

Brockman Pointe Condominiums

Meeting Minutes



ASSOCIATION | ONE

**Brockman Pointe
Board Meeting Minutes from 07/08/2025**

Members present: Michael Grieger, Rebecca Stock, Nathan Proctor, Darryl Elwood, David Bright
Association One – Danielle Becker
Homeowners: None

Meeting called to order – 6:06 PM by Rebecca, Michael seconded.

Secretary's Report - Meeting minutes from 02/04/2025: A motion was made by Rebecca to approve and dispense the meeting minutes as drafted. The motion was seconded by Nathan. Motion unanimously approved.

President's Report – Michael updated the Board that MetroNet's grounds contractor has completed the grounds work and MetroNet will be coming in to install fiber cable, starting mid-July. Michael mentioned that he has noticed some visible wear and tear in the newly placed blacktop and seal coating. Asked Management to reach out to Minnesota Roadways regarding if warrantee work is a possibility.

Treasure's Report – CDs and Certificates have been transferred into CDARs. A motion to file financials as presented was made by Darryl, seconded by Michael, and unanimously approved by the Board.

Management Report - 3 Follow-up notices sent to Owners. Service requests for maintenance submitted: completed – 8 and pending completion - 2. Unit Resales – 2 units, on 03/03/2024 and 03/31/2024.

Old Business

- Governing Document Update
 - Declarations need amending to empower Rental regulations. Still in development. Board to provide a draft version of the amended Declaration to the 2026 Annual Meeting.
- MetroNet
 - Refer to Presidents Report, above. MetroNet will need access to each unit for final installation. An advanced notice will be provided to each owner of the timeframe of needed entry.
- Asphalt and Concrete Repairs
 - Minnesota Roadways finished the seal coating project in Spring 2025. See also President's Report.
- Balconies
 - There are 4 units that have bowing in the deck walls over the driveways that will need to be repaired at the Owners expense, as a limited common element. Rebecca motioned to have the management company send a notification to the 4 units for deck wall repairs, either through Association One or a certified contractor of the Owners choosing and to notify the Board with 60 days of the letter regarding the contractor and timeline for completion. Michael seconded.

New Business

- Annual Inspection/Spring Walkthrough
 - Walkthrough completed by the Board and Association Manager the beginning of May. Most of the issues noticed were concrete cracks/gaps needing to be filled, and low scale landscaping needs such as, rock fill and dead tree removal/replacement.
- Tax/Audit/Review Engagement 2025/2026
 - Rebecca motioned to approve a 2-year contract with Mullen CPA. For 2025, the Association will have an Audit completed and in 2026 will have a Review completed. David seconded.
- Huerta Brothers Contract Renewal
 - David motioned to approve the new grounds (lawn/snow) contract with Huerta Brothers. Michael seconded.
- 2026 Management Plan
 - Board reviewed the 2026 Management Plan with Association Manager. Rebecca motioned to approved the 2026 Management Plan, after the secondary Board contact is updated to the Vice President from Secretary. Darryl seconded.

Board Meeting Minutes from 07/08/2025 Continued.

Open Forum – None.

Executive Session

A motion was made by Rebecca to adjourn the meeting at 7:11 PM. Motion was seconded by Michael and unanimously approved. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from April 1, 2025**

Members present: Darryl Elwood, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One: Danielle Becker

Organizational Board Meeting called to order: 6:52 PM by Michael.

Announcement of Newly Elected Board Members:

- Rebecca Stock (re-elected)
- David Bright (elected)

Identify New Board Positions

- President: Michael Grieger
- Vice President: Rebecca Stock
- Treasurer: Darryl Elwood
- Secretary: Nathan Proctor
- Board Member: David Bright

No change in Bank Cards or Signers at this time.

New Business:

- Board Member Code of Conduct and Ethics reviewed and signed by each Board member.

Next Regular Board Meeting – June 3, 2025

A motion was made by Rebecca to adjourn meeting at 7:00 PM. Motion was seconded by Michael and unanimously approved by the Board. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from 02/04/2025**

Members present: Michael Grieger, Rebecca Stock, Nathan Proctor, Darryl Elwood
Association One – Danielle Becker
Homeowners: None

Meeting called to order – 6:03 PM by Darryl, Michael seconded.

