

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
JANUARY 27, 2015

ATTENDANCE

David Bryant	Karen Reardon
Jerry Lenox	Anne McDowell
Kim Coffey	
Mike Lane	

ABSENT

Betty Hooper
Mathew Hoper
Regina McCartney

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 6:00 PM.

APPROVAL OF MINUTES

December 30, 2014 – A motion was made to accept the minutes as prepared. Motion seconded. Motion passed.

FINANCIAL REPORT

David Bryant reviewed the December financial statements. There is \$115,918.54, combined in the money market and operating account. The siding loan balance is \$98,147.68. David stated next year we need to set the date for the annual meeting towards the end of February to make it easier for all the financials to be complete. A motion was made to accept the financials as prepared. Motion was seconded. Motion passed.

David Bryant reviewed the collections:

933 Place: In probate. We may want to get with the association attorney to discuss options.

917 Court: In foreclosure. Short sale offer received. Kim spoke with owner and they are waiting to hear back from Fannie Mae.

4217 Drive: Turned over to attorney.

914 Court: Bank owned. Should receive payment.

4268 Drive: Requested for Kim to call the owner.

COMMITTEE REPORTS

POOL – David reported that he met with Roger Bontrager to discuss the issues from the last meeting. David stated they are going to cut the pavers and put a grate over the 2 areas that we discussed. Also rocks or plants can be put over these grates to hide them. This will be at no additional cost.

TENNIS COURT – No report.

LAWN MAINTENANCE – Kim stated there have been no reports. They have cut back the banana trees away from the fence by the pool.

SPRINKLERS – Jerry reported that a walk thru should be done around the beginning of March.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that we will not hear back until late February or March.

NEW BUSINESS

SUSPENSION OF VOTING RIGHTS FOR DELINQUENT HOMEOWNERS: David reported that we should have this on the agenda for the owners meeting. If an owner is 90 days past due they cannot vote. Kim stated that she would bring a current receivable to the meeting for those owners that are 90 past due.

NORTH-END HOLDING POND SPILL-OVER: Jerry reported that there are some minor repairs that need to be made to the north-end holding pond spill-over . Kim stated she would get a cost estimate to repair.

POTHLES AT ENTRANCE: Jerry reported a pot hole right at the entrance. Kim stated she has called 311 and reported so the city can send someone out to fix.

OIL LEAKS FROM VEHICLES: Karen reported on the vehicle beside her leaking oil again. Kim stated she should take pictures and send to the owner.

NO TRESPASSING SIGNS: David reported that he and Mike have been running people off from fishing at the creek. It was requested for Kim to get a quote for sign. Also the sign by the pool and the sign on the right as you come in are in bad shape. It was requested for Kim to get with David and work on getting quotes for these signs as well.

NEXT MEETING

The next meeting will be February 25, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 7:00 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
FEBRUARY 5, 2015

CALL TO ORDER

The meeting was called to order at 8:12 PM.

ELECTION OF OFFICERS

David Bryant nominated the following: Betty Hooper to serve as President, Karen Reardon to serve as Vice President, David Bryant to serve as Treasurer. Jerry seconded the nominations. Motion passed unanimously. After discussion of the duties, David nominated Pat Isler for Secretary. Regina McCartney seconded the nomination. Motion passed unanimously.

The next meeting will be February 25, 2015 at 6:00 p.m. at the Etheridge office.

ADJOURNMENT

The meeting adjourned at 8:15 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
FEBRUARY 25, 2015

ATTENDANCE

Betty Hooper
David Bryant
Pat Isler
Jerry Lenox
Mike Lane

Karen Reardon

Kim Coffey, Association Manager

ABSENT

Mathew Hoper
Regina McCartney
Anne McDowell

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 6:10 PM.

APPROVAL OF MINUTES

January 27, 2015, February 5, 2015 Board Meetings and February 5, 2015 Annual Owners Meeting - A motion was made to accept the 3 sets of minutes as prepared. Motion seconded. Motion passed.

FINANCIAL REPORT

David Bryant reported that he is working on adjusting the books for the year end. He stated he will give the January and February reports next month.

David Bryant reviewed the collections:

933 Place: In probate. David reported that his daughter contacted Kim and she said she is now working with the attorney to get settled. She wants to get the unit ready and get it on the market.

