

BROMLEY VILLAGE ASSOCIATION

MEMORANDUM OF UNANIMOUS WRITTEN CONSENT OF THE BOARD OF DIRECTORS

Date: June 23, 2026

Pursuant to the provisions of the Bromley Village Association By-Laws permitting action by unanimous written consent without a meeting, the Board of Directors considered the following proposal circulated by Vice President John Collins on June 23, 2026:

Resolved: That the Bromley Village Association approve contracting with Bromley Property Services (BPS) for maintenance of the Pirate Ship and Playscape in accordance with the revised proposal dated June 2026 in the amount of **\$6,991.17**.

Background:

The Pirate Ship and Playscape are in need of maintenance. As discussed during the June 16, 2026 Board Meeting, Bromley Property Services revised its proposal to remove the border and mulch work, resulting in a total project cost of \$6,991.17. The Board confirmed that the Playscape Maintenance budget line item currently has an available balance of approximately \$14,000.00 and that the proposed expenditure is within the approved budget.

The proposal and supporting quote from Bromley Property Services were distributed to all Directors for review.

Written Consent:

All members of the Board of Directors provided written approval of the proposed action. Accordingly, the resolution was unanimously approved by written consent in lieu of a meeting and shall have the same force and effect as if adopted at a duly called meeting of the Board.

Vote Result:

Approved unanimously by all Directors serving on the Board as of June 23, 2026.

This memorandum shall be entered into the Association's corporate records and maintained with the minutes of the Board of Directors.

John Moriarty, Secretary, Bromley Village Association

Attached: Filed with Original Email and BPS Quote

Dear Board,
 I am writing to seek unanimous written consent from the Board regarding maintenance of the Pirate Ship and Playscape per our discussion at the June 16 meeting.
 As permitted by our By-Laws, the Board may approve actions outside of a formal meeting if all directors provide written consent.

Proposal Details:

- **Action Item:** Approve contracting with Bromley Property Services for the maintenance of the Pirate Ship and Playscape.
- **Rationale:** The Pirate Ship and Playscape are in need of maintenance. Per our discussion at the June 16th Board Meeting, BPS updated their proposal and removed the border and mulch. The new price is \$6991.17. It has been verified that the budget line item for playscape maintenance currently has a balance of \$14,000.00. This proposal is within the budget,
- **Attachments:** Please see the attached quote from BPS for your reference.

To approve this action, I need to receive an affirmative vote from **100% of the board members**. Please reply to this email with one of the following statements:

1. "I approve the action."
2. "I do not approve the action."

Please reply asap so that we can have this maintenance completed at the start of the Summer season.

Thank you,
 John Collins
 Vice President
 Bromley Village Association



Bromley Mountain
 PO Box 1130
 Manchester Center, VT, 05255
 US
 Phone: (802) 824-5458
 Fax: N/A
 email: statements@bromley.com
 Web Site: http://www.samplewebsite.com

QUOTATION

Page	1/1
Date	6/23/2026
Field Invoice	
Document Number	Q0000101

Site

BVA/ASSOC
 Bromley Village Association
 c/o Clark Simson Miller
 PO Box 26941
 Charlotte, NC, 28221
 Sandy Pangburn (518)-75-8-3717
 svpangburn@gmail.com

Bill To

5043342
 Bromley Village Association
 c/o Clark Simson Miller
 PO Box 26941
 Charlotte, NC, 28221
 (865) 315-7505

Quote Details

Description: BVA Playground Updates
Type: LNDSCP
Status: Pending
Priority: 5
Reference: BVA Playground Updates
Date Entered: 5/15/2026 4:09:26PM by DGAGE
Manager:
Work Location: On Site
Service Center:
Date Expires: 7/1/2026

Document Notations

Proposal to upgrade playground structures at Bromley Village Clubhouse:
 Pirate ship: wash ship inside/out with mildew deck cleaner, replace rotted pressure treated boards, refasten any loose boards or items, sand/stain structure inside/out (2 coats), replace ramp and slide
 Large Playground: wash playground inside/out with mildew deck cleaner, sand/stain structure inside/out (2 coats)
 Total labor: \$5,600.00
 Total materials: \$1,391.17
 Total: \$6,991.17

Billing

Charge Description	Supply	B/O Unit	Unit Price	Tax	Ext
CLAB - BVA Labor-Construction - Estimate	80.00	0.00 HR	70.00	0.00	5,600.00
CMAT - Construction Materials Estimate	1	0 EA	1,391.17	0.00	1,391.17
					6,991.17

Prices quoted are valid for (21) Days from Document Date. Taxes are included on this quote.

Tax Summary	
STATE	0.00

Services	6,991.17
Items	0.00
Subtotal	6,991.17
Less Discount	0.00
Less Cover	0.00
Plus Tax	0.00
Total Due (USD)	6,991.17

Terms: Net 30 Days

Terms

Sales: (802) 824-5458 Fax: N/A Visit us at: www.bromley.com Email: bromleypropertieservices@br

Please complete the details below and fax or email them to us.

<input type="checkbox"/> Direct Deposit BSB XXXXXXXXXX A/C XXXXXXXXXX <input type="checkbox"/> BPAY Biller Code XXXXXXXXXX Ref XXXXXXXXXX	<input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard Card No. _____ Exp. Date _____ Name _____ <input type="checkbox"/> Cheque	Please place my order now Name _____ Signature _____
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