



BROCKTON MANOR

HOMEOWNER'S ASSOCIATION

Annual Meeting
December 13th, 2023

AGENDA

- I. Participant's welcome address
- II. Special thanks to residents
- III. Reading & approval of 2022 meeting minutes
- IV. 2023 highlights
- V. Welcome new neighbors
- VI. 2024 contractors & committee updates
- VII. Treasurer's report
- VIII. 2024 budget proposal (vote)
- IX. 2024 planning (vote)
- X. 2024 HOA dues (vote)
- XI. 2024 board member elections (vote)
- XII. Other business, new business, questions
- XIII. Meeting adjournment



VOLUNTEER BOARD OF DIRECTORS

Alan Rogers

President & Grievances

Carlos Figueroa

VP & Treasurer

Michelle Hensley

Secretary

Marie Napier

Common Area Maintenance

Dave Johnson

Architectural Control

Matt McGovern

Pond Maintenance

SPECIAL THANKS

Bob Chastain

Crime watch, garage sale coordination, tree trimming, guard shack and wall maintenance

George and Marie Napier

Water sealant application to front retaining walls, & holiday light set up

Dave Johnson

Tree sucker trimming

Simon Morse

Brockton Manor email correspondence and website maintenance

2022 MEETING MINUTES

Read & approve minutes from the annual meeting held on December 8, 2022.





2023
HIGHLIGHTS

EMERALD ASH BORER STATUS AND 2023 UPDATE

EAB is still a threat

All 167 curbside ash trees were treated by Primary Grounds in August 2021 (as recommended by Purdue University's Community Extension Office)

HOA will contact Purdue experts in 2024 for an update on EAB activity in Indiana.



EAB RECOVERY PROGRAMS

Treatment

Indy Ash Application (June 2017)	\$ 19,836
Capital Reserve Usage	10,000
Residential Assessment	9,836
<i>(Billed All Residents - \$76.25)</i>	

Trimming & Removal

Primary Grounds Field Work	\$ 32,755
Residential Assessment	32,747
<i>(Billed All Residents - \$286.00)</i>	

Tree Replacement

Primary Grounds Tree Installation	\$ 10,450
Residential Assessment	11,040
<i>(Billed All Residents - \$120.00)</i>	

Treatment

EAB Preventive Treatment (August 2021)	\$ 19,935
Capital Reserve Usage	4,185
Residential Assessment	15,750
<i>(Billed All Residents - \$125.00)</i>	

EAB Reserve Build

2023 Reserve Collected	\$ 10,080
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2023 ASH TREE REPLACEMENT STATUS

- One dead tree removed at 3932 Highland Park Drive.
 - Resident working on Elm tree replacement options with Primary Grounds.
- Curb tree install under review at 3957 Brockton Manor South Drive.





WELCOME
NEW
NEIGHBORS

WELCOME TO THE NEIGHBORHOOD!

July

*Brant McGlothlin &
Alexis Walters*

August

*Adam &
Ashlee Walls Pierce*

October

*Jeffrey &
Meghan Williams*

The background image shows a university campus scene. In the foreground, there is a paved walkway and a brick pillar. In the middle ground, a red brick gazebo with a grey roof stands on a green lawn. The background is filled with lush green trees under a clear sky. The text is overlaid on the right side of the image.

2024
CONTRACTORS &
COMMITTEE
UPDATES

COMMON AREA LANDSCAPING CONTRACTOR



Primary Grounds

First year of a three-year agreement



COMMON AREA LANDSCAPING CONTRACTOR



Annual Services Included

- Fertilization & weed control – 5 applications
- Mowing, edging, trimming – 30 applications
- Spring/summer flowers, bed care and cleanup
- Pruning/spraying of shrubs & trees – as needed
- Annual treatment of 27 Norway Spruce trees
- Yellow Nutsedge control – 2 applications

