

# MOUNTAIN BROOK of MADISON

VOL. 5, NO. 1

OCTOBER 31, 2011

[www.mtnbrookofmadison.com](http://www.mtnbrookofmadison.com)



## ELECTIONS AND ANNUAL MEETING

Date:

Saturday, November 12

Time: 12:00 NOON

Location: Clubhouse

No drinks provided

Agenda:

- Status of Projects
- 2011 Budget Update
- 2012 Budget Review (Shown on page 4)
- Election of 2012 Board (Proxy on page 3)
- Issues and Concerns

## Plans for 2012

Potential projects for 2012 are listed below. The final decisions will be made at upcoming board meetings.

- Replace Gate at pool area
- Upgrade to keyless entry
- Renovate Clubhouse landscaping
- Safety winter pool cover
- Upgrade entrance areas
- Security Cameras

MOUNTAIN BROOK OF MADISON  
HOMEOWNERS ASSOCIATION

94 CLEARBROOK COURT, MADISON, AL 35758

## *Annual Dues...Liens and Legal Actions*

As many are aware, the Board is very serious about this. Please either pay on time or contact us for arrangements.

**1 Dec** Invoice Mailed

**1 Jan** Dues to be Paid

**1 Feb** \$25 Late Fee

**1 Mar** \$25 Late Fee

**1 Apr** \$25 Late Fee

**1 Apr** Legal Action / Lien Filing Initiated

**1 May, 1 Jun, 1 Jul, Etc.** \$25 Late Fee Assessed Each Month

**1 Jul** Court Action Initiated

Invoices for annual MBoM HOA dues will be mailed 1 Dec of each year to the addressee reflected in the Madison County Tax Assessor records unless the CPA has been notified of a different address.

Dues are to be paid by the 1st of January. Dues are delinquent on 1 February. Effective 1 February a \$25 per month penalty will be levied until such time that dues and penalties are paid in full.

NOTE: Delinquency is based on a post-mark of Monday, January 31, or earlier.

The date on the check has no bearing in the matter.

Implemented by HOA policy on 1 December 2007, lien actions will be initiated on all delinquent accounts after 60 days. Ninety (90) days following lien filing a claims action will be sought through court action for garnishment of property for settlement.

Delinquent owners are responsible for all associated attorney and court fees.

If legal action is initiated the cost to the homeowner is estimated to be a minimum of \$350 in addition to the dues and monthly late fees that accumulate until the balance is paid in full.

Do you anticipate having a problem paying your dues on time? Did you receive a late notice but already sent your check? Do not ignore these issues and hope they will go away. Please communicate with the Board so that we can work with you to resolve the issue or develop a payment plan. This is the only way to stop continued late fee charges.

## 2011 Renovations and Repairs Completed

- Tennis Court resurfacing, net repair, awning and bench installed, backboard installed, new gate
- Clubhouse attic insulation
- Fallen trees removed near tennis court
- Rotten trees removed near parking lot
- Covenant Compliance Program started
- Insurance liability increased
- Sprinkler system repaired throughout common area

## Current Owner Address Info

If you are a new homeowner or a current homeowner with a new mailing address, please keep the Board informed of your preferred mailing address.

Send address information (homeowner name, homeowner address, preferred mailing address, phone number, and email) either to the Board email address or the Board mailing address.

### FENCE STAIN

The approved stains for Mountain Brook fencing are:

- Glidden (formula 2710-0500)
- Behr Solid Color Stain (Tugboat 535)

## FOR SALE SIGN RULES - PLEASE READ

For Sale, For Rent, or Open House signs are ONLY allowed as noted below. Your sign may be pulled down or removed if it does not meet these guidelines.

One real estate sign is allowed per residence at the front of the lot. Temporary additional real estate signs are allowed for open house displays as follows: one at the entrance and one directional sign at a corner. All temporary

signs must be removed immediately after the open house event. For additional details on sign size, see the Mountain Brook Standards and Restrictions document posted on the website.

**PLEASE REMOVE YOUR SIGNS AT THE ENTRANCE OR THEY MAY BE REMOVED FOR YOU.**

## Covenant Compliance

The Board started and ran the Covenants Compliance Program for five months at the beginning of the year with a Board member volunteering to perform all duties required to run the Program. Unfortunately, we had to stop the Program and have not been able to come to agreement with an outside contractor to start the program again.

### Selling your House

If you sell your house, please provide the Board email address to the Realtor. We provide proof that dues have been paid and provide copies of the Covenants and by-laws if requested.

