

Breckenridge Homeowners Association

Board Meeting Minutes

TitleOne @ 4:00 PM

February 15, 2024

Meeting was called to order at 4:00 pm by Angela Grant, President

- Members in attendance: Larry Roberts, Angela Grant, Cathy Reed, Susan Beseris, Verlie Stanger, Loren Butler, Steve Clezie, Jennifer Brownlee(Property Manager)
- Members absent: Dustyn Brownlee(Property Manager),

Approval of Minutes

- Loren moved to approve January 18, 2024 regular board meeting minutes; motion was seconded by Susan; and the motion passed unanimously.

Treasurer's Report - Larry Roberts

- November 2023 and December 2023 financial reports. Loren moved to approve. Susan seconded the motion. Cathy suggested a variance column showing the difference between YTD actual expenses and YTD budgeted expenses. Larry will discuss with Harris CPAs. The November and December financial reports were accepted unanimously.
- January 2024 Financial Reports. The 2024 budget had not been submitted to Harris CPAs before the report was produced. Expenses for the Spray Guy and Perfect Pools are not reflected in the January report. Susan moved to accept the January 2024 financial reports. Larry seconded and the financial reports were accepted unanimously.

New, Unfinished or Postponed Business

- Larry made a motion to terminate the property managers effective February 29, 2024. Cathy seconded the motion. Motion was passed unanimously. Jenn Renfro was hired as the new property manager. Since the 2023 financials need to be mailed out by the end of February, Jenn will work the last week of February to get those mailed out. Angela will contact her to start the last week of February this special project. Jenn will create a letter of introduction to send out with the financials. Larry and Cathy volunteered to meet with Jenn to discuss these matters.
- Angela presented a letter of resignation dated February 14, 2024 from Annette Tucker. Loren moved to accept the resignation of Annette Tucker from the Breckenridge Homeowners Association Board. Verle seconded the motion. The motion to accept the resignation of Annette Tucker from the Breckenridge Homeowners Association Board was passed unanimously.
- Cathy will get in touch with Jennifer to request everything that needs to be passed on to the new property manager. Keys need to be turned in. We need to change the code on the website and change the recovery email. Other materials include but are not limited to coupon books and welcome packets.
- Previous meeting notes were discussed. Going forward, ten years of complete minutes must be retained. Summaries for 2001 through 2010 are available. Property Manager could use the slower winter months to organize notes and summarize those that still need done.
- Larry has the confidentiality agreement and the new property manager needs to sign one.
- Larry sent the contract to the Spray Guy and it should be paid by March 1, 2024.
- Susan stated the mailboxes are rusted out. Susan had a mason inspect them to see if they could be cut out of the brick. Steve France might be able to design a door to put on the front. The Garden and the Village have the same style of mailbox. Must check with the post office to find out what the requirements are. Mailboxes might be private. Central mailboxes were discussed.

- Susan suggested a group homeowners garage sale this spring - no clothes allowed - to raise money for the east entrance. Possibly to be held in front of the garden area. After the sale, have a truck come and pick up unsold items. End of April or the first part of May would be a good time.
- Loren mentioned that dogs off leash are becoming more frequent on the path. The signs have helped but there is still a problem.
- Cathy brought up the LaRowe's two lots. The lots cannot be combined into one tax lot. If one house is built on two lots, then they would have to pay two dues. Jennifer did communicate this to the homeowner.
- Ongoing improvements to be discussed further:
 1. Manor entrance area - Removal of damaged brick structures on either side of the gate and making the entrance to Manor secure, possibly with vinyl fencing. Replace or freshen Breckenridge Manor sign. Update beds with weed barrier, plants and rock.
 2. Sidewalk/concrete repair where it is lifted due to tree roots
 3. Update Paver driveway through gate area.
 4. Discuss and make plans to remove the narrow strip of grass near the arborvitae on the West Side of the subdivision near Randy & Angela Grants' home.

Architectural Committee – Verlie Stanger

- Verlie is going to reshingle her roof. Heck Roofing is being considered.

Landscape Committee - Susan Beseris

- US Lawns gave a bid for everything including lawn care, mowing, tree trimming, and spraying. Susan walked the whole area with Scott DeJong They submitted an enhancement proposal as well. The rendering doesn't have trees, just shrubbery, etc.
- Susan met with Steve Paulson of Native Earth and he proposed more native plantings to conserve water, a xeriscape. One drip line with colorful shrubs and rock with downlighting, benches and commissioned metal art at the entrance were suggested. He knows an architectural engineer who could provide three options to do something along those lines. It would cost \$1,000 and the HOA would own those designs. The architectural engineer wouldn't do the work but could recommend two or three people. It is a good option for such a narrow strip. There is probably going to be some repair of the sidewalk once the tree stumps are removed. Loren moved to contract Native Earth's Steve Paulson to draft three proposals on landscaping for the west entrance at the cost of \$1,000. Steve seconded and the motion was unanimously approved. Susan will notify him of the approval.

Pool Committee - Cathy Reed

- None - pool closed

Website - Cathy Reed

- No updates.

Property Manager Update - Jennifer Brownlee

- A text was sent to Donna about the dumpster but has not heard back from her.

Adjournment

- Regular meeting was adjourned at 5:28 pm.

The next board meeting will be on **Thursday March 21, 2024, 4:30 pm at TitleOne.**

Respectfully submitted,
Jenn Renfro, Property Manager