



# Brook Meadows Messenger

*The Official Publication of the Brook Meadows Homeowner's Association*

Volume 5, Number 2

[www.brookmeadows.org](http://www.brookmeadows.org)

February 2010

## SOCIAL EVENTS

FEBRUARY 23

**LAST TUESDAY - 6:30**

Belisimos On Hwy 26

MARCH 30

**LAST TUESDAY - 6:30**

Pacific House - 4714

Colleyville Boulevard

APRIL 20

**BMHA ANNUAL**

**MEMBER MEETING**

Colleyville Community Center

APRIL TBD

**GARAGE SALES**

Bhma Will Take Out

Newspaper Ads & Post Road

Signs - All You Have To Do

Hang Balloons On Your

Mailbox & Sell Sell Sell!

APRIL 27

**LAST TUESDAY - 6:30**

Hacienda Ranch

NOT RECEIVING THE  
BMHA E-MAIL BLASTS?

**TRY THESE TWO STEPS.**

1. In your email account set up, make both [directors@brookmeadows.org](mailto:directors@brookmeadows.org) and [social@brookmeadows.org](mailto:social@brookmeadows.org) as approved senders.
2. Go to [www.brookmeadows.org](http://www.brookmeadows.org) home page and fill out the "E-MAIL ADDRESS - CLICK HERE" link.

## KEEP BROOK MEADOWS

*Beautiful*

Spring will be here soon and that means the hammers and shovels in Brookmeadows will be flying. We have seen some very nice updates the last few years and want to thank all of you who have submitted your changes to the (ARC) Architectural Review Committee. It is a simple 1 Page Form, which you will find in the newsletter this month, and you can always access it on our website, [www.brookmeadows.org](http://www.brookmeadows.org). You will also find the ARC Guidelines and Procedures on the website.

The Architectural Review Committee (ARC) has the responsibility to oversee building plans of visible exterior maintenance, additions, or improvements to properties in Brook Meadows Estates. PLEASE NOTIFY THE ARC OF ANY PROJECTS BEING PLANNED (or currently under construction) BY USING THE PROPERTY MODIFICATION REQUEST FORM ON THE WEBSITE.

All projects that can be seen from the street or will impact the view of your neighbors should be presented to the ARC -- BEFORE the project begins. Any changes to your property including:

- major landscaping
- external structural changes
- out buildings
- exterior painting
- driveway resurfacing or paving
- mailboxes
- or other projects that will affect the external appearance of your property

Small plantings in current beds, or structural maintenance of your property with "like kind and color" will NOT need approval.

## ARC PROCESS AND PROCEDURES

The ARC process begins when either a Director on the Board assigned as ARC Liaison or an ARC member receives one of the following communications:

1. A completed Homeowner PMR Form and supporting documentation, or
2. A written CC&R related non-compliance complaint, (the Complaint), stating in detail the nature of the failure to comply and the specific CC&R's which have been violated.

### **ARC RECEIPT OF A PMR FORM**

Upon receipt of a PMR form, the recipient shall date the PMR. The ARC shall perform the following procedures at next meeting, if not before. A. The Chairman will facilitate a complete review of the submitted request and Materials. The Committee will, by majority or unanimous

*(Continued on Page 3)*

# Brook Meadows

## ASSOCIATION INFO

### Brook Meadows Homeowners Association, Inc.

PO Box 492 • Colleyville, TX 76034

Please visit our website often: [www.BrookMeadows.org](http://www.BrookMeadows.org)

### 2008 - 2009 Board of Directors

President - Ricky Stephenson ..... 817-545-2367

Vice President - Kevin Haynes..... 817-545-4579

Treasurer - Paul Plummer..... 817-312-1249

Secretary - Barb Francis..... 817-545-7102

At Large Member - Shelley Haaker..... 817-540-1501

Newsletter Editor

Shelley Haaker..... [shelley.haaker@staples.com](mailto:shelley.haaker@staples.com)