## BoD Elections and Officers' Duties

The current BoD is seeking nominations for Directors to serve either a one or two year term. The by-laws specify that a Board of Directors governing body shall be elected yearly, each board mem-



ber having one vote. The number of Directors shall be between three and five. The Officers of the HOA shall be President, Vice President, Secretary, and Treasurer, and any other so appointed by the BoD. Each Officer shall have defined duties and responsibilities. A final decision on the Officers and duties will take place during the Organizational Meeting (the first board meeting after elections). The Covenants specify the minimum duties that must be managed by a Board. All other tasks may be contracted out. Services that are contracted may result in an increase in annual dues. Nominations are

requested and can be submitted via the website or at the Annual Meeting in November. **If we do not get a full Board, we will be hiring out all duties and increasing dues to cover the costs.**

There are a lot of volunteer positions that take very little time over the course of a year and some that take more time - like managing the pool during the summer. Contact the Board if you wish to see the proposed Officer duties and responsibilities.

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HOMEOWNERS ASSOCIATION  
94 CLEARBROOK COURT  
MADISON, AL 35758**

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**2011 BOARD OF DIRECTORS**

President - Mr. Austin Omlie

Vice President- Ms. Lisa Galentine

Secretary - Ms. Donna Brown

Treasurer - Ms. Lisa Galentine

**Email: Board@Mtnbrookofmadison.com**



*The Homeowner Email  
Group Provides Regular  
Communications*

Communications with homeowners is primarily through email during the year. To be added to the email group, send your name and email(s) to either of the emails below:

- Board@Mtnbrookofmadison.com
- Mtnbrookofmadison@gmail.com

Our email account is GMAIL, so Government email addresses do not work. You may submit as many emails as you like.

**Mail payments of annual HOA  
assessments to:**

Mountain Brook of Madison  
Homeowners Association  
c/o

Seaman, Shinkunas, and Lindgren, PC  
PO Box 2588  
Huntsville, AL 35804

**Do not mail dues checks to the Mountain  
Brook Clubhouse address**

----- CUT and MAIL -----

**Mountain Brook of Madison Homeowner's Association  
Annual Budget/Election Proxy Form**

The annual *Mountain Brook of Madison Homeowner's Association CY2012 Budget Ratification and Election Meeting* will be held at 12:00 PM, Saturday, 12 November 2011, at the Mountain Brook Clubhouse. A proxy assignment is permitted to another MBoM HOA member in the event an owner cannot attend. If you own multiple homes, please complete entries for each respective property. Please print or type, sign, and provide to a board member, drop into the clubhouse mailbox, or mail to the address above.

OWNER(S): \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (HOME) \_\_\_\_\_ (CELL)

If you wish to assign your proxy to a Board Member, please indicate "BOARD MEMBER" and not a specific name.

OWNER WILL NOT ATTEND AND DESIRES PROXY ASSIGNMENT TO :

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**MOUNTAIN BROOK OF MADISON HOMEOWNERS ASSOCIATION**  
**2010 - 2012 Fiscal Operating Program**  
**(2012 Budget not final until approved by 2012 Board of Directors)**