917 Court: In foreclosure. Short sale offer received. Fannie Mae accepted the offer. The court date is March 10.

4217 Drive: Turned over to attorney.

4268 Drive: Kim called the owner and she stated she is working on catching up her fees.

COMMITTEE REPORTS

POOL – David reported that the concrete area with the dip has been repaired, they have changed out the doors and have repaired and stucco the walls, and they have run the sidewalk at the entrance and building the retaining wall. The pavers are about 2 weeks out. The next step after that will be the coping. We have received out first change order for the depth markers. There are 10 separate stations and came in at an additional \$900. A motion was made and seconded to accept the change order. It was discussed. The Board would like for David to go back and check to see if it is a code requirement for all stations. If it is then proceed if not see if we can get by with fewer stations.

TENNIS COURT – No report.

LAWN MAINTENANCE – The lawn care company missed 2 Crete Myrtles. Kim stated she would call and let them know. One was to the left of the mailboxes and one was behind 4274 Brookside Drive.

SPRINKLERS – Jerry reported that there is a broken sprinkler head between the pool and Brookside Court. Pat Isler also stated she had one that was by her unit and with it staying so wet she would like it to be capped off. Kim stated she contact Andrew and have him take care of.

The tree behind Faye's and Anne's unit was brought up. There are 2 properties off 9th Ave that back up to these 2 units and there are 2 dead trees that need to be taken care of by the property owner off 9th Ave. It was requested for Kim to send them a letter.

It was also reported that the lot on the corner of Euclid and Clematis was cleared.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that we will do not have any news yet.

NORTH-END HOLDING POND SPILL-OVER: This has been completed at a cost of \$200.

POTHoles AT ENTRANCE: The city has taken care of.

OIL LEAKS FROM VEHICLES: Kim reported that she sent an email to the owner and a picture of the oil spot. She has not heard back from him.

NO TRESPASSING SIGNS: David reported that he and Mike have been running people off from fishing at the creek. It was requested for Kim to get a quote for sign. Also the sign by the pool and the sign on the right as you come in are in bad shape. It was requested for Kim to get with David and work on getting quotes for these signs as well.

NEW BUSINESS

ITEMS DISCUSSED AT THE OWNERS MEETING; FERAL CATS, DRAINAGE ISSUES AND SIGNS - Betty reported that we have already discussed the feral cat issue in the past and we do not need to discuss anymore. Betty reported that we will address the signs once the pool project is complete. David stated that he and Kim are working on the signs.

AMEND COVENANTS AND RESTRICTIONS TO PROHIBIT SEX OFFENDERS/PREDATORS AND/OR CONVICTED FELONS FROM RESIDING AT BROOKSIDE – Betty reported that we did not get much a response at the owners meeting so it was requested for Kim to prepare a letter to go out to all homeowners and request that they let the Board know their thoughts on the subject so the Board can decide if it is worth pursuing. David stated he would recommend taking the convicted felons out of the amendment. It will take 75% to amend the Covenants.

It was also requested for Kim to check the sex offender list before each meeting and report if any sex offender has moved into Brookside.

Betty reported on a letter she had received from Garth Kleckner regarding the Nominating Committee. We will have a standing nominating committee in place: Sonja, Liz and Freda.

NEXT MEETING

The next meeting will be March 24, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 7:15 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 25, 2015

ATTENDANCE

Betty Hooper	Anne McDowell
David Bryant	Mathew Hooper
Jerry Lenox	Karen Reardon
Regina McCartney	
Mike Lane	

Kim Coffey, Association Manager

ABSENT

Pat Isler

HOMEOWNERS IN ATTENDANCE

Garth Kleckner – No comments made

CALL TO ORDER

The meeting was called to order at 6:00 PM.

APPROVAL OF MINUTES

February 25, 2015 - A motion was made to accept the minutes as prepared. Motion seconded. Motion passed.

FINANCIAL REPORT

David Bryant reported that on the P&L for January and February.

David Bryant reviewed the collections:

933 Place: In probate. We have not heard any more from his daughter.

914 Place: Certified letter was sent.

917 Court: In foreclosure. Short sale offer received. Fannie Mae accepted the offer. The bank is proceeding with the sale to foreclose which is set for April 8.

921 Court: Certified letter was sent.

914 Court: Bank owned.

4268 Drive: Trying to bring current.

4277 Drive: Certified letter was sent.

A motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

COMMITTEE REPORTS

POOL – David reported that the order of the work that will take place; Stucco wall, retaining wall, deck, pavers, fence, gate and lights. We are looking for a completion date within the next 3 weeks. David wanted to have a picnic at the pool, Saturday May 2, 2015 for the grand opening. David also reported on pool furniture. A motion was made to go with 8 chaise lounges, 12 chairs, 4 side tables 3 large tables, 3 umbrellas and to go with the mesh. Motion was seconded. Motion passed. This will come out of the road fund. The total would be about \$3900 plus tax.

