



# BROCKTON MANOR

## HOMEOWNER'S ASSOCIATION

Annual Meeting  
December 4th, 2024

# AGENDA

- I. Participant's welcome address
- II. Special thanks to residents
- III. Reading & approval of 2023 meeting minutes
- IV. 2024 highlights
- V. Welcome new neighbors
- VI. 2025 contractors & committee updates
- VII. Treasurer's report
- VIII. 2025 budget proposal (vote)
- IX. 2025 planning (vote)
- X. 2025 HOA dues (vote)
- XI. 2025 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

**George and Marie Napier**

Holiday light set up

**Dave Johnson**

Tree sucker trimming

**Simon Morse**

Brockton Manor email correspondence and  
website maintenance



# 2023 ANNUAL MEETING MINUTES

Read & approve minutes from the annual meeting held on December 13, 2023.





2024  
HIGHLIGHTS



# EMERALD ASH BORER STATUS AND 2024 UPDATE

EAB is still a threat

2021: All 167 curbside ash trees were treated with Tre-Age by Primary Grounds as recommended by Purdue University's Community Extension Office

2024: Purdue recommends a further treatment for the remaining 151 trees in 2025 (will protect through 2028)

No further collections are proposed after 2025.

*Note: Our ash trees are now fully mature (30 years old) and will naturally decline. Any future losses should be replaced by the homeowner with preapproved disease-resistant elms.*



# 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

2024 Reserve Collected	\$ 14,720
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# 2024 ASH TREE REPLACEMENT STATUS

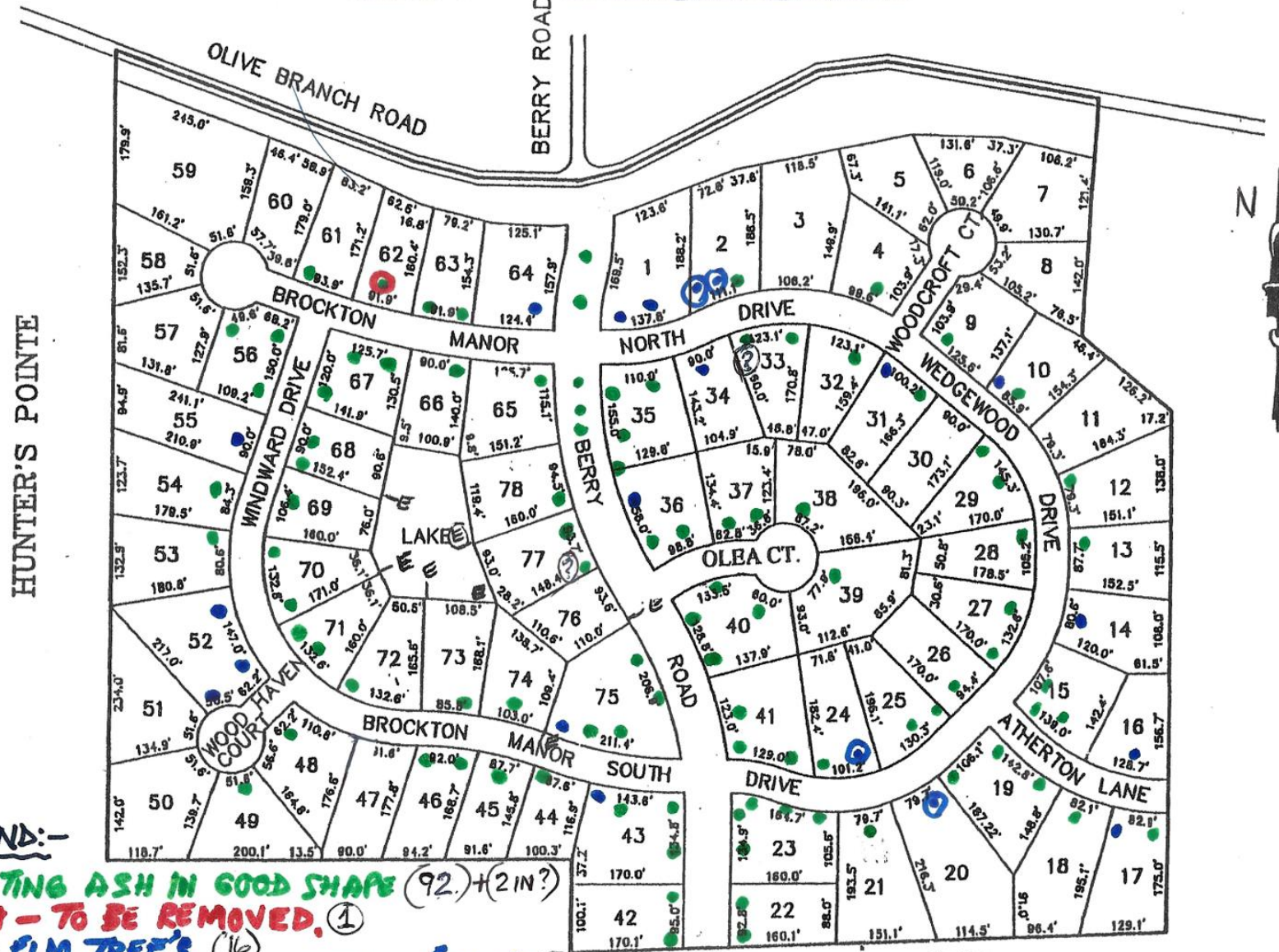
- Two dead ash trees to be removed at:
  - 4042 Brockton Manor North Drive
  - 2152 Willow Lake Drive
  