COMMON AREA IRRIGATION SYSTEM & LIGHTING SERVICE



Allen Irrigation & Lighting



COMMON AREA IRRIGATION SYSTEM & LIGHTING SERVICE



Annual Services Included

- Spring Irrigation turn-on & back-flow test
- Maintain light servicing at front entrance
- Adjust watering schedule – as required
- Fall season shut-down and line flush
- General maintenance & repairs – as required

COMMON AREA EXPENSES - 2023

Annual Common Area Maintenance - \$25,966

- Spring Clean-Up & Mulching
- Weekly Mowing
- Bi-Weekly Bed Care
- Spring & Summer Flower Planting
- Five Rounds Lawn Fertilizer
- Grub & Surface Insect Control Treatment
- Yellow Nutsedge Treatment
- Spring & Summer Pruning
- Tree & Shrub Feeding (27 Norway Spruce)



ADDITIONAL COMMON AREA EXPENSES - 2023

Additional Maintenance, Repairs, Replacements, & Upgrades to Standing Lawncare Contract

Rewiring – upgrades to guard shack, trees & walls	\$4,010
Remove large dead tree – east side of entrance	800
Replace crabapple tree and stump removal	675
Replace broken irrigation box and 12 sprinkler heads	538
Electrical repairs / bulb replacements	450
Application of sealant to walls at front entrance	200
Replace dead Korean Spice viburnum-west bed	<u>135</u>
Total:	\$6,808



POND MAINTENANCE & FOUNTAIN SERVICES



Aquatic Services of Indiana
Final year of 2-year contract



POND
1



POND
2

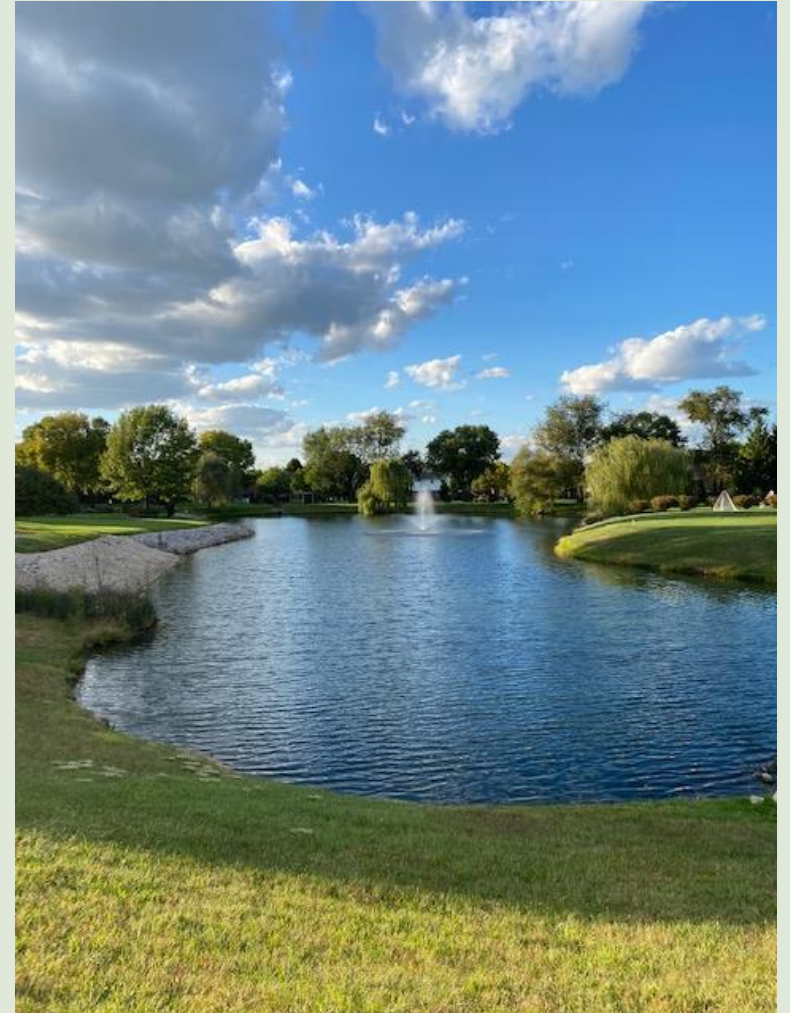


POND
3



POND UPDATES - GENERAL

This year, even with the extreme heat and drought, the algae on the ponds was minimal. We were very satisfied by the work of the Aquatic Services team.