Secretary's Report - Meeting minutes from 11/05/2024: A motion was made by Rebecca to dispense and approve the meeting minutes as drafted. The motion was seconded by Michael. Motion unanimously approved.

President's Report – Michael updated the Board that MetroNet is the planning phase of installing Fiber optic cable within the Development. Possible installation around May or June of 2025. The cost of MetroNet will be added to the monthly dues around this time as well. The confirmed date for dues increase is yet to be determined.

Treasure's Report – Board to have our current CD transferred into a CDAR in April 2025. Darryl motioned to move the remaining insurance proceeds in the amount of \$15,486.67 to the MMA (money market account). Michael seconded. A motion to file financials as presented was made by Darryl, seconded by Michael, and unanimously approved by the Board.

Management Report - 2 Follow-up notices sent to Owners. Service requests for maintenance submitted: completed – 2 and pending completion - 1. Unit Resales – 1 unit, on 11/08/2024.

Old Business

- Governing Document Update
 - Declarations need amending to empower Rental regulations. Board to provide a draft version of the amended Declaration to the Annual Meeting.
- Grills
 - Fine notices have been sent and assessed to units. Nothing further.
- MetroNet
 - Refer to Presidents Report, above, for information.
- Asphalt and Concrete Repairs
 - Minnesota Roadways to finish seal coating project in Spring 2025.

New Business

- Annual Meeting
 - Annual Meeting is 04/01/2025 and will be held at FiftyNorth in Northfield, same as previous years.
 - A drawing for One month's assessment will be done for those in attendance at the meeting.
 - 1 open Board position for a 2-year term.
 - 1 Board position for a 3-year term.
- Dryer Vent Cleaning
 - Management Company to request bids for Board review.
- Spring Walk
 - Board will schedule a Spring walkthrough in April or May, weather permitting.
- Reserve Study Projects
 - Balconies – Board and Management will continue to monitor and review during the Spring walkthrough.
 - Asphalt Pavement – Board and Management to review remaining driveways during the Spring walkthrough.
 - Concrete Sidewalk – Completed in beginning of Q4 2024.
- Electrical Vehicle Survey
 - Only 2 units have or are considering installing EV charging station in their garage.

Board Meeting Minutes from 02/04/2025 Continued.

Open Forum – None.

Executive Session

A motion was made by Rebecca to adjourn the meeting at 6:34PM. Motion was seconded by Michael and unanimously approved. Meeting Adjourned.

Brockman Pointe - Annual Meeting Minutes April 1, 2025

Members present: Darryl Elwood, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One: Danielle Becker

Meeting called to order – 6:33 PM by Rebecca.

Quorum was met: 10 persons present, 8 proxies.

Secretary Report: Annual Meeting minutes from April 2, 2024: A motion was made by Rebecca to approve and dispense the meeting minutes as drafted. Motion was seconded by Michael. Motion unanimously approved.

Presidents Report: Highlights for 2024 include: Briefly discussed potential capital expenditure/common area projects to include phase 1 of the asphalt and concrete repairs were completed and the last phase, phase 2 happening in 2025. Michael mentioned that MetroNet is waiting on the digging moratorium to be lifted by the City of Northfield, prior to beginning fiber installation.

Financial Report: The Reserve Fund balance as of December 31, 2024 was \$243,336.92. The Operating Balance as of December 31, 2024 was \$15,758.74. Approval of the 2024 year-end financials was motioned by Darryl, seconded by Michael, and unanimously approved.

Old Business: None.

New Business:

Call for Nominees: 2 nominations made. With 2 seats available for a 3-year term and a 2-year term, Rebecca Stock was re-elected and David Bright was elected to the Board. A motion was made by Rebecca to accept the 2025 ballot, Michael seconded, unanimously approved.

1 Month Assessment Giveaway - Won by Melanie Waterhouse at 2732 Brockman Ct.

A motion was made by Darryl to adjourn meeting at 6:50 PM. Motion was seconded by Nathan and unanimously approved.

**Brockman Pointe
Board Meeting Minutes from 11/05/2024**

Members present: Michael Grieger, Rebecca Stock, Nathan Proctor, Darryl Elwood
Association One – Brian Borchardt and Danielle Becker
Homeowners: David Bright, Jose Ramos

Meeting called to order – 6:02pm by Rebecca, Michael seconded.