TENNIS COURT – No report.

LAWN MAINTENANCE – Kim stated she has no report. David stated they should be increasing to weekly this month.

SPRINKLERS – Jerry reported that they are running. Kim stated Andrew did cap the sprinkler over by Pat's unit as requested and the one head between the building and the pool was repaired.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that the grant was recommended for approval.

NORTH-END HOLDING POND SPILL-OVER: This has been completed at a cost of \$200. Kim reported that Andrew stated he could bring in dirt for \$65.00. The Board requested for Kim to have Andrew go ahead and do this. It was also requested to check with him about putting monkey grass in to hold the dirt.

COVENANTS AMENDMENT REGARDING SEX OFFENDERS/PREDATORS: The letter went out and we have given owners until April 17 to respond.

STATUS ON OWNERS ALONG 9TH AVE. REGARDING DEAD TREES: Kim stated she sent letters out to the owners of the properties but has not heard from them.

NOMINATING COMMITTEE: David reviewed the bylaws step by step in regards to the nominating committee. The Board has complied with what is required. I have attached a copy of the procedures. The nominating committee consists of Anne McDowell as chair of the committee, Freda, Sonja and Liz.

NEW BUSINESS

Kim reported that she contacted the owners of 4277 regarding the number of dogs they have in the unit. This owner was given a waiver to keep one dog. The owner stated they are in compliance but she reported on another owner who's is letting their dog run loose and not picking up after it. Kim stated she would send them a letter. .

The Picnic was discussed; David stated he will have Mike prepare a flyer and we can mail it and request people RSVP so we know how much food to get. A motion was made to get the food from Sonny's and do not spend over \$500.00

NEXT MEETING

The next meeting will be April 28, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 6:56 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
April 25, 2015

ATTENDANCE

Betty Hooper	Anne McDowell
David Bryant	Mathew Hooper
Jerry Lenox	Karen Reardon
Pat Isler	
Mike Lane	

Kim Coffey, Association Manager

ABSENT

Regina McCartney

HOMEOWNERS IN ATTENDANCE

Garth Kleckner – No comments made

CALL TO ORDER

The meeting was called to order at 6:00 PM.

APPROVAL OF MINUTES

March 28, 2015 - A motion was made to accept the minutes as amended. Motion seconded. Motion passed.

FINANCIAL REPORT

David Bryant reported that on the March financials. The balance in the accounts are \$121,000. The siding loan balance is \$85,000.

David Bryant reviewed the collections:

933 Place: In probate. We still have not heard any more from his daughter. Kim will try and make contact with her again.

917 Court: In foreclosure. Short sale pending. The buyer actually agreed to pay some the past due assessments. \$1200 will be transferred to her rental unit and she will make payments.

A motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David reviewed the 2015 Budget. The association fees will remain the same. A motion was made to accept the 2015 Budget. Motion seconded. Motion passed. David stated the budget would be posted on the website.

COMMITTEE REPORTS

POOL – David reported that the pool renovations are almost complete. The gate will be installed Friday. Pool lights have been ordered and are scheduled to be installed by Friday. David stated that Mike and he will put the pool furniture together. The umbrellas were a little bit more than that anticipated. The barbeque is set for Saturday. David will bring a trash can. It was requested for Kim to remove and dispose of the residents only sign.

TENNIS COURT – Jerry reported that the northeast corner has pulled away from the rest of the brick. Kim stated she would get with Larry Bellamy and have him come and check and make some suggestions on what the association can do to fix the problem.

LAWN MAINTENANCE – Anne stated that she has noticed they are not blowing consistently. They also need to be careful of the railings with the equipment. Jerry also requested for Andrew to call Jerry and that he had some issues he wanted to discuss. Kim was asked to check with Tru Green regarding the chemicals being used and them getting into the creek.

SPRINKLERS – Jerry reported that they are running but requested Andrew to call him.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that it has been approved and they are waiting for the copy of the agreement signed.

