Bromley Village Association Board Meeting Minutes
Tues, August 11, 2026, 7:00 PM
Bromley Village Association Board's Zoom Meeting

1. Establish quorum & call meeting to order
   a. BVA Board Members attending: Cariste, Moriarty, Pangburn, Collins, McCoy, Tomkiel, Omasta, Mason, Lowy
   b. BPS Attendee: Gage
   c. Quorum established and meeting called to order at 7:04pm
2. Meeting Minutes for Approval
   a. June 16 Regular Board Meeting Minutes
      - Motion - Cariste Second - Lowy All in Favor
   b. July 14 Special Board Meeting Minutes
      - Motion - Cariste Second - Pangborn All in Favor
3. Committee Reports:
   a. BPS Discussion ref. Property Manager Role
      - John Collins reported on a discussion with Josh Witkin about restructuring Bromley Property Services, which will have two director-level positions: Dylan as Director of Bromley Village Operations and Alex as Director of Bromley Village Construction and Maintenance. The board discussed concerns about whether director-level positions are equivalent to management roles, with Dylan confirming they would likely include management responsibilities. He also stated that they are looking at all their roles (including Lodging and Real Estate) to determine how best to service both the BVA requirements and the BPS roles. BPS is considering adding additional personnel to balance the load properly. Dylan also reported that BPS will work on a communication plan to clarify roles and responsibilities to be used with the Association membership. Modifications may need to be made to the BPS/BVA Contract to recognize the split roles. Matt will follow up.
   b. Discuss / Review Staffing for new Advisory Committees
      - Liz reported that Advisory Committee recruitment was successful with good volunteer turnout and board member participation. Bill suggested adding more detailed task descriptions to the Committee charters. The discussion concluded with plans to provide new committees with necessary background information and institutional knowledge to help them get started effectively.
      - The discussion focused on staffing the new advisory committees for the board (see attachment A), with Matt clarifying that these committees would be advisory only and not exercise board authority. The group discussed committee assignments, with Bill volunteering to lead the Roads and Culverts Committee and Liz agreeing to lead the Clubhouse Committee.
      - It was agreed that the Advisory Committees would meet prior to the next Board Meeting with the goal of reviewing their scopes and getting prepared to make a budget recommendation on work required for remainder of this year and next.
   c. Architectural Committee:
      - The Architectural Committee was noted as a separate entity under the bylaws, with Skip mentioning the need to find a replacement for Matt Walsh who had sold his unit. The Committee is down to 2 members. There have been a couple of volunteers mentioning interest in the committee and Skip will follow up.
      - Skip reported on recent applications including tree removal and heat pump installations, noting that most requests are routine. Matt suggested scheduling a separate meeting to discuss whether the Board should resume responsibility for architectural decisions or continue with a separate committee, as the current panel of two members doesn't meet the required three-member minimum under the declaration. This was tabeled to the next Board Meeting.
   d. Treasurers Report:
      - Matt reported that the Association is up to date on bill payments. Matt provided a financial update indicating the association has $165,000 remaining in its $617,000 budget with the fiscal year ending next month and discussed

pending items including tennis area/fencing and road resurfacing needs. Matt reported there are 10 owners with Account Receivables, and the process is in place with CSM to follow up with collection.

- Matt reviewed the ADMINISTRATIVE CONSOLIDATION ("HOUSEKEEPING") RESOLUTION (see attachment B) that had been distributed earlier. After discussion There were 7 articles with motions:
  1. Article 1 (Registered Agent) and Article 2 (Address of Record)
     Motion to Approve: Cariste, Second: Collins. All in Favor
  2. Article 3 (Custody of Asscoiaiton Records)
     Motion to Approve: Collins, Second: Cariste. All in Favor
  3. Article 4 (Bank Accounts)
     Motion to Approve: Collins, Second: Lowy. All in Favor
  4. Article 5 (Tax Return Preparation), Article 6 (Independent Tax Review) and Article 7 (Implementation and reporting)
     Motion to Approve: Cariste, Second: Moriarty. All in Favor

The Resolution has been adopted and will be issued by the Secretary under separate note.

- The team discussed sorting and scanning six boxes of unorganized records from the basement, including old proxy papers, cassette tapes, and various documents dating back to 1993. Matt proposed bulk scanning the documents at a copy shop and using AI to sort and organize them, which the board approved. The discussion also covered the need to transfer any existing bank accounts not currently administered by CSM to ensure proper financial management and compliance with board protocols.
- Bill reminded the board about capital expenditure planning, noting that dedicated reserves are intended for specific purposes like roof, pool, and tennis court maintenance, and that while accounts are well-funded, they are not fungible for general spending.

e. Property Maintenance Updates

- The Board discussed several property maintenance updates. Roger reported that the pool leak has been fixed, with one skimmer replaced and capstones repaired, though the deck in that area shows signs of shifting due to water damage. The pool heaters have been adjusted and are functioning better. Dylan apologized for not properly communicating the pool closure extension, which occurred due to last-minute scheduling changes with the contractor. Roger reported that we would go back to a ‘salt’ pool next year and will make changes to the filter medium then. Thanks to Patty for the great work on the plantings.
- Dylan reported on tennis facility updates and completion of the Sap Bucket drop-off area and work on the tennis shed, with drainage improvements planned once the shed renovations are complete.
- John Collins shared updates on the Clubhouse Renovation Committee's work, including proposed interior layout changes and deck/patio options, while Paul and Valory presented a detailed punch list for the gym facility including needed equipment maintenance and window treatments.

4. New Business
   a. None

The next meeting is scheduled for Sept 15 at 7:00pm
Motion to adjourn made by Skip and second by Matt.
Meeting adjourned at 8:30
Respectfully Submitted by John Moriarty – Secretary – BVA

Attachments:
A: BVA “Special Committee” volunteer list
B: ADMINISTRATIVE CONSOLIDATION ("HOUSEKEEPING") RESOLUTION