Secretary's Report - Meeting minutes from 08/22/2024: A motion was made by Rebecca to dispense and approve the meeting minutes as drafted. Motion was seconded by Nathan. Motion unanimously approved.

President's Report – Nothing to report at this time.

Treasure's Report – Danielle summarized the September 2024 financials. Two CD's were cashed in to pay for the recent asphalt/concrete project, which will be reflected on the October 2024 financials. A motion to file financials as presented was made by Darryl, seconded by Michael, and unanimously approved by the Board.

Management Report - 8 Follow-up notices sent to Owners. Service requests for maintenance submitted: completed – 5 and pending completion - 1. Unit Resales – 1 unit, on 09/16/2024. Fine notices will be sent out to owners with grills still out.

Old Business

- Governing Document Update
 - Declarations need amending to empower Rental regulations. Still in the works.
- Grills
 - Fine notices will be sent to the specified units with grills.
- Asphalt and Concrete Repairs
 - Minnesota Roadways completed the asphalt/concrete project at the end of October 2024.
- MetroNet
 - After sending a vote via email to the Owners, further discussions between the Board, and input from the 2 homeowners joined in the meeting; the Board has approved to move forward with MetroNet at \$40.00 monthly, per unit. No units will be assessed the monthly fee until after MetroNet is fully installed in 2025. Rebecca motioned to approve, Michael seconded, and unanimously approved by the Board.
- 2025 Budget
 - Board discussed ensuring the Associations' reserves are fully funded as recommended by the reserve study, water increased by 15%, and insurance premium increased by almost 50%. Association dues will increase by approximately 30% per unit, not including \$40.00 monthly for MetroNet (see above). Rebecca motioned to approve the budget, Darryl seconded, unanimously approved.

New Business

- Insurance Renewal 11/01/2024
 - Michael motioned to approve 5% wind/hail and \$25,000 insurance coverage with Farm Bureau. Insurance renewed has been moved to 11/01/2024-11/01/2025 to assist with knowing the premiums for finalizing the annual budgets going forward. Darryl seconded, unanimously approved.
- Corporate Transparency Act
 - The CTA is a new law that requires any entities registered with a state secretary of state, called "reporting companies" to report information about the "Beneficial Owners" of the entity to the Financial Crimes Enforcement Network of the U.S. Treasury (FinCEN). Homeowner Associations in Minnesota will be considered a reporting company requiring that Beneficial Owners report to FinCEN. Association One and Brockman Pointe will be using the law firm Greenstein Sellers PLLC, to assist with any registration and document recorded as needed by FinCEN.
- Board Position
 - Currently an open Board position for a 2-year term.

Board Meeting Minutes from 11/05/2024 Continued.

Open Forum – None.

Executive Session

A motion was made by Rebecca to adjourn meeting at 7:36 PM. Motion was seconded by Michael, and unanimously approved. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from 08/22/2024**

Members present: Jennifer Ritzman, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One – Brian Borchardt and Danielle Becker
Homeowners: David & Sara Bright

Meeting called to order – 6:05pm by Michael.

Secretary's Report - Meeting minutes from 06/04/2024: A motion was made by Jennifer to dispense and approve the meeting minutes as drafted. Motion was seconded by Michael. Motion unanimously approved.

President's Report – Nothing to report at this time.

Treasure's Report – Danielle summarized the July 2024 financials. A motion to file financials as presented was made by Nathan, seconded by Michael, and unanimously approved by the Board.

Management Report - 3 Compliance letters and 8 Follow-up notices sent. Service requests for maintenance submitted completed – 1 and pending completion - 2. Unit Resales – 1 unit, on 06/16/2024.

Old Business

- Governing Document Update
 - Declarations need amending to empower Rental regulations. The rules & regs will not trump the current rental policy. No further progress on proposed declaration amendment has been made at this time.
- Grills
 - Many grills are still out and final grill notices have been mailed to those units. A notice will be printed and taped to the sides of the mailboxes. The next step will be violation notices with fines, send to the specified units with grills.
- Asphalt and Concrete Repairs
 - Management Company received an overview of the work to be completed by Minnesota Roadways. Board and Management will finalize details for the vendor to start work in 2025.
- Crack and Seal Coat
 - Project is on hold until the asphalt and concrete project is decided on, based on the information from above.
- Landscape
 - Heurtas Brothers completed all items noted for replacement. A few shrubs were missed for replacement and will be brought to Heurtas Brothers. A couple dead trees, located between unit driveways, will be looked into further regarding either being replaced with another tree or possibly shrubs/flowers.