NORTH-END HOLDING POND SPILL-OVER: Kim stated she spoke to Andrew and the dirt would be around \$65 and that if the association wanted monkey grass the cost would run about \$125. Jerry also reported that we need Quikrete as well. The Board agreed for Jerry to proceed with the cost not to exceed \$300. There is also a pipe coming from Hillbrook that is completely closed with dirt and it needs to be cleaned out. Kim was asked to bring this to the attention of Hilbrook's board. Betty stated she had bricks put in at the end of the pipe. David suggested working with Hillbrook to resolve the issue.

COVENANTS AMENDMENT REGARDING SEX OFFENDERS/PREDATORS: The letter went out and we have had 35 owners respond. Betty stated that is enough to look into further. Betty requested for Mike to do some investigating and report back to the Board.

NEW BUSINESS

Anne asked if the Board wanted to get the amnesty dumpster delivered again this year. The Board was in agreement to have it delivered in May.

Pressure washing was discussed. The Board discussed the need for 3 bids, as the same service had been bid several times in the past, with the same vendor (Aqua Tech) offering the best price. The Board had been pleased with the quality of Aqua Tech's work. A motion was made to forego the 3 bid requirement. Motion was seconded. Motion passed. Betty stated she would contact Aqua Tech about pressure washing again.

NEXT MEETING

The next meeting will be May 26, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 7:10 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
May 26, 2015

ATTENDANCE

Betty Hooper	Anne McDowell
David Bryant	Mathew Hooper
Regina McCartney	Karen Reardon
Pat Isler	
Mike Lane	

Kim Coffey, Association Manager

ABSENT

Jerry Lenox

HOMEOWNERS IN ATTENDANCE

Garth Kleckner – No comments made

CALL TO ORDER

The meeting was called to order at 6:00 PM.

APPROVAL OF MINUTES

April 28, 2015 - A motion was made to accept the minutes as amended. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the April financials. The balance in the accounts total \$75,935.93. The siding loan balance is \$81,850. Motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Place: In probate. It was requested for Kim to contact His daughter, Shannon

917 Court: Finally short sale was closed.

4277 Drive: Turn over to attorney

4278 Drive: Send a pre-lien letter

COMMITTEE REPORTS

POOL – David reported that the pool party was a big success. The gate was discussed. Kim stated she spoke to Mr. Morris regarding the key pad. He stated he would charge \$65.00 to change the code. After discussion it was agreed to leave the key pad on the entry gate and the current locks on the bathroom doors in place. David also reported that he will need to purchase umbrellas stands so the umbrellas do not blow over.

TENNIS COURT – Kim stated she met with Larry Bellamy regarding the northeast corner that has pulled away from the rest of the brick. Larry stated this isn't a big concern but he could put mortar in if we would like at a cost of approximately \$100. A motion was made to proceed with the repairs. Motion was seconded and passed unanimously.

LAWN MAINTENANCE – Kim stated she spoke to Tru Green regarding the lawn chemicals. They stated that the chemicals do not pose a potential hazard for the creek.

SPRINKLERS – It was requested for Kim to check with Andrew and see how much it would cost to install rain sensors.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that he finally received the letter to start. The order of the items to be done was discussed. The Board determined the order of operations would be:

- Removal of 2 trees at entrance,
- Clean out the brush and clean up tree line,
- Replace trees,
- Installation of streetlight at end of Brookside Place and Brookside Court,
- Installation of dog waste stations,

NORTH-END HOLDING POND SPILL-OVER: This should be completed within the next few weeks. Kim still needs to get with Hillbrook Board. Mr. Thompson has been out of town.

COVENANTS AMENDMENT REGARDING SEX OFFENDERS/PREDATORS: A motion was made to table for now. Motion was seconded and passed unanimously.

NEW BUSINESS

PRESSURE WASHING – Pressure Washing was discussed. Betty stated she has left Aqua Tech a few messages but has not heard back from them.

DOGS AT 4241 BROOKSIDE DRIVE – The dogs were discussed. They have been seen by a several board members. Kim stated she notified Ms. Gray and she is stating the dogs are not there and we can do an inspection if we would like. After discussion the Board stated we would need documentation such as a picture of dogs to proceed with any further action.

COMPOSITE DECKING MATERIALS – David discussed adding a composite material option to the HOA specs for decks. The Board would need to approve the color. David agreed to bring a sample to the next meeting.

NEXT MEETING

The next meeting will be June 23, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 7:16 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
June 23, 2015

ATTENDANCE

Betty Hooper
David Bryant
Jerry Lenox
Mike Lane
Mathew Hooper

Karen Reardon

Kim Coffey, Association Manager

ABSENT

Anne McDowell
Regina McCartney
Pat Isler

HOMEOWNERS IN ATTENDANCE

CALL TO ORDER

The meeting was called to order at 6:00 PM.