- Five new curbside elms to be installed at:
  - 3957 Brockton Manor South Drive (1)
  - 3978 Brockton Manor South Drive (1)
  - 3984 Brockton Manor North Drive (2)
  - 3932 Highland Park Drive (1)



BROCKTON MANOR

2024 CURB  
SIDE TREE  
STATUS  
(SECTION 1)

BROCKTON MANOR I  
"2024 CURBSIDE TREE REVIEW"



HUNTER'S POINTE

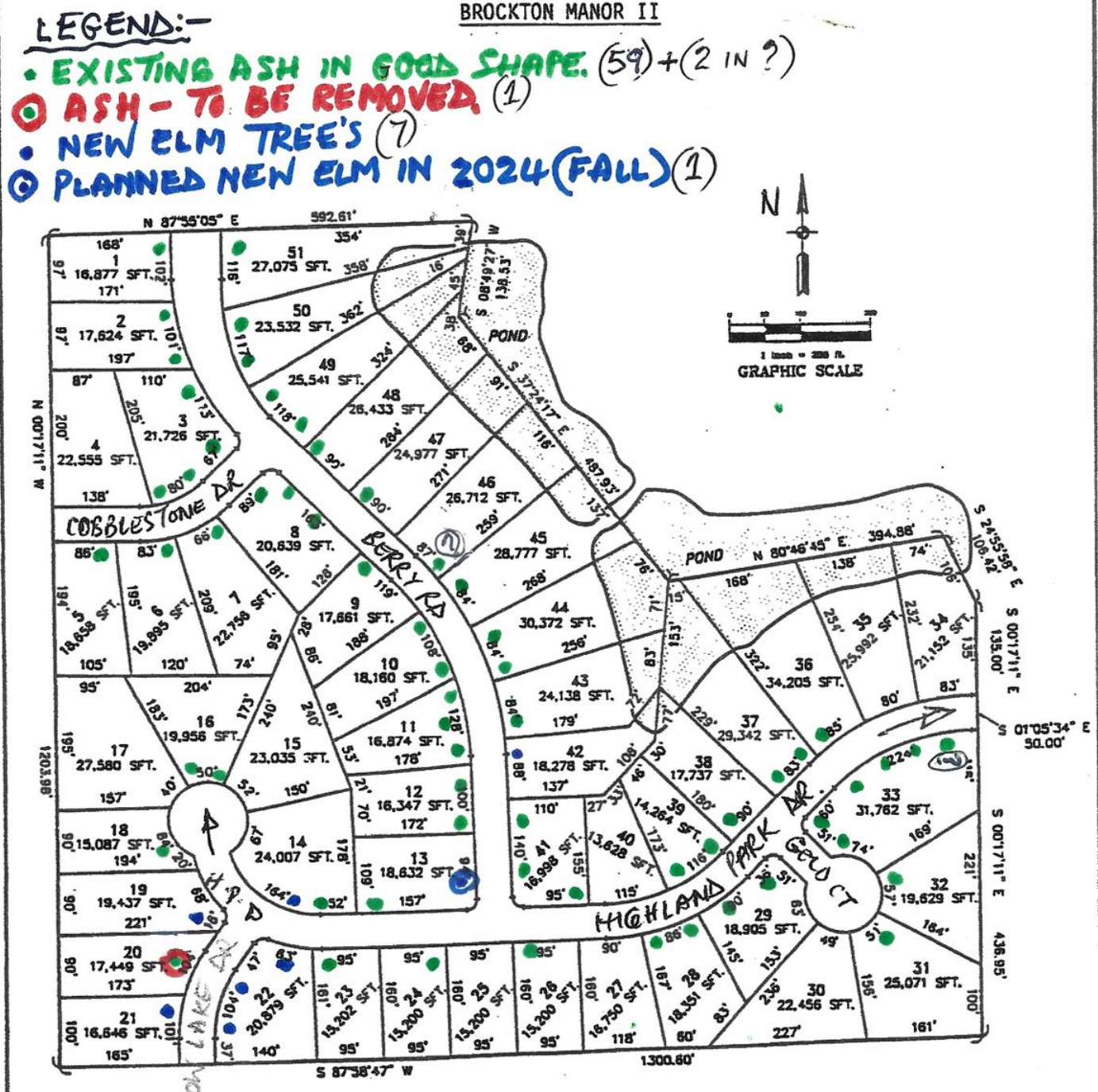
LEGEND:-

- EXISTING ASH IN GOOD SHAPE (92) + (2 IN?)
- ⊙ ASH - TO BE REMOVED. (1)
- NEW ELM TREE'S (16)
- ⊙ PLANNED NEW ELM. IN 2024 (FALL) (4)



BROCKTON MANOR

2024 CURB  
SIDE TREE  
STATUS  
(SECTION 2)





# ASH TREE MAINTENANCE REQUESTED ACTION

Please trim your curbside trees

- Limbs hanging in many of the canopies that could fall and cause injury to pedestrians.
- Low limbs that could be raised for clearance of vehicles and pedestrians.
- Trees that could use the deadwood being trimmed out





WELCOME  
NEW  
NEIGHBORS

# WELCOME TO THE NEIGHBORHOOD!

## **April**

*Gene & Debra Hainen*

## **May**

*Jeremy & Morgan Abney*

## **June**

*Katie Adams  
Phillip & Sefanie Rodenbeck*

## **July**

*Matt Pratola  
Phil & Betty Eades*

## **October**

*Chad & Ellery Beard*



The background of the slide is a photograph of a campus. In the center-right, there is a red brick gazebo with a grey roof and white columns. To the left, there is a paved walkway and a brick pillar. The scene is filled with green trees and grass. The text is overlaid on the right side of the image.

2024  
CONTRACTORS &  
COMMITTEE  
UPDATES

# COMMON AREA LANDSCAPING CONTRACTOR



## **Primary Grounds**

Finishing up second 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

# ENTRANCE SIGNAGE



*2 new aluminum sign with raised PVC letters installed in the spring*



# COMMON AREA EXPENSES - 2024

*Year two of  
three-year contract*

## **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 - 2024

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

Installation of two exterior signs front entrance	\$5,731
Extend existing flower beds on each wall	1,680
Upgrade lighting for signs	1,950
<u>Two additional end of season mowings</u>	<u>630</u>
<b>Total:</b>	<b>\$9,991</b>