POND 2 (MIDDLE) & POND 3 (SOUTH) UPDATES

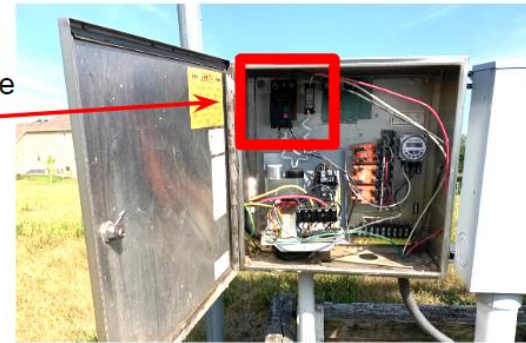
We removed 11 muskrats from these two ponds.



POND BREAKER RESET TRAINING

- Multiple residents from all three ponds were trained how to reset fountain breakers
- Saved \$125 per breaker-trip totaling \$625 in service calls this summer

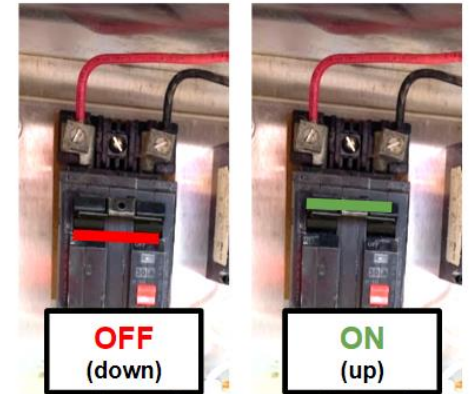
Open control box and locate breaker



MATT McGOVERN
(317) 954-1936

If breaker switch is flipped into the **off** position, flip switch to the **on** position (up) as shown to the right, text Matt McGovern to inform of the reset

If the breaker is already in the **on** position and fountain is not running **OR** the fountain turns **off** immediately once breaker is turned, do nothing further and contact Matt McGovern



WHY ARE RETENTION PONDS NECESSARY?

Retention ponds are a stormwater control structure that provides retention and treatment of contaminated stormwater runoff. By capturing and retaining stormwater runoff, retention ponds control stormwater quantity and quality. The ponds naturally process the runoff and work to remove pollutants.

Water is diverted to a retention pond by a network of underground pipes connecting storm drains to the pond. The system allows for large amounts of water to enter the pond, and the riser/outlet lets out small amounts of water as needed to maintain the desired water level.

In Brockton Manor, retention ponds are not just a good idea they are required!