New Business

- Cannon River Tree Care
 - Vendor mentioned that the Spruce, Oak, and Ash trees should be treated every two years. The Spruce treatment may not be needed/necessary. Jennifer motioned to have Cannon River Tree Care to treat the trees as needed. Michael seconded, and the Board unanimously approved.
- Fall Newsletter
 - Newsletter will be sent to Owners on or prior to September 25, 2024 and will include information about the new/updated rules and regulations.
- 2025 Management Plan
 - Rebecca motioned to approve the 2025 plan as drafted, Michael seconded, and unanimously approved.
- 2025 Budget
 - There is a 26% increase in the City water and the Insurance Premium is subject to increase anywhere between 40-125%. Rebecca motioned to update the insurance policy to start on 11/01 each year to have the premium amount prior to the approval of the budget. Michael seconded, and unanimously approved.

- Metronet
 - For the Owner vote, 20 units are a 'yes' and 14 were a 'no'. Rebecca motioned to approve of a bulk contract with Metronet internet only if the total dues increase is \$60 or lower in monthly dues for 2025. Michael seconded and unanimously approved.

Open Forum – None.

Executive Session

A motion was made by Rebecca to adjourn meeting at 8:20 PM. Motion was seconded by Nathan, and unanimously approved. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from 06/04/2024**

Members present: Jennifer Ritzman, Darryl Elwood, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One – Brian Borchardt and Danielle Becker
Homeowners: None

Meeting called to order – 6:04pm by Michael.

Secretary's Report - Meeting minutes from 02/06/2024: A motion was made by Rebecca to dispense and approve the meeting minutes as drafted. Motion was seconded by Jennifer. Motion unanimously approved.

President's Report – Nothing to report at this time.

Treasure's Report – Darryl summarized the April 2024 financial report. One CDAR matured and will be converted into a new CDAR. A motion to file financials as presented by Darryl was made by Jennifer, seconded by Rebecca, and unanimously approved by the Board.

Management Report - 6 Compliance letters and 2 Follow-up notices sent, service requests for maintenance submitted completed - 5 total. No resales for 2024.

Old Business

- Governing Document Update
 - Rules and regulations have been reviewed by the Board and additional changes are needed. Parking - No parking during Holidays has been removed as there is no parking on the side streets at any time. Pets – Remove weight restriction and change number of dogs allowed to 1. Jennifer motioned to approve rules and regs with updates, Michael seconded, and unanimously approved by the Board. No updates on the Declaration amendment.
- Masonry Project
 - Darryl motioned to approve South Metro Masonry bid for needed area repairs at the Direction of the Board and Management Company, Michael seconded, unanimously approved by the Board.
- Asphalt and Concrete Repairs
 - Management Company received proposals from Minnesota Roadways, which includes both asphalt and concrete work. Tytann Best Blacktopping quote only includes blacktop. The Board is currently waiting on an updated bid to include actual scope of work and costs.
- Crack and Seal Coat
 - Project is on hold until the asphalt and concrete project is decided on, based on the information from above.
- Landscape
 - Heurtas Brothers will be completing landscape updates and replacements by the end of June or July 2024, weather permitting. Jennifer motioned to approve the landscape maintenance list to be completed with the costs budgeted for the year, seconded by Rebecca, unanimously approved by the Board.

New Business

- Annual Inspection Recap
 - Annual Inspection/Walk-through of Brockman Pointe was conducted by the Board and Management Company on 05/07/2024. Information provided above, in old business, were discussed and looked at with all of the units for a better understanding of work needed.

Open Forum – None.

Executive Session

A motion was made by Rebecca to adjourn meeting at 7:49PM. Motion was seconded by Jennifer and unanimously approved. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from April 2, 2024**

Members present: Jennifer Ritzman, Darryl Elwood, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One: Brian Borchardt and Kat Doffing

Organizational Board Meeting called to order: 7:40 PM by Michael.