## NEWSLETTER INFO

### PUBLISHER

Peel, Inc. .... [www.PEELinc.com](http://www.PEELinc.com), 512-263-9181

Advertising.....[advertising@PEELinc.com](mailto:advertising@PEELinc.com), 512-263-9181

### ADVERTISING INFORMATION

Please support the businesses that advertise in the Brook Meadows Community Newsletter. Their advertising dollars make it possible for all Brook Meadows residents to receive the monthly newsletter at no charge. No homeowners association funds are used to produce or mail the newsletters. If you would like to support the newsletter by advertising, please contact our sales office at 1-888-687-66444 or [advertising@PEELinc.com](mailto:advertising@PEELinc.com). The advertising deadline is the 20th of each month for the following month's newsletter.

### CLASSIFIED ADS

**Personal classifieds** (one time sell items, such as a used bike...) run at no charge to Brook Meadows residents, limit 30 words, please e-mail [erc.editor@yahoo.com](mailto:erc.editor@yahoo.com)

**Business classifieds** (offering a service or product line for profit) are \$50, limit 40 words, please contact Peel, Inc. Sales Office @ 512-263-9181 or [advertising@PEELinc.com](mailto:advertising@PEELinc.com).

## DON'T WANT TO WAIT FOR THE MAIL?

View the current issue of the Brook Meadows  
Messenger on the 1st day of each month at  
[www.PEELinc.com](http://www.PEELinc.com)

### Keep Brook Meadows Beautiful - (Continued from Cover)

vote, determine if the work to be done is a modification requiring Committee approval. If it is, they will then determine if the PMR is complete. If complete, they will approve or deny the request by signifying thereon and returning one executed original thereof to the homeowner, one executed original to the Board liaison member, and maintain one copy in the

ARC files. A member will be assigned to communicate the decision to the Homeowner verbally. The ARC will follow with a written record of the approval, or denial, which will be provided to the homeowner complete with date of approval or denial.

### B. DETERMINATIONS:

- 1) APPROVED: Work should be completed no more than 30 days after estimated completion date submitted and approved on PMR.
- 2) INCOMPLETE: When the ARC determines that the PMR does not have the required and/or sufficient information to permit the ARC to act upon the PMR, the ARC shall identify and mark the PMR as "INCOMPLETE." The ARC shall then return the marked PMR back to the homeowner along with an ARC letter advising the homeowner the specific reasons why the PMR has been identified as "INCOMPLETE" and what specific actions that the homeowner needs to do to in order to update and re-submit an amended PMR to the BMHA. A copy of the above should be transmitted to the Board liaison member.
- 3) DENIED: If the PMR is DENIED, the ARC written comments on the PMR will advise the homeowner as to the specific reasons, and suggest a remedy if possible. The PMR shall also include an ARC member's name, email and/or telephone number that the homeowner can use to contact the ARC member, if the homeowner has any questions regarding the ARC letter. A copy of the above should be transmitted to the Board liaison member. The homeowner may either modify and resubmit the PMR or, within 15 days of the receipt of the denial, submit a written appeal to the Board requesting a variance or reversal of the ARC decision. The Board will then review and act on the appeal within thirty (30) days, in accordance with the filed CC&Rs section 3.1. If an Owner is not satisfied with the determination of the ARC and the Board of Directors, such Owner may put forth such matter for approval by the Owners. For the purposes of this Section 3.1 only, a decision of two-thirds (2/3) of the Owners of the lots shall control.

### ARC MEMBERS

Member - Tom Kader (817) 354-4248

[TKader@sedalco.com](mailto:TKader@sedalco.com)

Chairperson - Mary Cornelius (817) 283-2556

[mybestrealtors@hotmail.com](mailto:mybestrealtors@hotmail.com)

Board Liaison - Carol Crosby (817) 267-4018

[CCrosby45@tx.rr.com](mailto:CCrosby45@tx.rr.com)

## APRIL 20TH 2010 BHMA ANNUAL GENERAL MEETING

*Colleyville Community Center*  
(Behind Market Street)

It is not that far away and you will want to make the meeting this year. Some of the Agenda topics are already being set.

