

Millbrook HOA Board Meeting Minutes
 Thursday, November 20, 2025, 7:00 PM
 1521 Waltham Ct

Role	Name	Attending Y/N	Proxy Provided Y/N
President	Richard Bohannon	Y	N/A
Vice President	Jon Buck	Y	N/A
Treasury	Pat Monis	Y	N/A
Accountant	Angela Ridgeway	N	N/A
Secretary	Beth Henkel	N	N/A
Area 1	John O'Malley	Y	
Area 2	Matt Haider	N	Y – Stan Fitzer
Area 3	Danny Barton	Y	
Area 4	Curt Wheeler	Y	
Area 5	Jon Buck	Y	
Area 6	Shelley Hulme	N	N

The meeting was called to order at 7:00 PM by Richard Bohannon.

Attendees were welcomed. Guests included Stan Fitzer and Ryan Wages.

The October board meeting minutes were approved unanimously by the board.

Treasurer's Report – Pat Monis

- Operating (Checking) Account
 - Opening Balance: \$32,533.68
 - Deposits: \$6,687.69
 - Deposits consisted of a transfer from maintenance for the Solitude treatment.
 - Withdrawals: \$10,996.93
 - Withdrawals consisted of electrical reimbursements, fountain repairs, HOA insurance payment, and Solitude treatment.
 - Closing Balance: \$28,224.44

- Maintenance (Savings) Account
 - Opening Balance: \$43,291.53
 - Deposits: \$0
 - Withdrawals: \$6,687.69
 - Withdrawals consisted of a transfer to operating for the Solitude treatment.
 - Closing Balance: \$36,603.84

- All Accounts
 - Closing Balance: \$64,828.28
- Sales Tax Exemption – Pat reported that she applied for the sales tax exemption (applicable to our Solitude bills). It will take 4-5 weeks to get an answer back.

Lake Committee Update – Mitch Monis

- Solitude TryMarine Update
 - Mitch reported that Solitude is about to perform the final testing for the year. We should have the final results by mid-December.
 - John O'Malley reported that water visibility is looking good.
 - Richard pointed out that we did not get a depth test at the beginning of the treatment this year, so we can't gauge the improvement in depth. But we are working with Solitude to provide depth testing at the beginning of treatment next year.
 - Richard reported that Angela Ridgeway caught some commercial landscapers in the act of dumping leaves into the storm sewer near the dentist office just upstream from our system. Richard asked her to file a police report. Richard will follow up on this.
 - Mitch suggested getting some UTA biology students to study what is coming into our system.

Lake Equipment Update – Don Gwynne

- Fountains
 - Curt Wheeler (#2) fountain is offline
 - Motor is burned up. Don said he will repurpose another motor from one of the circulators.
 - Hank Jacobs (#6) fountain is offline
 - Sandercox (#8) fountain is offline
 - Motor is probably OK.
 - Leakage current is tripping the GFCI. Don will have to pull it out to isolate whether water has gotten into a connection or whether the motor outer can has leaked canal water into the mineral oil inside.
 - So, three fountains in total are offline right now.
- Circulators
 - Repair and Storage Status – Both are still in the shop.

- The motor from one will be used to replace the motor in fountain #2.
- Aerators
 - Revised Schedule for next year – We will discuss next year.
 - Aerator pumps should be shut off on December 1st.

Architectural Committee Update – Jerry Moore

- 1515 Waltham Ct – no details available at this time.

Directory Committee Update – Shelley Hulme

- Nearly through edit requests for the directory and will have proof for Beth soon.

Newsletter Update – Beth Henkel – no update.

Old Business

New Business

- Abundant Homecare
 - 2805 Westwood will be a home for up to six elderly residents.
 - Richard has had discussions with the owner.
 - After a review of city ordinance, they appear to be in compliance.
 - Provided they conform with our C&R, we don't foresee an issue.
- Final decision on whether a dues increase next year is warranted (requires a vote at the annual meeting).
 - A dues increase is not necessary to fund the TryMarine program next year.
- Annual Meeting Prep
 - Renting the hall. Richard will take care of it.
 - Open positions are 2, 4 and 6. Who is returning? Who can we recruit?
 - Curt (Position 4) indicated he would like to remain on the board.
 - Richard will follow up with Matt (Position 2) and Shelley (Position 6).
 - Pat also stated that she would like to step down as Treasurer. She also said that Angela is stepping down as Accountant. Richard will start looking for replacements for these two positions.

- Absentee ballot distribution. We will distribute the ballots about 30 days in advance of the annual meeting.
- Program for the annual meeting.
 - Election of board members
 - Solitude Treatment Report
 - Budget
 - Residents voicing concerns
 - Board executive session to elect officers
- How will we execute the vote tally? (Beth's ideas sent to Richard)
 - Use different colored paper for the absentee ballots, so we don't double count. Use clear language that absentee ballots are only necessary if the resident cannot attend.
 - Put up signs on tables (which I will make) indicating where to pay dues, put absentee ballots, check in, etc
 - Make sure the whole board is aware of the quorum rules and other applicable rules (I need a review for sure)
- Richard will see if he has last year's ballot and count sheet from Duane.
- Mitch stated that section 2.04 says that election is not required for uncontested elections.

- Emailing Invoices (Beth's ideas sent to Richard)
 - Last year, some people did not receive invoices due to the Accountant not having an updated email list. So, Beth has proposed the following to avoid the same problem this year.
 - Beth will attempt to have the google contact list updated by December 10. She is in the process of adding labels to each contact that corresponds with their area.
 - Beth will send each area rep a spreadsheet of the folks in their areas and ask them to double check the emails (most important) and other contact info.

- Payment of Dues (Beth's ideas sent to Richard)
 - The invoices last year did not have clear information on how to pay. That needs to be included on the invoice and that exact information should be used in each communication with residents prior to the meeting. We have discussed three ways that people can pay: Check, Zelle and Venmo.
 - Beth would like confirmation from Pat for the contact of the HOA for Zelle at Frost Bank (assuming it is the HOA email) and for Venmo. Beth would like us to ensure we share this information with residents.

A motion to adjourn was approved unanimously by the board at 8:00 PM.