# POND MAINTENANCE & FOUNTAIN SERVICES

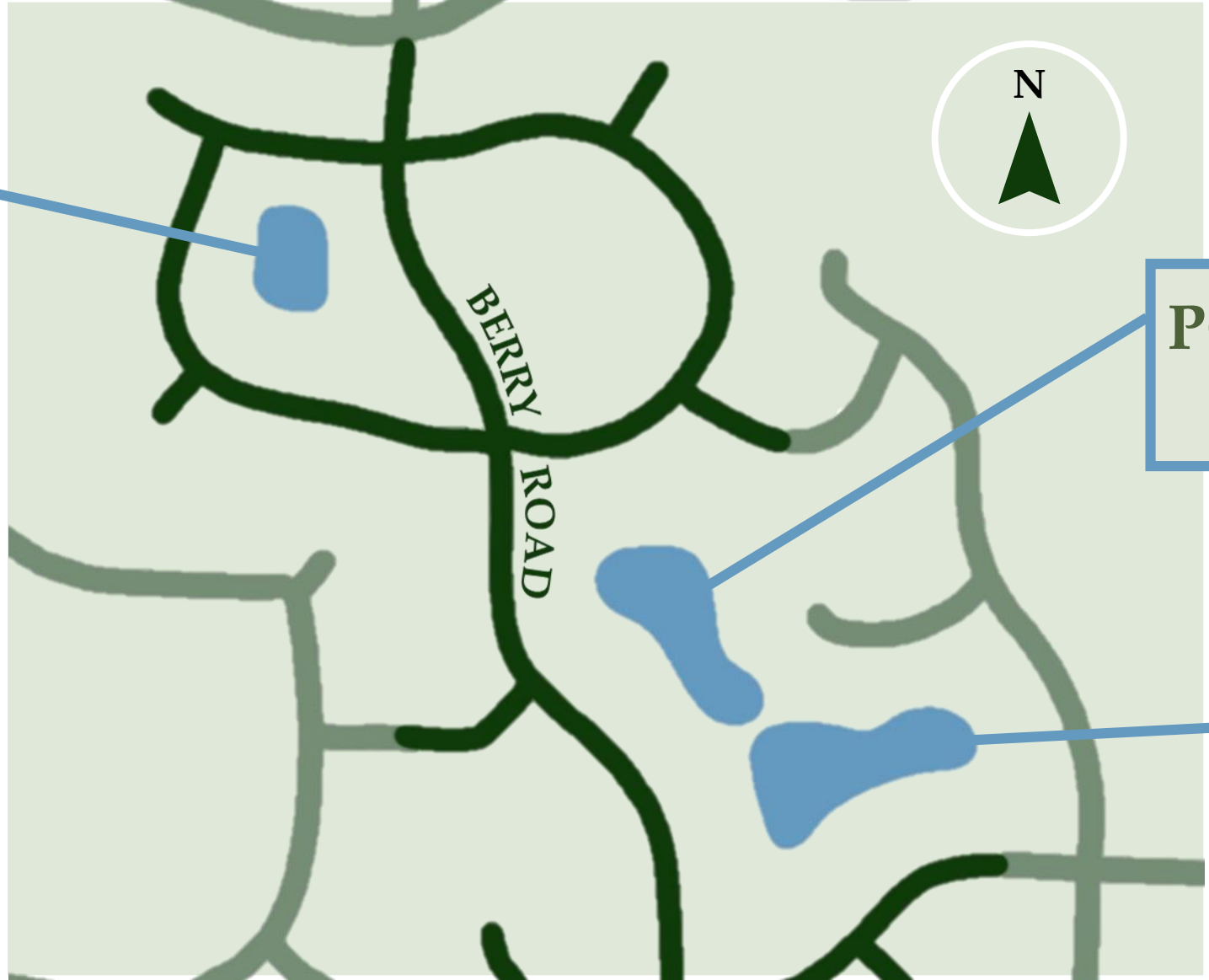


**Aquatic Services of Indiana**  
First year of 2-year contract





POND  
1



POND  
2



POND  
3



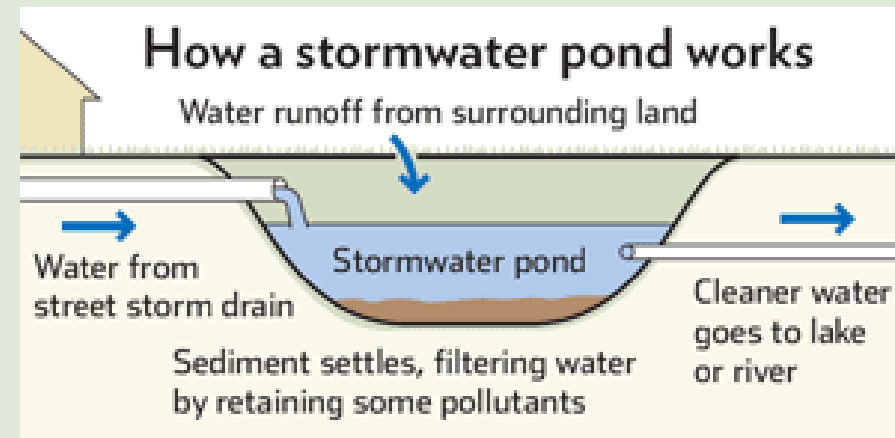
# WHY ARE RETENTION PONDS NECESSARY?

The purpose of a retention pond is to detain storm water runoff long enough for contaminated sediments to settle and remain in the pond to reduce area waterway pollutants, maintain water table levels and prevent area flooding.

These ponds protect the health of the entire neighborhood

Each residential pond is traditionally sized to service the surrounding 25 acres at minimum.

Brockton Manor utilizes a “multiple pond system” in which all three ponds are designed to work together with one flowing into the next.



# 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 1 (NORTH) UPDATE

The fountain on this pond experienced many issues. It was repaired twice. Also, the fountain would no longer seat properly in the float making it difficult to install. ASI will no longer work on this fountain as parts are no longer available because of age.