- Budget Items:
  - Security Options, including video and lighting
  - Bring electrical at entrances up to code
- Community Items:
  - Construction @ Glade and Jackson
  - City's need for volunteers for Boards and Committees
- Election of New Directors
- Paul Plummer, Treasurer and Shelley Haaker, At Large Member, will be leaving the BMHA Board of Directors at this meeting.
- Why not raise your hand, better yet, e-mails the Board now and let them know you would like to be on the slate as a Board Member for 2010 - 2012

## Glade Road at Pool Road

### PROJECT DESCRIPTION

Intersection improvements for enhancement of traffic movement.

### ESTIMATED PROJECT COSTS

\$1,055,000

### PROJECT SCHEDULE

Design to begin in 2009. Construction to begin in 2010 with completion planned in early 2011.

### FUNDING SOURCE(S)

Street impact fees, utility impact fees, Tarrant County bonds

### PROJECT STATUS

Approved by City Council.

We understand that the first part of construction will begin over GCISD spring break week. Then it will resume at the end of the GCISD school year.



# WANTED

BY PEEL INC.

ENERGETIC SALES REPRESENTATIVES

# REWARD

COMMISSION BASED INCOME

WANTED FOR WORKING FROM HOME,  
EARNING EXTRA INCOME, AND  
SELLING ADS IN YOUR NEWSLETTER

VISIT [WWW.PEELINC.COM/JOBS.PHP](http://WWW.PEELINC.COM/JOBS.PHP) FOR MORE INFORMATION

888-687-6444 | [WWW.PEELINC.COM](http://WWW.PEELINC.COM)



## SOUTHWEST

AIR CONDITIONING  
& PLUMBING, INC.

EST. 1979

We are your local  
A/C - Heating  
and Plumbing Co.

Call us at

# 817-379-6115

[www.southwest-ac.com](http://www.southwest-ac.com)  
(817) 379-6115

## SOUTHWEST

A/C & PLUMBING, INC.



**\$25 OFF**

ANY PLUMBING OR AIR CONDITIONING SERVICES  
NOW OFFERING ENERGY EFFICIENT WINDOWS  
AND LIFE TIME GUARANTEE ON WATER HEATERS.



Turn to the Experts.

# Brook Meadows

## BROOK MEADOWS HOMEOWNERS ASSOCIATION

### *Assessment and Collection Remedies Administrative Policy*

*Approved November 16, 2009*

In order to implement the Amended and Restated Declaration of Covenants, Conditions and Restrictions (CC&Rs), the BMHA Board of Directors resolves the following assessment and collection policies for assessments, interest, fees and other charges as incurred by individual property owners within the subdivision.

- 1) BMHA annual assessments for all properties in the subdivision are determined by the Board by March 1, prior to the fiscal year which commences on April 1.
- 2) Annual assessments will be due by the 1st day of April each fiscal year.
- 3) Annual assessments are delinquent if payment is not received by April 30.
- 4) In the event a BMHA invoice has not been received by a homeowner, it remains the homeowner's responsibility to pay in full the annual assessment in accordance with the schedule outlined herein.
- 5) A BMHA Special Assessment is due upon presentment of an invoice and shall be delinquent if not paid by the 31st day after the date of that invoice.
- 6) Delinquent accounts are assessed eighteen-percent per year (18%) interest plus a ten dollar (\$10) per month processing fee.
- 7) Delinquent accounts having a Board approved monthly payment plan will be assessed an eighteen-percent per year (18%) interest plus a five dollar (\$5) per month processing fee. Additional months of interest will be calculated on the outstanding balance.
- 8) Waivers of outstanding interest charges may be obtained if requested of the Board and approved at the discretion of the Board.
- 9) Delinquent accounts exceeding a period of 90 days may be assigned to a collection agency for collection, at the discretion of the Board.
- 10) Delinquent accounts exceeding a period of 180 days may be assigned to an attorney for collection, at the discretion of the Board.
- 11) Delinquent accounts will continue to be assessed interest plus a monthly processing fee until all assessments, accrued interest, accrued monthly processing fees, all collection costs, all attorney fees and/or all court costs are paid in full.
- 12) Payments will be applied to non-secured items first (processing or late fees), then to attorney's fees, collection agency fees, costs and interest charges and finally to the earliest assessment to the latest assessment.
- 13) The Board reserves the right to amend and/or waive this resolution at any time by a vote of the Board majority. If this policy changes, it needs to be communicated to BMHA homeowners when new annual assessments are distributed.
- 14) This policy will become effective with the 2010-2011 fiscal year.