Announcement of Newly Elected Board Members:

- Michael Grieger (re-elected)
- Jennifer Ritzman (re-elected)

Identify New Board Positions

- President: Michael Grieger
- Vice President: Jennifer Ritzman
- Treasurer: Darryl Elwood
- Secretary: Rebecca Stock
- Board Member: Nathan Proctor

No change in Bank Cards or Signers.

New Business:

- Grill, Firepit, and Fuel Policy Approval – Board members unanimously approved, signed, and dated a resolution for a non-use/storage policy.
- 2025 Budget/Management Plan – November 1, 2024 deadline.

Next Regular Board Meeting – June 4, 2024

A motion was made by Rebecca to adjourn meeting at 8:01 PM. Motion was seconded by Jennifer and unanimously approved by the Board. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from 02/06/2024**

Members present: Jennifer Ritzman, Darryl Elwood, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One – Brian Borchardt
Homeowners: Jose Ramos

Meeting called to order – 6:05pm by Michael.

Secretary's Report - Meeting minutes from 11/07/2023: A motion was made by Rebecca to dispense and approve the meeting minutes as drafted. Motion was seconded by Jennifer. Motion unanimously approved.

President's Report – Briefly discussed on Old Business and things we will be discussing under New Business.

Treasure's Report – Darryl summarized the December 2023 financial report. CD coming to maturity that needs to be allocated. - cashing out and putting into a CDAR. Motion to file financials as presented by Darryl, seconded by Rebecca, and unanimously approved by the Board.

Management Report - 2 Compliance letters and 2 Follow-up notices sent, service requests for maintenance needs submitted to the appropriate vendor - 1 total, 4 units resales closed for 2023. No resales for 2024.

Old Business

- Governing Document Update
 - Governing document review is still in progress. Rebecca to send a draft copy of new rules to the Board for further discussion. Board looking into updating the leasing restrictions through an amendment to the Declaration and updating the Rules and Regulations. Under current discussion is to have a rental cap of 12 units total at any given time and change the minimum term length to 12 months.
- Masonry Project
 - Project is on hold until Spring 2024. Board/Management Company to request bids from local vendors for needed work.
- Rules and Regulations – Pet Size
 - The Board discussed pet sizes and agreed on a maximum of 35 lbs per allowed household pet, as stated in the rules and regulations. The new size limitation will be added to the working rules and regulation update.
- Smoking
 - No smoking of tobacco or marijuana products on or within common elements.
- Grills
 - Board/Management Company was notified of the Northfield Fire Chief that charcoal and gas grills are not allowed to be kept/stowed on unit balconies, decks, and patios. The storage of propane tanks is also prohibited for Condominium or multi-family communities. This is due to extreme fire hazard and insurance risk. A letter from the Board to Owners will be mailed/mailed by Spring 2024 with further information.

New Business

- Annual Inspection
 - Annual Inspection/Walk-through of Brockman Pointe will be conducted by the Board and Management Company on 05/07/2024.
- Tax Prep
 - Annual tax prep will be completed for 2023 by Mullens CPA.
- Spring Newsletter
 - Letters will be emailed/mailed to Owners in March 2024.
- Annual Meeting
 - Take place in-person on 04/02/2024 at Fifty North in Northfield at 6:30PM. Michael and Jennifer plan on re-running for the Board. Additional volunteers for the Board are welcome. Further information regarding annual meeting and the Board elections will be provided to Owners beginning of March 2024. One drawing for one months' worth of association dues will be raffled to a unit Owner that attends the meeting in-person only. Drawing will take place at the end of the Annual Meeting.

- Balconies, West Side Units, Corner (2024 Beam Replacement)
 - Board to walk the Association and assess/rate beams during the Annual Inspection to start the bidding process and replacement.
- Asphalt Pavement, Crack Repair, Patch & Seal Coat
 - Board to decide if full seal coat is needed or if only repair/patch work needed on an as-need basis during the Annual Inspection.
- Asphalt Pavement, Mill & Overlay, Access Drives, Original
 - Board/Management currently looking for bids on asphalt work. No set date for work or costs at this time.
- Concrete Curbs & Gutters
 - Board/Management looking for bis. No set date for work or costs at this time.
- Landscape, Partial Replacements
 - Landscaping updates/upgrades planned every 5 years based on the reserve study. Board to review and assess the current trees and plants around the Association and discuss if anything needs to be removed and/or have new plantings.