All repairs are only “band-aids”.

Ponds 2 and 3 will require similar updates in the coming years.



# POND 1 (NORTH) UPDATE

Fountain for pond 1 replacement required

- \$7,826.73 to replace fountain with modern equivalent

Section 2. By the Association. Maintenance, repairs, replacements and upkeep of the Common Areas shall (except to the extent provided herein as the obligation of Owners) be furnished by the Association, as a part of its duties, and the cost thereof shall constitute a part of the Common Expenses.

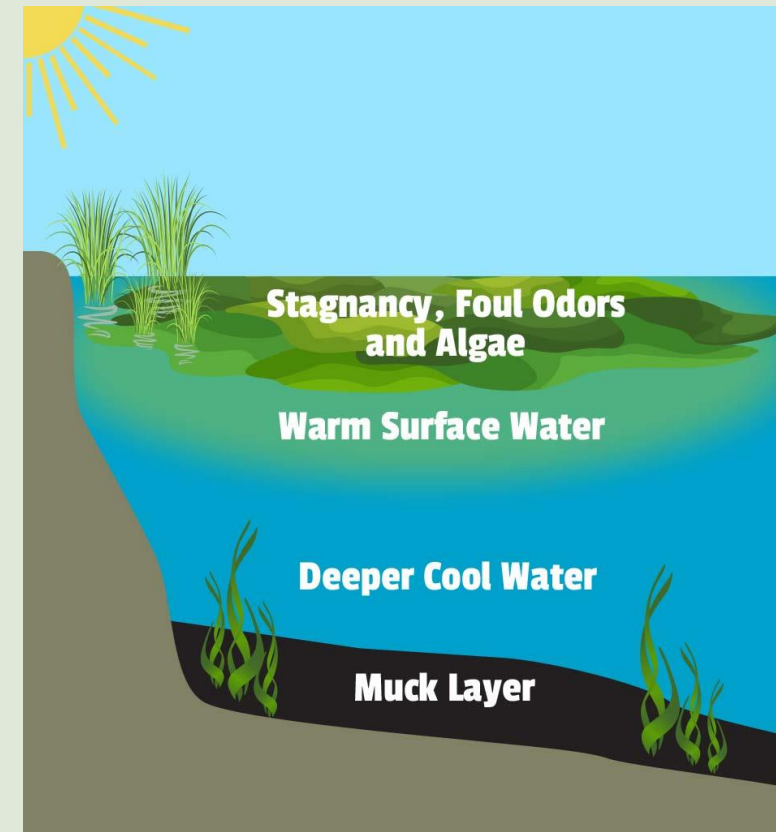
In addition to the maintenance of the Common Areas, the Association, as part of its duties, and as a part of the Common Expenses, shall provide for maintenance for the following items, which shall be considered part of the Common Areas for purposes of maintenance only:

- (c) any equipment, such as water wells or fountains, installed by Declarant to serve the entire project to be developed on the Real Estate, whether or not located on Lots.

*This will be voted on at the conclusion of today's meeting*

# WHY ARE FOUNTAINS NECESSARY?

- Aid pollutants to settle and be used up during biological processes
- Circulate water towards bottom drain of retention pond
- Prevent accumulation of bottom sediment
- Reduce algae and phosphates to reduce odors
- Reduce mosquitos by preventing still water