## THANK YOU, THANK YOU, THANK YOU

What a great neighborhood we live in. It is a pleasure being on the BMHA Board and working with such considerate and involved homeowners. The Board is happy to report that 2009-2010 Dues Collections are at an all time high with only 10 homeowners left unpaid. As Treasurer, Paul Plummer has worked over the last two years to develop practical and efficient procedures for BMHA. The next Treasurer will be stepping into an automated system to handle our billings, payments and collections. The deployment of the attached, Assessment & Collection Remedies, has also help resolve open invoices and past questions about annual Dues. Paul's seat on the Board is up for election at our April Annual General Meeting. Raise your hand now if you would like to be on the slate!

## Peel, Inc. Printing & Publishing

Publishing community newsletters since 1991

1-888-687-6444 • [www.PEELinc.com](http://www.PEELinc.com)



**Kelly Peel**  
VP Sales and Marketing  
512-263-9181  
[kelly@PEELinc.com](mailto:kelly@PEELinc.com)

## Support Your Neighborhood Newsletter.

*Advertise your business  
to your neighbors.*





# Nancy Dennis

**BEST  
D**  
2009

## & Associates

**BEST  
D**  
2008

*Selling Homes of Distinction*

**BEST  
D**  
2007

**February 2010  
Brook Meadows**

**BEST  
D**  
2006

**2803 Shenandoah  
\$469,000 | 4 BR, 3 1/2 BA, Pool & Spa**

**For Sale**



4604 Green Oaks Drive  
\$510,000

4 BR, 4 full & 1 half bath  
Extensively updated, pool & spa

4514 Shadywood Lane  
\$637,000

4BR, 5 full & 1 half bath  
Updated Lake Lot w/ 3+ Acres

**Sold**



**Sold**



DALLAS/FORT WORTH

***Selling Homes of Distinction  
Like Yours throughout  
Colleyville***

*Nancy Dennis & Associates*

**817-992-7889**

Nancy.dennis@cbdfw.com  
www.NancyDennis.com



# Brook Meadows

At no time will any source be allowed to use the Brook Meadows Community Newsletter contents, or loan said contents, to others in anyway, shape or form, nor in any media, website, print, film, e-mail, electrostatic copy, fax, or etc. for the purpose of solicitation, commercial use, or any use for profit, political campaigns, or other self amplification, under penalty of law without written or expressed permission from the Brook Meadows Association and Peel, Inc. The information in the newsletter is exclusively for the private use of Brook Meadows residents only.

DISCLAIMER: Articles and ads in this newsletter express the opinions of their authors and do not necessarily reflect the opinions of Peel, Inc. or its employees. Peel, Inc. is not responsible for the accuracy of any facts stated in articles submitted by others. The publisher also assumes no responsibility for the advertising content with this publication. All warranties and representations made in the advertising content are solely that of the advertiser and any such claims regarding its content should be taken up with the advertiser.

\* The publisher assumes no liability with regard to its advertisers for misprints or failure to place advertising in this publication except for the actual cost of such advertising.

\* Although every effort is taken to avoid mistakes and/or misprints, the publisher assumes no responsibility for any errors of information or typographical mistakes, except as limited to the cost of advertising as stated above or in the case of misinformation, a printed retraction/correction.

\* Under no circumstances shall the publisher be held liable for incidental or consequential damages, inconvenience, loss of business or services, or any other liabilities from failure to publish, or from failure to publish in a timely manner, except as limited to liabilities stated above.

## LET IT SNOW. LET IT SNOW. LET IT FREEZE!

During the cold snap this January, the Brook Meadows fountain turned into an ice sculpture worthy of display at the Gaylord Ice Show!.