Open Forum – None.

Executive Session

A motion was made by Rebecca to adjourn meeting at 8:32 PM. Motion was seconded by Jennifer and unanimously approved. Meeting Adjourned.

Brockman Pointe

Board Meeting Minutes from 02/07/23

Members present: Jennifer Ritzman and Michael Grieger

Association One – Brian Borchardt & Kat Doffing

Homeowners: Krista Wilkowske

Meeting called to order –6:02pm by Michael

Secretaries Report - Meeting minutes November 2, 2022: A motion was made by Michael to dispense and approve the meeting minutes as drafted. Motion was seconded by Jennifer. Motion unanimously approved.

Presidents Report – Hail Claim update- they have 2 buildings left and arranging to get gutters done. Building 4 & 7 will be done last and are still working on the siding there to wrap up in February. All gutters will be replaced and gutters on the backside of the oxfords will also be added. Windows will be done once they come in. HW will continue to work through a punch list of items that are both related to the project but also mitigate damages that have been caused by the construction. A final property cleanup will be scheduled for as soon as all the snow is melted to ensure there is no mess left behind once the project wraps up.

Treasure Report – Brian summarized the December 2022 and January 2023 financial report motion to file as presented by Jennifer and seconded by Michael.

Management Report 3 Compliance letters sent, service requests for maintenance needs submitted to the appropriate vendor- 6 total, 3-unit resales during period.

Old Business

- Insurance Claim
 - Addressed in President Report
- Water Usage
 - Cost has gone down to normal.
 - Mike is going to check with the city to see how much the new meters will be and how to get them.
- Deck Maintenance
 - Brian looked up who is responsible for the deck maintenance and financial responsibility of the decks and limited common elements. (Declaration- Sections 6, 8, and 12)
 - Add this to the spring inspection and what maintenance/repairs that are needed moving forward.
- Garage Door replacement
 - Many are going to need to be address as they are likely to be rusted out on the bottom.
 - Get RFP's for these to be done in 2023.
- Exterior Painting
 - Waiting until hail work is complete.
 - Paining garage door bucks, deck posts on oxfords, board under patio doors and entry doors, and support posts on balcony.
 - RFP for painting proposal.
- Governing Document Update—2023 focus
 - Try to get a committee together to assemble changes to be made.
 - 3 tier assessment structure based on home values and structures of the homes. - Declaration Amendment
 - Will be needed and a discussion made with more homeowners with documented facts about each building.
 - Rental policy- Declaration Amendment
 - Need to be done at the same time as any other declaration amendment.
 - Rules and regulations update
 - Can be updated at any time and cannot be stricter than or contradict the declaration.

New Business

- Masonry Project
 - Some areas are looking worse than others- address with the spring inspection and go from there.
- Annual Meeting/ Board Member Recruitment
 - Annual Meeting to be in-person

- Open Board Position – how to get homeowners interested in becoming a board member was discussed.
 - How to get more people to the meeting- many claim they don't have time.
 - Possible refreshment or food to draw attention to get homeowners to
- Annual Inspection
 - Planned for mid-late April or early May -Monday/Thursday best dates if possible.
- Reserve study
 - Proposal for updated Reserve Study late summer.

Open Forum – No homeowners still on the call.

Executive Session

A motion was made by Michael to adjourn meeting at 7:59pm. Motion was seconded by Jennifer Motion unanimously approved. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from 06/06/2023**

Members present: Jennifer Ritzman, Darryl Elwood, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One – Brian Borchardt and Kat Doffing
Homeowners: Sandra Halling

Meeting called to order – 6:01pm by Michael Greiger.

Secretaries Report - Meeting minutes from 02/07/23: A motion was made by Rebecca to dispense and approve the meeting minutes as drafted. Motion was seconded by Jennifer. Motion unanimously approved.

Presidents Report – Hail Claim update: All buildings siding and roofs have been replaced. The work is complete. Gutters will be replaced/installed by the end of June 2023.

Treasure Report – Brian summarized the April 2023 financial report. Motion to file as presented by Darryl, seconded by Jennifer, and unanimously approved by the Board.

Management Report - 1 Compliance letters sent, service requests for maintenance needs submitted to the appropriate vendor- 3 total, 3 units resales closed for the year.