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

A sink hole on the embankment/spillway between the two ponds was repaired







# FINANCIAL HIGHLIGHTS

# CAPITAL RESERVES – PLANNING

**CURRENT  
CAPITAL  
RESERVE  
BALANCE:  
\$37,844**

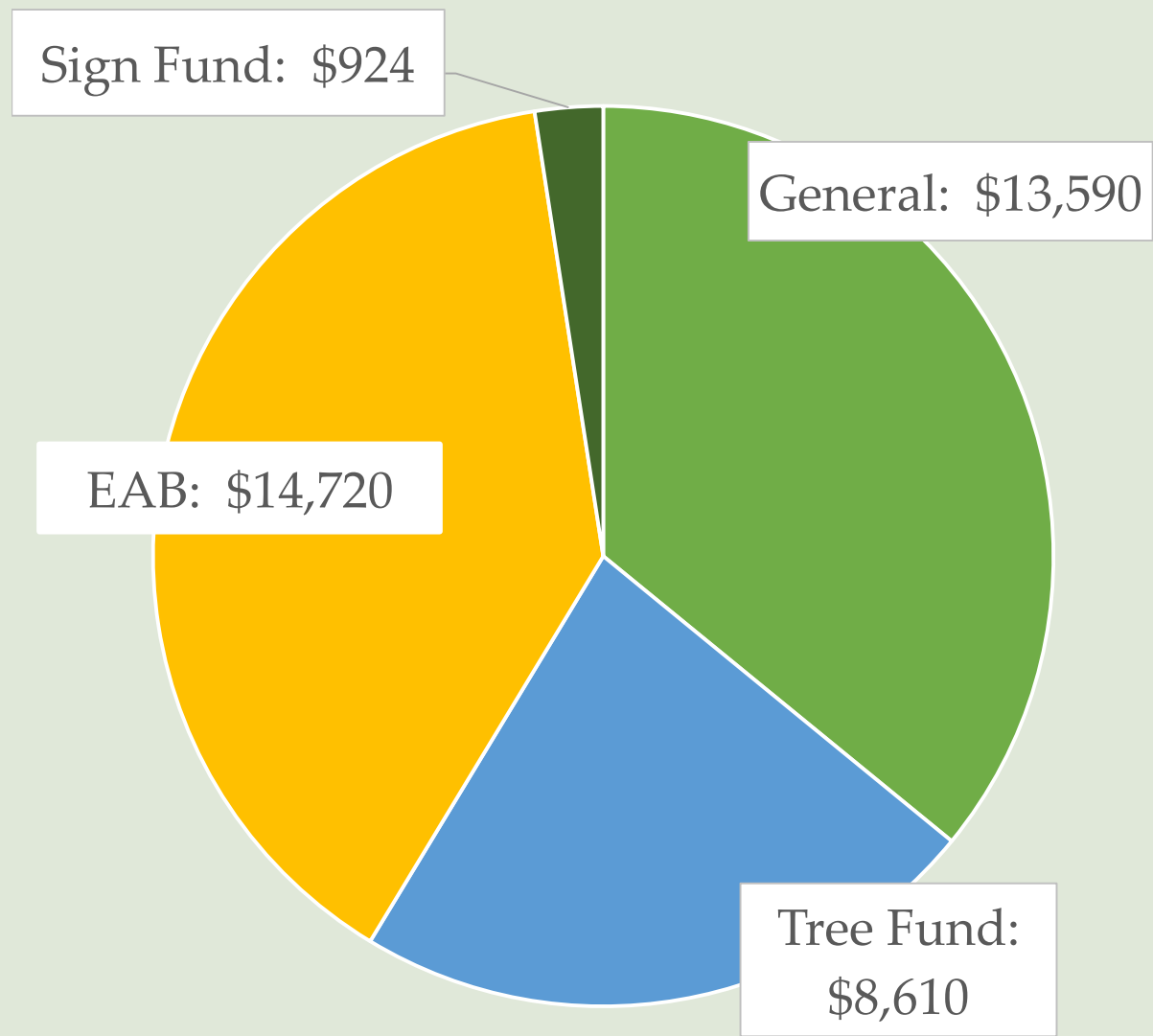
Capital Item	Amount
Brick Wall	\$ 25,000
Guard House	15,000
Street Signs	12,000
Stop Signs	10,000
Ponds/Fountains	21,000
Irrigation System	30,000
Tree Replacement	15,000
<b>Target Capital</b>	<b>\$ 128,000</b>





# CAPITAL RESERVES – PLANNING

**CURRENT  
CAPITAL  
RESERVE  
BALANCE:  
\$37,844**



# CAPITAL RESERVES – 2024 ACTIVITY

Category		Amount	
(+)		Capital Reserve Fund – Beginning	\$ 29,025
2024 Collections	Capital Reserve Fund	4,235	
	Tree Fund	2,420	
	EAB Treatment Reserve	4,840	
	Entry Sign	6,655	
(-)		2024 Capital Usage	(9,331)
Total		\$ 37,844	