FINANCIAL HIGHLIGHTS

CAPITAL RESERVES – PLANNING

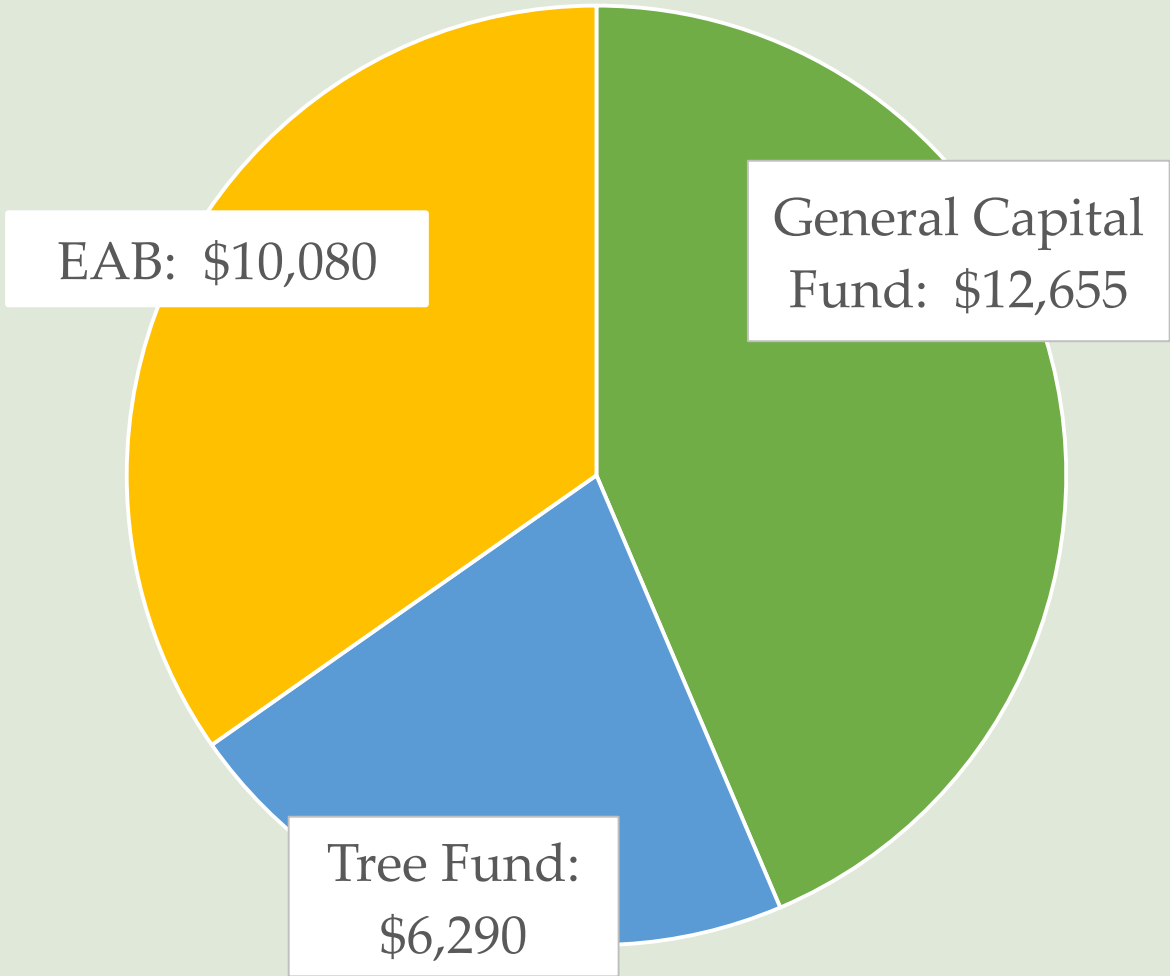
**CURRENT
CAPITAL
RESERVE
BALANCE:
\$29,025**

Capital Item	Amount
Brick Wall	\$ 25,000
Guard House	15,000
Street Signs	12,000
Stop Signs	10,000
Ponds/Fountains	5,000
Irrigation System	20,000
Tree Replacement	15,000
Target Capital	\$ 102,000



CAPITAL RESERVES – PLANNING

**CURRENT
CAPITAL
RESERVE
BALANCE:
\$29,025**



CAPITAL RESERVES – 2023 ACTIVITY

Category		Amount	
(+)		Capital Reserve Fund – Beginning	\$ 21,065
<i>2023 Collections</i>	Capital Reserve Fund	4,410	
	Tree Fund	2,520	
	EAB Treatment Reserve	5,040	
(-)		2023 Landscape Enhancements & Front Entrance Light Updates	(4,010)
Total		\$ 29,025	