Old Business

- Insurance Claim
 - Refer to Presidents Report above.
- Garage Door Replacement
 - Board to review condition of all garage doors (externally) during the annual walk-through. Further discussion continues regarding the review and approval of vendor proposals.
- Exterior Painting
 - Painting garage door bucks, deck posts on oxfords, board under patio doors and entry doors, and support posts on balcony.
 - Jennifer motioned to approve the O’Callaghan proposal, pending the toe kicks under all entry doors are included and contract for work is estimated close to \$16,000 total. Michael seconded, and the Board unanimously approved.
- Governing Document Update—2023 focus
 - Governing Document Committee members: Angie Becker, Rebecca Stock, Michael Grieger, Jennifer Ritzman, Darryl Elwood.
 - 3 tier assessment structure based on home values and structures of the homes. - Declaration Amendment.
 - Darryl and Michael to review.
 - Rental policy- Declaration Amendment
 - Jennifer, Rebecca, and Angie to review.
 - Rules and regulations update
 - Jennifer and Rebecca to review.
 - Rebecca motioned to approve committee and start the review and suggested editing process of updating the governing documents prior to presenting to the membership. Michael seconded, and unanimously approved.
- Masonry Project
 - Board is researching potential brick, concrete, and tuck-pointing repairs as a preventive maintenance and curb appeal within the Association, to take place in 2024. Will assess the masonry during the annual walk-through.
- Annual Inspection
 - Annual inspection/walk-through to take place after the gutter replacement from the insurance claim is complete.

New Business

- Reserve Study
 - Update needed to update the full reserve study as due to the replacement of roofs, siding, and gutters. Jennifer motioned to approve updating the reserve study, Michael seconded, Board unanimously approved.
- Board Officer Alignment

- Michael Grieger, President, 2 year term
- Jennifer Ritzman, Vice President, 1 year term
- Rebecca Stock, Secretary, 2 year term
- Darryl Elwood, Treasurer, 3 year term
- Nathan Proctor, Member at Large, 3 year term

Open Forum – No homeowners still on the call.

Executive Session

A motion was made by Rebecca to adjourn meeting at 8:20 PM. Motion was seconded by Jennifer and unanimously approved. Meeting Adjourned.

**Brockman Pointe
Board Meeting Minutes from 08/01/2023**

Members present: Jennifer Ritzman, Darryl Elwood, Michael Grieger, Rebecca Stock, Nathan Proctor
Association One – Brian Borchardt and Kat Doffing
Homeowners: Elizabeth Treat

Meeting called to order – 6:05pm by Michael Greiger.

Secretaries Report - Meeting minutes from 06/06/23: A motion was made by Rebecca to dispense and approve the meeting minutes as drafted. Motion was seconded by Jennifer. Motion unanimously approved.

Presidents Report – Gutters have been installed and the replacement of the 40 noted garage doors from the annual inspection is to start next week.

Treasure Report – Darryl summarized the June 2023 financial report. Motion to file as presented by Jennifer, seconded by Michael, and unanimously approved by the Board.

Management Report - 10 Compliance letters and 2 Follow-up notices sent, service requests for maintenance needs submitted to the appropriate vendor- 1 total, 3 units resales closed for the year.

Old Business

- Garage Door Replacement
 - The vendor, Action, received the down payment to start the replacements on the 40 garage doors. Replacements start next week. A representative from Action will call the individual owners to schedule their unit's replacement.
- Exterior Painting
 - The vendor, O'Callaghan, will start painting after the noted garage replacements, above, have been completed.
- Governing Document Update—2023 focus
 - Governing document review is still in progress. No further updates at this time.
- Masonry Project
 - Project is on hold until Spring 2024. Further discussions regarding the project will be had towards the end of 2023.
- Annual Inspection
 - Annual Inspection took place on 06/19/2023. Garages, possible masonry repairs, and notifications for units have been made/noted.
- Reserve Study
 - Reaching out to Reserve Advisors for reserve study update estimates.

