



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 18th day of July 2024.

I. CALL TO ORDER

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

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. EnviroTech

- a. Envirotech rep was in attendance and provided an overview of the quarterly report for stormwater maintenance. The President felt it was important to educate the board. An overview of the program was given which included such things as care of the pond; storm water drainage; a compliance program inclusive of year-round/ once a month; also includes trash pick-up near the pond and drainage areas, clearing of invasive vegetation, pond algae, problems of erosion; the buffer zone is groomed twice a year; the pond is stocked with mosquito eating fish. The program also includes an herbicide program.

IV. Reading of the minutes

- a. The minutes of the last meeting held June 20th, 2024, were acknowledged by the executive board members as being reviewed and accepted.

V. Treasury Report

- a. The treasury report was reviewed and subject to audit.

VI. Delinquent Account(s) – discussion and vote

- a. It was decided to wait until August regarding delinquent accounts.

VII. Property/Land Issues

- a. There was an update regarding the lighting at the marquee. The President outlined three options:
 - Option #1 involved having the temporary light provided by Pink Electrical Services remain in place.
 - Option #2 involved two lights to be replaced.
 - Option #3 involved recommending that all four lights be replaced and relocated closer to the marquee for better illumination; the lights would be ordered by PCAM.

The executive board members agreed with Option #3, PCAM will reach out to Pink Electrical Services for a quote.

- b. Power washing of marquee is due for either Monday or Tuesday of the upcoming week. The time estimate for the job is 3 hours. The PCAM representative will let the board know when the power washing will occur.
- c. A majority of the executive board members did not respond to the proposed dates for the month of July walk-through. The President requested the PCAM representative to provide dates for the month of August and for the 4th quarter, an October walk-through.

VIII. Other Issues/Items

- a. The President will follow-up about the speed limit sign with the Town of Smyrna.
- b. A discussion was held regarding various signs to be located near the entrance(s) and around the SWM Pond to the development. Ideas for the signs included, a “No Fishing” sign or signs; a “No Trespassing” sign, and ideas were discussed regarding placement of sign(s). The PCAM representative will check the cost.
- c. The PCAM representative explained the three types of audits. The PCAM representative will follow-up in August with information on a financial audit based on three levels:
 - Level 1 – Review
 - Level 2 – Compilation or Snapshot
 - Level 3 – Full Audit

The approximate cost could be estimated at \$6,000. The President recommended a vote and approval by the HOA for the 2025 budget, if recommended by the executive board. Audit cost per homeowner could be estimated at \$74.00 per year.

- d. Normally the budget projection is based on 67 homes, but accounting for 3 homes being delinquent on assessments. Therefore, the budget projections accounts for 64 homes paying assessments.
- e. Budget costs will go up for services (PCAM, ShortCutz, and Envirotech) based on

three percent cost increase formula each year.

- f. Payment for installation of signs could be made from the “Operating Account” now or installation could be for 2025.
- g. The President floated the idea of getting a Certificate of Deposit (CD) with funds coming from the “Operating Reserve Account” to fund a CD to offset assessments owed by homeowners. The action would have to be approved by the HOA.

IX. Adjournment

The President made a motion to adjourn the executive board meeting, the Secretary seconded the motion to adjourn the executive board meeting. The motion passed to adjourn the executive board meeting at 8:27pm.

The next executive board meeting is scheduled for August 15, 2024 at 7:00 pm.