BROCKTON MANOR

2024 BUDGET  
(ESTIMATED  
RESULTS)

	Budget	'24 Results	Variance
<b>(+) <u>Dues &amp; Other Collections</u></b>	<b>\$53,600</b>	<b>\$53,734</b>	<b>\$134</b>
Homeowner Dues	51,600	51,600	-
Other Billings & Charges	2,000	2,134	134
<b>(-) <u>Expenses</u></b>	<b>\$53,177</b>	<b>\$50,654</b>	<b>\$2,523</b>
<u>Utilities</u>			
Electric (Entry, Fountain, Lights)	8,200	7,983	217
Water (Lawn Sprinkler)	4,500	2,588	1,912
<u>Common Area Maintenance</u>			
Lake Fountain Repair	1,500	2,325	(825)
Sprinkler System Maintenance	1,200	975	225
Lake Treatment	5,500	5,410	90
Landscaping/Fertilizer/Mowing	24,116	24,455	(339)
Trees, Shrubs & Flowers	2,861	2,850	11
Street Sign Repair	-	47	(47)
Uncollected Homeowner Dues	1,200	400	800
Admin. Supplies (Paper/Postage)	400	347	53
P. O. Box Rental Fees	200	194	6
Professional Services (Legal, Other)	1,000	983	17
Insurance Expense	2,500	2,097	403
Miscellaneous			
<b>Surplus/(Deficit)</b>	<b>\$423</b>	<b>\$3,080</b>	<b>\$2,657</b>





2025  
PLANNING &  
VOTES

# 2025 BUDGET (PROPOSED)

## BROCKTON MANOR

	2025B Proposal	2024 Estimate	Variance
<b>(+) <u>Dues &amp; Other Collections</u></b>			
Homeowner Dues	\$53,600	\$53,734	(134)
Other Billings & Charges	2,000	2,134	-
<b>(-) <u>Expenses</u></b>	<b>\$51,100</b>	<b>\$50,654</b>	<b>(446)</b>
<u>Utilities</u>			
Electric (Entry, Fountain, Lights)	8,200	7,983	(217)
Water (Lawn Sprinkler)	3,000	2,588	(412)
<u>Common Area Maintenance</u>			
Lake Fountain Repair	2,400	2,325	(75)
Sprinkler System Maintenance	1,100	975	(125)
Lake Treatment	5,500	5,410	(90)
Landscaping/Fertilizer/Mowing	24,200	24,455	255
Trees, Shrubs & Flowers	2,900	2,850	(50)
Street Sign Repair	-	47	(47)
Non-collected Assessments	-	400	400
Admin. Supplies (Paper/Postage)	400	347	(53)
P. O. Box Rental Fees	200	194	(6)
Professional Services (Legal, Other)	1,000	983	(17)
Insurance Expense	2,200	2,097	(103)
Miscellaneous	-	-	-
<b>Surplus/(Deficit)</b>	<b>\$2,500</b>	<b>\$3,080</b>	<b>(\$580)</b>

# HOMEOWNER DUES

Allocation	2019	2020	2021	2022	2023	2024	2025	
Operating Dues	\$ 345	\$ 345	\$ 375	\$ 375	\$ 400	\$ 400	\$ 400	
Capital Dues	35	35	55	35	35	35	35	
Common Area Tree Fund	10	10	10	20	20	20	20	
Project Funding	105	-	-	-	-	-	-	
EAB Treatment Planning	-	-	125	40	40	40	40	
Front Entry Sign Funding	-	-	-	-	-	55	-	
<b>Total</b>	<b>\$ 495</b>	<b>\$ 390</b>	<b>\$ 565</b>	<b>\$ 470</b>	<b>\$ 495</b>	<b>\$ 550</b>	<b>\$ 495</b>	
Proposed First Payment							\$ 305	\$ 250
Proposed Second Payment							245	245
<b>Total</b>							<b>\$ 550</b>	<b>\$ 495</b>



# PROJECTED CAPITAL RESERVES – 2025

Category	Amount
Capital Reserve Fund - Beginning	\$ 37,844
2025 Capital Addition (\$35.00 x 126)	4,410
2025 EAB Reserve Build	5,040
2025 Planned Capital Common Area Projects	(7,800)
2025 EAB Treatment	(23,000)
Sub Total	16,494
2024 Common Area Tree Fund (\$20.00 x 126)	2,520
Total	\$ 19,014



# SPECIAL PROJECT: CONTRACT LIMIT UPDATE (PROPOSED)

Investigate increasing or removing the \$5,000 annual contract limit originally included in the 1994 covenants

Drivers include:

- Aging neighborhood infrastructure (many items are 30 years old)
- Increasing inflation rates (\$5,000 in 1994 = \$10,796 in 2024)
- Speed and ease to make repairs and maintain quality of neighborhood property (and protect home values)
- Current covenants require all repairs/replacements over \$5,000 to wait until December to be voted on

ARTICLE V  
Board of Directors

Section 8. Limitation on Board Action. After the Applicable Date, the authority of the Board to enter into contracts shall be limited to contracts involving a total expenditure of less than \$5,000.00 per year without obtaining the prior approval of a majority of the cumulative vote of the Owners, except that in the following cases such approval shall not be necessary:

- (a) contracts for replacing or restoring portions of the Common Areas damaged or destroyed by fire or other casualty where the cost thereof is payable out of insurance proceeds actually received or for which the insurance carrier has acknowledged coverage;
- (b) proposed contracts and proposed expenditures expressly set forth in the proposed annual budget as approved by the Owners at the annual meeting; and
- (c) expenditures necessary to deal with emergency conditions in which the Board of Directors reasonably believes there is insufficient time to call a meeting of the Owners.