New Business

- Pest Control
 - Owner's have noted that they have seen groundhogs in the common areas, outside their homes. Board provided suggestions for trying to deter them away prior to calling pest control.
- Smoking Regulations
 - Board to reach out to legal counsel for guidance with Common Interest Community smoking regulations, to include marijuana and vaping to be reviewed for the Association. This is also a part of the governing document updates.
 -

Open Forum – Elizabeth Treat, requesting further information regarding the number of plants allowed outside of the unit as to not impede on/in the common elements.

Executive Session

A motion was made by Rebecca to adjourn meeting at 8:20 PM. Motion was seconded by Jennifer and unanimously approved. Meeting Adjourned.

Brockman Pointe

Board Meeting Minutes from 11/07/23

Members present: Jennifer Ritzman, Michael Grieger, Nathan Proctor, Darryl Elwood, & Rebecca Stock
Association One – Brian Borchardt & Kat Doffing
Homeowners: Sara & David B., Krista W., & Gary M.

Meeting called to order –6:04 pm by Michael

Secretaries Report - Meeting minutes August 1, 2023: A motion was made by Jennifer to dispense and approve the meeting minutes as drafted. Motion was seconded by Michael. Motion approved.

Presidents Report – Hail Claim- final deck rail has been completed. They are waiting for the last invoice before sending final payment.

Treasure Report – Darryl summarized the September 2023 financial report.

- Some Hail Claim proceeds still to be paid out.
- CD coming to maturity that needs to be allocated. - cashing out and putting into a CDAR
- Water is coming in under budget YTD.

Management Report 15 Compliance letters sent, service requests for maintenance needs submitted to the appropriate vendor- 10 total, 1-unit resales during period. CDs could be updated here soon as rates are looking good for right now and to make sure the money is insured.

Old Business

- Insurance Claim
 - Discussed under President Report
- Governing Document Update
 - Committees plan to meet outside of meetings to discuss the review the assessments and rentals.
- Masonry Project
 - Tabled to Winter/Spring 2024.
 - New brick was ordered for an insurance claim, and we had to get it in. This will be used in the winter for this project.
- Garage Door
 - Most garage doors for 2023 have been completed. Currently 1 door available to be replaced. 41 were replaced in 2023 and a few more to be completed in the spring.
 - Some garage aprons are not level leaving a gap for the new garage doors. Fill the weather strip using backer to keep it sealed- Nathan to keep us updated. Brian to reach out to apron vendor from a couple years ago and see what can be done.
- Rules & Regulations – Pet Size
 - Still waiting to be reviewed and updated by the committee.
- Smoking Regulations
 - Looking to seek legal council to review what the policy should be regarding smoking, vaping, or marijuana regulations inside or outside - committee to review and present to the board.

New Business

- Huerta Brothers Contract Renewal
 - Approved unanimously via email. Motion made by Michael to approve, seconded by Jennifer. Motion Approved.
- Master Insurance Renewal Policy
 - FB Renewal came in at premium increasing by \$21,000 vs 2023.
 - AO to contact FB regarding where the replacement costs come from to ensure accurate funding.
 - Motion to approve the renewal as it came in by Jennifer, seconded by Darryl. Motion Approved.
- Grills
 - City of Northfield- No open flame within 15 feet of the structure.
 - For grilling within 15 feet of the home it must be an electric grill or gas-fired grills that are permanently mounted and plumbed to the building's gas supply.
 - Going to clarify with Northfield Fire Department on whether 15 ft within structure or specifically on patios and balconies.
- Reserve Study

- Review of some of the items that are coming up to repair from the most recent Reserve Study completed in August 2023.
- 2024 Budget
 - Discussion of proposed budget for 2024 at either a 5% or 10% increase.
 - Motion to approve the budget at a 5% increase by Jennifer, opposed by Michael.
 - Motion to approve the budget at a 7.5% increase by Rebecca, seconded by Michael. Motion Approved.
- 2024 Management Plan
 - Motion to approve the management plan with updates by Rebecca, seconded by Jennifer. Motion Approved.
- CIT CD #9396
 - Cash out and roll into CDAR

Open Forum

- Dryer was not working –dryer vents on the roof have a screen and blocks the outlet flow of the dryer vent (Dryer Vent Wizard came out and removed the screen as that is causing blockage)
 - Board is checking with HW to come out to remove all screens.
-

Executive Session

A motion was made by Rebecca to adjourn the meeting at 9:15pm. Motion was seconded by Michael. Motion unanimously approved. Meeting Adjourned.