NOT AVAILABLE ONLINE

## PROMOTE YOUR BUSINESS *in Style!*

- BUSINESS CARDS / BUSINESS CARD MAGNETS / MAGNETS
- POST-IT® NOTES / CUBES & MEMO PADS / DECALS
- BUMPER STICKERS / MEMBERSHIP CARDS & ID BADGES
- PERSONALIZED WRITING INSTRUMENTS / CALENDARS
- HEALTHCARE PROMOTIONS / DRINKWARE & KOOZIES®
- NEWSLETTERS / BOOKLETS / FLYERS
- ENVELOPES / LETTERHEADS / RUBBER STAMPS
- BUSINESS FORMS / AND MUCH MORE....

**NEED AN ADVERTISING SPECIALITY ITEM?**

**1-888-687-6444 ext. 24**

*Quality*  
**PRINTING COMPANY**

*Experience Matters*  
Doing business for  
30+ years.



## Brook Meadows Homeowners Association *Property Modification Request (PMR)*

Homeowner Information and Plans Submission to the Architectural Review Committee (ARC)

HOMEOWNER'S NAME: \_\_\_\_\_

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

PHONE(S) HOME: \_\_\_\_\_ WORK (CELL): \_\_\_\_\_

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

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED BY ARC: \_\_\_\_\_

In compliance with the BMHA Amended and Restated Declaration of Covenants, Conditions, and Restrictions (the "CC&R's") and the ARC Guidelines Process and Procedures (BMHA Administrative Resolution AR006), I herein request ARC approval to make the following changes, alterations, renovations, additions and/or removals (the "request") to my property as follows:

Proposal

- 1.) Provide sketch or plans to scale with all elevations incl. landscaping (if applicable)
- 2.) Provide description of all materials and colors

Is this an amendment to a previous request? If yes, the approximate date of my previous request was: \_\_\_\_\_

I understand that in accordance with the CC&R's and AR006, the ARC will act upon this request and will provide me with a written notice of the results of the ARC action. I understand and agree to the following provisions:

1. No work, or commitment of work, will be made by me until I have received written notice of approval of this request from the ARC.

2. All work will be performed by either: myself: \_\_\_\_\_ (Yes/No) or by the following named Contractor(s): \_\_\_\_\_

3. If this request is approved (within twenty-one (21) days of submittal), the work would start on or about \_\_\_\_\_, and the scheduled completion date is \_\_\_\_\_.

All work will be performed in a workmanlike manner as scheduled minimizing negative impact to my neighbors.

4. Any work not completed more than thirty (30) days after the scheduled completion date is not approved by the BMHA, and will require an amended request for a time extension to the ARC. This amended request will not jeopardize the original approval of my project, but will only advise of a delay of the completion of my project.

5. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes; regulations; and requirements in connection with this work, and I will obtain any necessary permits and approvals for the work. I understand and agree that the BMHA, its board of directors (the "Board"), agent and the ARC have no obligation or responsibility with respect to such compliance, and that the Board, or its designated ARC, approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement. I also agree that any approval of this project by the ARC, Board, or other BMHA designee is not warranty or guarantee of any safety issues or structural integrity of the approved project.

Homeowner #1 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Homeowner #2 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please complete form, sign and forward along with all documentation to: ARC  
PO Box 492  
Colleyville, TX 76034  
or email to: [ARC@brookmeadows.org](mailto:ARC@brookmeadows.org)

ARC Action

MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED - DENIED - INCOMPLETE

MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED - DENIED - INCOMPLETE

MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED - DENIED - INCOMPLETE

ARC Comments (indicate email contact # of committee member if request denied):



**Peel, Inc.**

311 Ranch Road 620 S. Ste 200  
Lakeway, TX 78734-4775  
www.PEELinc.com

PRSRT STD  
U.S. POSTAGE  
PAID  
PEEL, INC.

BM

# ADVERTISE HERE



CALL  
**512.263.9181**  
FOR MORE INFO

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