

## **Minutes: SouthBrook HOA Board Meeting/September 15th, 2025**

Location: Unit #31

Present: Brad Gilbert, Matt Traub, Nancy Stetter, Bill Jones, Karin Lee

- 1) Brad called the meeting to order at 7:00 PM.
- 2) **Approval of minutes** from last meeting; Karin made a motion, seconded by Matt, to approve these minutes. Vote: Three board members voted to approve the minutes; the motion was passed.

### **3) Property Manager's Report:**

Cedar fence. 38 8' rails @ 12 = \$456

4 end posts 16.50 = \$66.00

20 line posts @ 15-50 310

25 bags concrete 15 375

1200

Labor 2 each @ \$75/hour

Est 1 hour per post

24 x 150 = \$3,600

\$4,800

#### **Painting resumed:**

23 white windows

Jeremy Annis \$225 /window and \$450 for door.

51-54 ceiling and railing

Estimate: \$4,000

57-58 water leak

57 3rd floor deck railing done

45 railing redone/needs paint

Squirrel 85 vents: Facia

Gutter covers 71-80

Various gutters unplugged

Patio fence Unit 54 painted, will install trex on top

Tree, brush trimming: 2 loads to dump

Tree removal on Sept 29<sup>th</sup>: Bozeman Arbor Care, \$6,000

Insurance audit. Trees, deck rails, rain gutters

Clean up beds: have called firm to come in October

Fertilizer and weed application done on Monday Sept 8th

7 light bulbs changed

Units 81-82 Lone Wolf called to assess mitigation.

Need to paint Unit 56 ceiling and two rooms. Leak ice dam. Called Pinnacle Roofing to assess roof. Calvin looked but wants another opinion.

Unit 43 negative drainage into crawl space: Will look at Notified today

Sign on 23<sup>rd</sup> Street: Will have painter spray it. Has been sanded. Use reflective paint for letters. Have taken down speed limit sign.

**4) Resident Manager's Report:**

Currently in checking: \$54,949.48

Currently in savings: \$2,008.36

Reserve fund: \$7.12

CD balance: \$26,405.46 (has earned \$48.00)

Total insurance payments: \$32,400/We still owe \$15,120.00

- 5) Unit 44's request to rescind the violation from August 1<sup>st</sup>, 2025 is denied by the board. Owners are responsible for their guests' actions, including their pets. Karin will send an email and copy the other board members.

6) **Treasurer's Report:**

No one has responded to our email asking for someone to become our new treasurer. We'll continue without one until next spring's annual meeting.

Cash flow: We have \$5,000 more in our checking account than originally planned.

Bookkeeping Service: Dotty's Bookkeeping has redone all the bookkeeping for 2025 so that it is up to date, and our onboarding is winding down.

7) **Old business:**

Pay HOA: Brad will move forward with signing SouthBrook HOA up for this service.

Nancy's email will be converted this week to [manager.southbrook@gmail.com](mailto:manager.southbrook@gmail.com)

8) **New business:**

Amended By-Law: copy and paste from agenda. Will put it to a future ballot to all the homeowners (need 66% owner approval).

**Next meeting date:** October 27th, 6:00 PM at Brad's place/Unit 31

Matt made a motion to adjourn the meeting, and Karin seconded it; three members voted to adjourn the meeting at 8:40 PM.