*Approximate cost to update covenants: \$3,000*

# VOTE

## REMINDER:

*Each household  
receives 1 vote per  
topic.*



2025 BUDGET

2025 HOA DUES

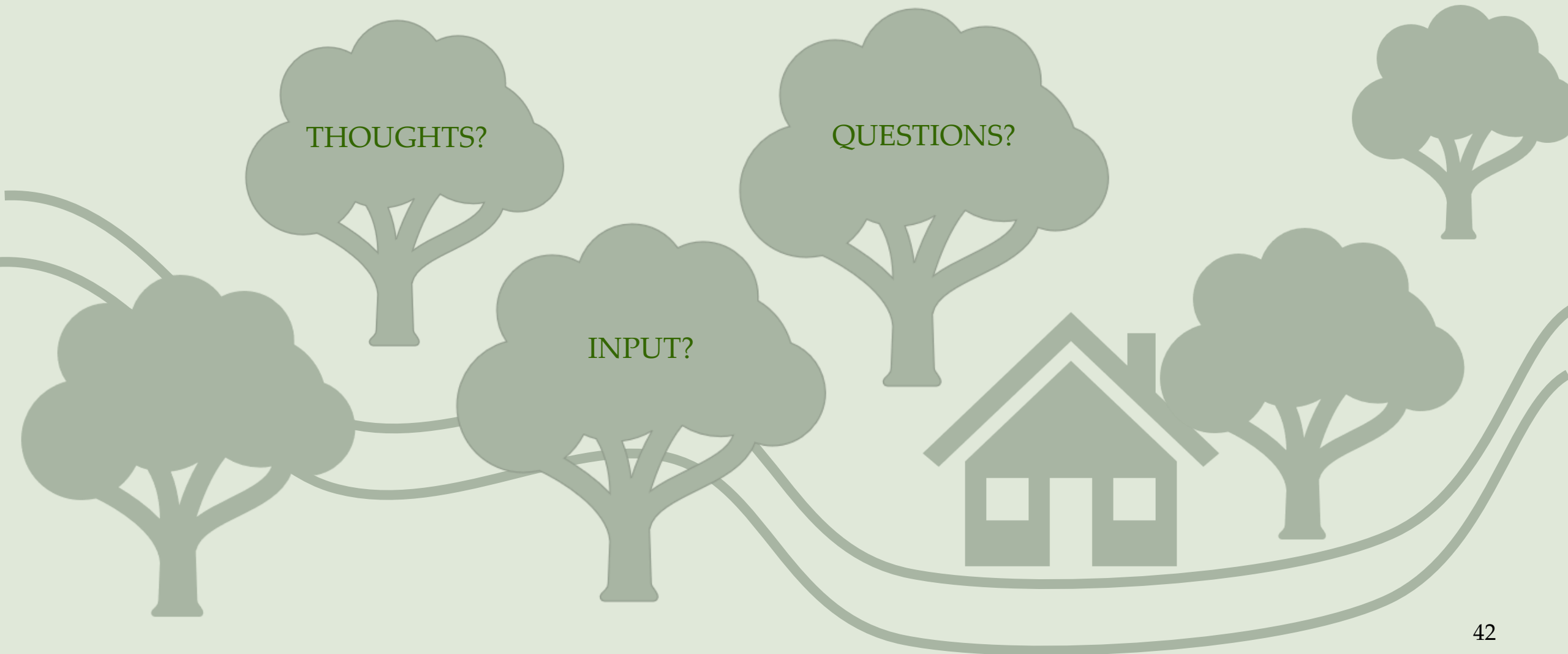
2025 HOA BOARD  
MEMBERS

POND 1  
FOUNTAIN

COVENANTS  
ARTICLE V:  
SPECIAL PROJECT



# GENERAL BUSINESS



MEETING CLOSED



WISHING ALL A HAPPY HOLIDAY SEASON & PROSPEROUS NEW YEAR