<u>REVENUE</u>	2010 Actual	2011 Programmed	2011 as of 30 Sep 2011	2011 End of Year (estimated)	2012 Programmed
305 - Association Dues	\$ 60,800.00	\$ 61,600.00	\$ 61,200.00	\$ 61,200.00	\$ 61,600.00
307 - Association Dues - Prior Year Past Due	\$ 1,491.50	\$ 800.00			
309 - Late/Legal Costs Collected	\$ 1,572.00	\$ 400.00	\$ 675.00	\$ 675.00	\$ 200.00
310 - Clubhouse Rental	\$ 515.00	\$ 500.00	\$ 275.00	\$ 375.00	\$ 500.00
350 - Interest Income	\$ 14.23	\$ 20.00	\$ 13.28	\$ 15.28	\$ 20.00
<b>TOTAL REVENUE</b>	<b>\$ 64,392.73</b>	<b>\$ 63,320.00</b>	<b>\$ 62,163.28</b>	<b>\$ 62,265.28</b>	<b>\$ 62,320.00</b>
105 - Cash - General Fund Year End Balance	\$ 26,378.34				
Planned Yearly Allocation (Transfer to Capital Reserve)		\$ (26,378.34)	\$ (26,378.34)		
Transfer from Capital Reserve into General Fund			\$ 15,810.00	\$ 25,810.00	
<b>TOTAL CASH FOR OPERATIONS</b>	<b>\$ 90,771.07</b>	<b>\$ 36,941.66</b>	<b>\$ 51,594.94</b>	<b>\$ 88,075.28</b>	<b>\$ 62,320.00</b>
<u>CAPITAL RESERVE FUND</u>					
Planned Yearly Allocation (Transfer from General Fund)		\$ 26,378.34			
Planned Transfer to Revenue (Transfer to General Fund)		\$ (15,810.00)	\$ (15,810.00)	\$ 25,810.00	
110 - Cash - Capital Reserve Year End Balance	\$ 2,199.32	\$ 2,199.32	\$ 12,744.41	\$ 2,744.41	
<u>EXPENSES</u>					
<u>Operations &amp; Maintenance</u>					
605 - Tennis Court Maintenance	\$ -	\$ -	\$ 16,050.00	\$ 16,050.00	\$ -
610 - Pool Maintenance	\$ 11,807.83	\$ 10,000.00	\$ 6,141.75	\$ 8,241.75	\$ 10,000.00
615 - Landscaping Maintenance	\$ 13,620.00	\$ 13,620.00	\$ 13,517.74	\$ 17,177.74	\$ 14,500.00
620 - General Maintenance	\$ 5,792.83	\$ -			\$ 1,500.00 <sup>(1)</sup>
625 - Clubhouse Maintenance	\$ 5,699.09	\$ 1,500.00	\$ 1,411.74	\$ 1,411.74	\$ 2,000.00 <sup>(1)</sup>
635 - Community Operations Mgmt	\$ 3,400.00	\$ 3,000.00	\$ 1,480.00	\$ 1,480.00	\$ -
640 - Covenants Mgmt	\$ -	\$ 2,400.00	\$ 33.66	\$ 33.66	\$ - <sup>(2)</sup>
<u>Utilities</u>					
550 - Water - Common Area	\$ 1,223.11	\$ 1,400.00	\$ 894.41	\$ 1,327.41	\$ 1,500.00
555 - Water - Clubhouse and Pool	\$ 1,603.81	\$ 1,900.00	\$ 1,818.95	\$ 2,523.95	\$ 2,600.00
560 - Electrical - Common Area	\$ 343.39	\$ 500.00	\$ 290.12	\$ 470.12	\$ 550.00
565 - Electrical - Clubhouse and Pool	\$ 3,335.63	\$ 4,000.00	\$ 2,198.25	\$ 3,164.25	\$ 4,000.00
<u>Administrative &amp; Overhead</u>					
505 - Assoc. Mgt & Acct Fees	\$ 6,120.00	\$ 6,120.00	\$ 4,590.00	\$ 6,120.00	\$ 6,120.00
510 - Bad Debt	\$ 0.01	\$ -	\$ -	\$ -	\$ -
515 - Bank Service Charges	\$ 19.95	\$ 40.00	\$ 39.90	\$ 39.90	\$ -
520 - Insurance Liability	\$ 3,411.00	\$ 3,390.00	\$ 2,070.00	\$ 2,070.00	\$ 2,200.00
522 - Insurance Claim Loss	\$ -	\$ 735.00	\$ 734.58	\$ 734.58	\$ -
525 - Legal Services	\$ 4,678.04	\$ 3,000.00	\$ 428.46	\$ 578.46	\$ 1,500.00
530 - Social Functions	\$ -	\$ 350.00	\$ -	\$ -	\$ 350.00
535 - Communications / Office Expenses	\$ 1,130.37	\$ 1,000.00	\$ 476.79	\$ 776.79	\$ 1,000.00
540 - Website Communications	\$ -	\$ 100.00	\$ 170.37	\$ 170.37	\$ 125.00
545 - Annual and Homeowner Meetings	\$ -	\$ 350.00	\$ -	\$ -	\$ 300.00
570 - Property Taxes	\$ 2,049.30	\$ 2,200.00	\$ -	\$ 2,200.00	\$ 2,200.00
575 - Income Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 64,234.36</b>	<b>\$ 55,605.00</b>	<b>\$ 52,346.72</b>	<b>\$ 64,570.72</b>	<b>\$ 50,445.00</b>
<b>OPERATING FUND BALANCE</b>	<b>\$ 26,536.71</b>	<b>\$ (18,663.34)</b>	<b>\$ (751.78)</b>	<b>\$ 23,504.56</b>	<b>\$ 11,875.00</b>
(1) Does not include installation of a security system.					
(2) Does not include hiring of a Covenant Compliance Manager					
Not Official Until Approved by 2012 Board of Directors			Not Official Until Approved by 2012 Board of Directors		