BROCKTON MANOR

2023 BUDGET
(ESTIMATED
RESULTS)

	Budget	Estimate	
		Amount	Variance
(+) <u>Dues & Other Collections</u>	\$ 53,600	\$ 53,724	\$ 124
Homeowner Dues	51,600	51,600	-
Other Billings & Charges	2,000	2,124	124
(-) <u>Expenses</u>	\$ 52,952	\$ 54,168	(\$ 1,216)
<u>Utilities</u>			
Electric (Entry, Fountain, Lights)	8,200	7,892	308
Water (Lawn Sprinkler)	3,500	4,429	(929)
<u>Common Area Maintenance</u>			
Lake Fountain Repair	3,000	1,185	1,815
Sprinkler System Maintenance	1,000	1,266	(266)
Lake Treatment	5,000	5,625	(625)
Landscaping/Fertilizer/Mowing	24,116	24,371	(255)
Trees, Shrubs & Flowers	2,861	2,850	11
Uncollected Homeowner Dues	1,125	1,200	(75)
Admin. Supplies (Paper/Postage)	500	400	100
P. O. Box Rental Fees	150	200	(50)
Professional Services (Legal, Other)	1,000	1,000	-
Insurance Expense	2,500	2,500	-
Miscellaneous		800	(800)
Surplus/(Deficit)	\$ 648	\$ (444)	(\$ 1,092)



2024
PLANNING &
VOTES

BROCKTON MANOR

2024 BUDGET
(PROPOSED)

	2024B Proposal	2023 Estimate	Variance
(+) <u>Dues & Other Collections</u>	\$ 53,600	\$ 53,724	(\$ 124)
Homeowner Dues	51,600	51,600	-
Other Billings & Charges	2,000	2,124	(124)
(-) <u>Expenses</u>	\$ 53,177	\$ 54,168	\$ 991
<u>Utilities</u>			
Electric (Entry, Fountain, Lights)	8,200	7,892	(308)
Water (Lawn Sprinkler)	4,500	4,429	(71)
<u>Common Area Maintenance</u>			
Lake Fountain Repair	1,500	1,185	(315)
Sprinkler System Maintenance	1,200	1,266	66
Lake Treatment	5,500	5,625	125
Landscaping/Fertilizer/Mowing	24,116	24,371	255
Trees, Shrubs & Flowers	2,861	2,850	(11)
Non-collected Assessments	1,200	1,200	-
Admin. Supplies (Paper/Postage)	400	400	-
P. O. Box Rental Fees	200	200	-
Professional Services (Legal, Other)	1,000	1,000	-
Insurance Expense	2,500	2,500	-
Miscellaneous	-	800	800
Surplus/(Deficit)	\$ 423	\$ (444)	\$ 867

PROPOSED ENTRANCE SIGNAGE



Aluminum sign with raised PVC letters

PROPOSED ENTRANCE SIGNAGE

- Allows easier neighborhood identification for visitors, deliveries, etc.
 - Includes additional lighting at entrance
- Cost includes installation and township permitting
- Target completion: 2024 Q2



**PER
RESIDENT
ASSESSMENT:
\$55**

Item	Cost
Signs (2)	\$ 5,4000
Sales Tax	378
Sign Permit	700
Total Cost	\$ 6,478

HOMEOWNER DUES

Allocation	2019	2020	2021	2022	2023	2024
Operating Dues	\$ 345	\$ 345	\$ 375	\$ 375	\$ 400	\$ 400
Capital Dues	35	35	55	35	35	35
Common Area Tree Fund	10	10	10	20	20	20
Project Funding	105	-	-	-	-	-
EAB Treatment Planning	-	-	125	40	40	40
Total	\$ 495	\$ 390	\$ 565	\$ 470	\$ 495	\$ 495
Proposed First Payment				<i>Due 03/01/24</i>	\$ 250	\$ 250
Proposed Second Payment				<i>Due 05/01/24</i>	245	245
Total					\$ 495	\$ 495

CAPITAL RESERVES – 2024

Category	Amount
Capital Reserve Fund - Beginning	\$ 29,025
2024 Capital Addition (\$35.00 x 126)	4,410
2024 EAB Reserve Build	5,040
2024 Planned Capital Common Area Projects	-
Sub Total	38,475
2023 Common Area Tree Fund (\$20.00 x 126)	2,520
Total	\$ 40,995



