2024.
- g. The board agreed by consensus to transfer the surplus from the 2023 budget to the Operating Reserve account.

VI. Adjournment

President made a motion to adjourn the executive board meeting; board member Ginny Cuello-Ward seconded the motion to adjourn the executive board meeting. The motion passed to adjourn the executive board meeting at 8:18pm.

The next executive board meeting is scheduled for March 21, 2024, at 7:00 pm.