

**BVA Annual Meeting Minutes**  
**December 8, 2025**  
**6:00 pm**  
**Village Tea Room, Springfield, IL**

Annual meeting called to order by President, Cindy Kiesewetter.

- I. Roll Call by President Cindy Kiesewetter. Following Officers present:
  - a. President: Cindy Kiesewetter
  - b. Vice President:
  - c. Secretary: Becky Gleason
  - d. Treasurer:
  - e. Director Patricia Raklovits

The President welcomed the 15 Homeowners present.

The President made a motion to accept the 2024 Annual Meeting Minutes as published. Secretary Gleason seconded the motion. Motion approved.

Director Raklovits presented the revised 2026 BVA budget which reflects lower insurance costs than previously expected. The insurance rates are lower due to a minimum 1% windstorm or hail damage deductible.

Da'Nell Kincaid, Unit 106, had a question regarding roofing costs. Working with the Engineering Company that completed the BVA Reserve Assessment; a roofing standard was developed. Locally there are 2 companies that use Certain Teed Landmark Pro Weather wood Shingles which are warrantied for 30 years: Acosta-Angelli and Gabe's Home Improvement. The average cost for a building is \$65,000. The Association instituted this roofing standard in 2022 so that all buildings will receive the same products, installation, and services. Currently 4 out of 84 buildings have been completed. Roofing standard attached.

President asked for a show of hands for the BVA 2026 budget as presented. Budget passed.

Secretary Gleason presented the BVA Ballot count. 45 Ballots submitted, 1 marked as invalid, total of ballots received is 44. One over the simple majority required.

Vice President Dani Berrien 44

1 year Treasurer Ted DeBonis 43

Secretary Becky Gleason 40

Director Patricia Raklovits 39

Secretary Gleason reminded all Officers that BVA Board meetings are regulated by Roberts Rules of Order. She asked all Officers to be familiar with the Rules of Order.

A Board Responsibility handout was given to all Officers. It reminds Officers of Governing Documents of the Association, Fiduciary responsibilities, and the necessity of including all Officers in any email communications sent by an Officer. Secretary Gleason further reminded Officers to be aware of the Officer Description of each office.

Charlie Hatfield, Unit 51, made the Association aware that he feels someone has been manipulating his patio gate because he finds it locked when he has been away. The Association does not have a Universal Key to Patios or Units. It was suggested that he lock the gate from the inside to see if that helps prevent it from being left open.

The next scheduled Bi-monthly Association Meeting will be:

Thursday, February 12, 2026

6:00 pm via Zoom

Meeting adjourned at 6:34pm

Respectfully Submitted:

Rebecca Gleason, BVA Secretary



# Brookside Village Condominiums

www.brooksidevillage.org

## Brookside Village Roof Replacements

### CertainTeed Select Shingle Master Contractors

**CertainTeed items listed below in green are required for every bid. Provide manufacturer information for all other materials listed.**

- **CertainTeed Landmark Pro** Weathered Wood shingles.
- New drip edge around entire perimeter.
- **Winter Guard** at all eaves, valleys, roof penetrations, and walls per local building codes and manufacturers preferred methods of installations.
- **Diamond Deck underlayment** applied to remaining roof deck.
- **Swift Start shingles** applied to all eaves and rakes.
- **Shadow Ridge shingles** applied to all hips and ridges.
- 1/2-inch OSB decking and the use of "H" clips between trusses.
- **Lifetime Tool and Building Products dryer/bath vents (UDV) and pipe flashings (UPF).**
- GAF Cobra Intake Air Vent or equivalent.
- All clothes dryer and bathroom exhaust vents **MUST** be run in metal vent pipe, insulated per current Springfield Building Code, and terminated outside the roof.