VOTE

REMINDER:

*Each household
receives 1 vote per
topic.*

2024 BUDGET

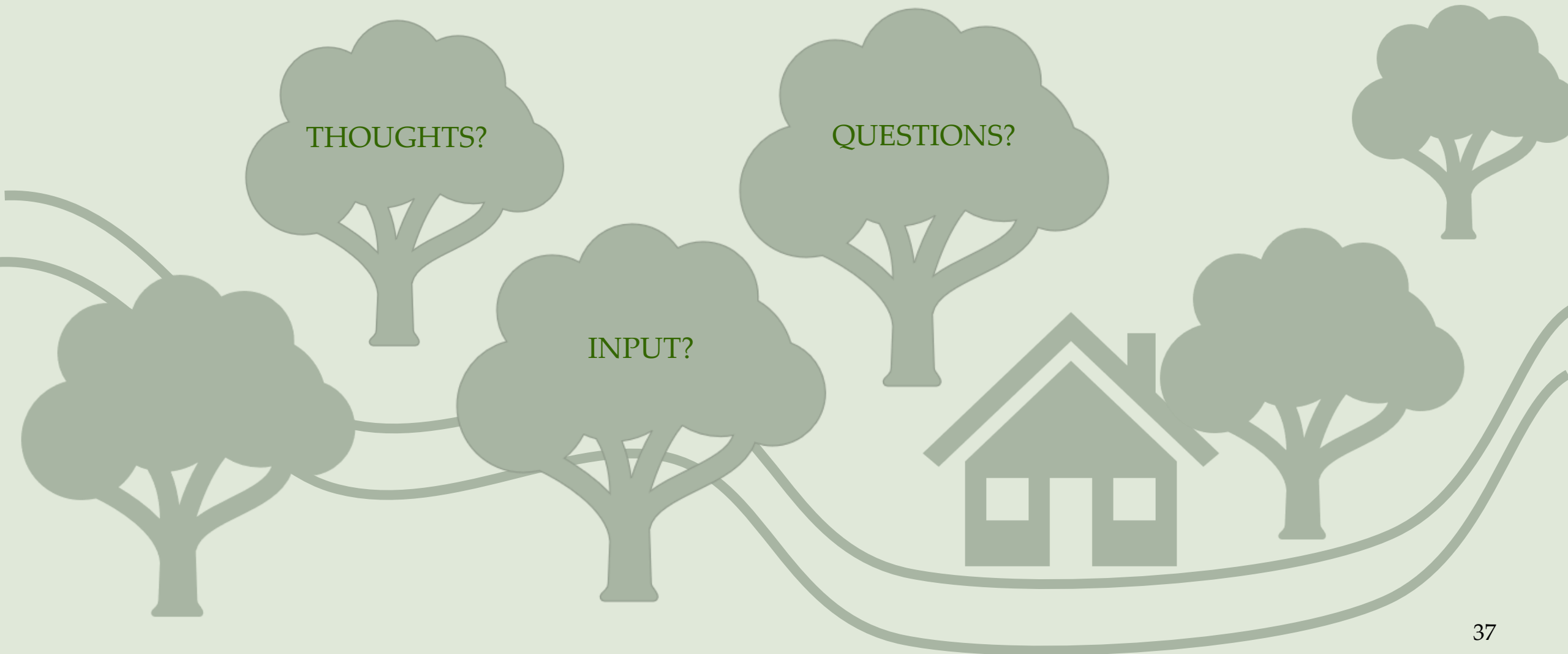
FRONT
ENTRANCE
SIGNAGE

2024 HOA DUES

2024 HOA BOARD



GENERAL BUSINESS



MEETING CLOSED



WISHING ALL A HAPPY HOLIDAY SEASON & PROSPEROUS NEW YEAR