

**BROOK FOREST ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
June 7, 2023**

**I. CALL TO ORDER & INTRODUCTIONS**

The meeting was called to order at 5:06 p.m. via videoconference.

Board members participating were:

Matt McElhiney, President, #140D	Dan Doran, Secretary, #140F
Doyle Tinkey, Member, #130C	Fred Hearty, Member, #140B
Carol Goett, #150B	

Owners participating were:

Jason and Michele Becker, #130A	Jean and Rick Abbott, #150A
LuAnn Tinkey, #130C	Debra Doran, #140F

Proxies were received from Michael and Dale Falini (#130B) and Russell and Linda Colling (#130D).

Representing Summit Resort Group were Kevin Lovett and Kevin Carson. Kristine Morahan of Summit Management Resources transcribed the minutes from recording.

With seven units represented in person and two by proxy, a quorum was confirmed.

**II. PROOF OF NOTIFICATION/PROXY**

Notice of the meeting was sent on May 10, 2023.

**III. APPROVE MINUTES OF LAST ANNUAL MEETING**

**Motion:** Matt McElhiney moved to approve the minutes of the June 8, 2022 Annual Meeting and May 15, 2023 Board of Directors Meeting as presented. Fred Hearty seconded and the motion carried.

**IV. FINANCIAL REPORT**

*A. 2023 Year-to-Date Financials*

As of April 30, 2023, Operating balance was \$3,517 and the Reserve balance was \$70,113. Total Expenses were \$2,191 favorable to budget. All Reserve contributions have been made for 2023 and all owners were current with dues payment.

*B. Common Utilities*

Michele Becker requested the compensation for common utilities be reevaluated as the reimbursement payment has been the same for 10-15 years.

**V. MANAGING AGENT'S REPORT**

*A. Completed Projects*

1. The roof gutter and hot edge has been installed.

2. Trees were treated and trimmed.
3. Fire extinguishers were inspected.
4. Heat tape was repaired.
5. The Timberline trash contract has been renewed with a rate reduction.
6. The dumpster door repair was completed with no cost to the Association.
7. Additional snow fencing was installed at the recommendation of Turner Morris.

*B. Pending Projects*

1. Tree treatments are scheduled to be complete in the next couple of days. Additional treatment recommendations and reports will be discussed at the next Board Meeting.
2. The parking lot is in need of drainage improvements. The hot edge is working well getting snow off the roof, but is now causing water to pool and freeze on the ground, causing an ice hazard. Fred Hearty commented there are two approaches to improve the drainage. One option would be sloping the Building 140 two main sections of gutters to the corners of the building, taking out the two middle down spouts and having the water drain onto the grassy areas. This approach is likely the lowest cost solution and Fred Hearty feels that is where the discussion should be with Turner Morris tomorrow. Dry wells may be needed depending on where the water is able to drain. Fred Hearty also commented the Association does not have a quote from Civil Insight, but \$10,000 per additional deep well is estimated. Kevin Carson will be meeting with Turner Morris tomorrow morning to discuss lower cost options for drainage and moving the gutters. Building 150 had water that ran down from the garages, pooled, and froze behind the cars. There is no snow fencing along the garden, which is allowing snow to build up near the stairs.  
**Action Item:** Matt McElhiney will discuss the gutter issues on Building 130 and the snow fencing needs on Building 150 with Turner Morris tomorrow.
3. The parking lot sealcoat and restripe is on hold until there is a solution for the drainage improvements.
4. Greenscapes will be out shortly to hook up the sprinklers.
5. Hayes Walsh has done weed and aspen sapling control on the rock bed, specifically on the creek side of the building.

## VI. ASSOCIATION BUSINESS

*A. Solar Light*

Russell and Linda Colling asked for a solar light to be installed outside of their unit.

**Action Item:** Kevin Carson will research solar lights and look for one that matches the current light and will also research the other common utilities attached to the Colling unit.

*B. Association Violations*

Violations need to be reported to SRG when discovered to allow SRG to address the issue in a timely manner. A photo of the violation should be included if possible. SRG will take the appropriate actions outlined in the Enforcement Policy. Owners and tenants should park in the garage and carport.

C. *Dumpster*

Carol Goett reminded owners to make sure the dumpster is closed and latched as animals are now around for the season. She commented other people have been using the dumpster, causing it to be full and hard to close.

**VII. APPOINTMENT OF DIRECTORS**

All Board terms expired and all current Board members were willing to serve additional terms. Dale Falini self-nominated prior to the meeting. Kevin Carson confirmed that the Board could be expanded to six members.

**Motion:** Michele Becker moved to re-elect all five incumbents with the addition of Dale Falini as a sixth member. LuAnn Tinkey seconded and the motion carried unanimously.

**VIII. OWNER EDUCATION**

Kevin Carson provided information regarding property claims.

**IX. ANNUAL DISCLOSURE**

The required annual disclosures were provided in the meeting packet.

**X. SET NEXT MEETING DATE**

The next Annual Meeting will be held on Wednesday, June 5, 2024 at 5:00 p.m. via Zoom.

**XI. ADJOURNMENT**

The meeting was adjourned for an owner's only forum at 6:09 p.m. and SRG signed off.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_