APPROVAL OF MINUTES

May 26, 2015 – Garth was not present at the May meeting. This will be corrected. A motion was made to accept the minutes as amended. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the May financials. The balance in the accounts total \$70,043.58. The siding loan balance is \$77,725. Motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Place: Tax Deed Sale to occur 07/06/2015. David stated he can check with the attorney and see he can file and amended claim of lien. The opening bid for the tax deed sale is \$40,688.71 if the association wanted to bid on it. A motion was made to contact the attorney and see if the association should go ahead and file the amended claim of lien. This was seconded and passed unanimously.

914 Place: Has until July 5 before a lien is filed.

4258 Drive: Working with attorney to determine amount owed.

4277 Drive: Working with attorney to determine amount owed.

4278 Drive: Send to attorney for claim of lien letter.

COMMITTEE REPORTS

POOL – David reported that the balance owed for the pool renovations is \$17,069.94. We are still having issues with the number pad to get in the pool. Many people are seen entering the pool that do not reside in Brookside. After discussion it was agreed to go back to a key lock so it can be better controlled. It was requested for Kim to contact Roger Bontrager and have him switch the locking mechanism out with the key lock. The association did not ask for number pad to begin with. The Board agreed to withhold 10% of the contract which is \$5,229.38 until this has been completed. It was also request for the lights at the pool to be turned off at 10 pm. Jerry stated he adjust the timer for the outside pool lights. Kim stated she would contact Jonathon with Johnson Pools to adjust the time for the indoor pool lights.

TENNIS COURT – Kim reported the cracks have been filled with the mortar has requested.

LAWN MAINTENANCE – It was requested to have the island shrubs brought down to 3 ft. as it is hard to see over the hedges when backing out. It was requested for Kim to notify the owners of 4276 and 4277 they need to clean up their beds in the front. It is full of weeds.

SPRINKLERS – It was requested for Andrew to check the sprinkler heads. There are a few heads that needs to be repaired. Kim stated she would get with the Andrew.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that they should be removing the trees next week. He also requested for Kim to contact Shawn to see when he can meet to move onto the next phase of cleaning put the brush and cleaning tree line.

NORTH-END HOLDING POND SPILL-OVER: Kim reported that this has been completed.

NEW BUSINESS

PRESSURE WASHING – The Board agreed to proceed with Aqua Tech. Kim stated she would touch base with Terrance and see when they can schedule the work. This will be all the buildings, pool house and mailbox.

TREE TRIMMING – Kim reported that there are several trees on the property that need to be trimmed. The tree by the tennis court is hanging and needs to be trimmed. Jerry stated the tree across from his parking space is dead and needs to be removed and David also reported a tree down his street that needs to be removed. Kim will get a price for the 3 trees and report back to the Board.

HILLBROOK MEETING: Kim reported that she spoke with the Hillbrook President, JoAnne Kwasin and she has agreed to meet with Betty. Kim stated they can set up a time to meet any time after 5:30.

NEXT MEETING

The next meeting will be July 28, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 7:24 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
July 28, 2015

ATTENDANCE

Betty Hooper	Mathew Hooper
David Bryant	Karen Reardon
Jerry Lenox	Anne McDowell
Pat Isler	
Mike Lane	

Kim Coffey, Association Manager

ABSENT

Regina McCartney

HOMEOWNERS IN ATTENDANCE

CALL TO ORDER

The meeting was called to order at 6:00 PM.

APPROVAL OF MINUTES

June 23, 2015 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the June financials. The balance in the accounts total \$75,032.37. The siding loan balance is \$73,562.99. Motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Place: Tax Deed Sale was canceled. David recommended instructing the attorney to go ahead and file an amended claim of line or ask him what we need to do to protect the association's interest. Kim stated she would call Mr. Lowery.

4278 Brookside Drive: The association received a letter from an attorney instructing the association to cease and desist due to bankruptcy. David wanted Kim to check with attorney to confirm that the bankruptcy has been filed.

914 Brookside Place: Claim of Lien has been filed. Next step Notice of Intent to Foreclose. Check with attorney on small claims court.

4269 Brookside Drive: Last payment of \$50 on 7/16/15. Kim stated she called and left a message regarding status of payments.

4268 Brookside Drive: The Board asked Kim to check and see when the owner can bring current. Need to have an end date for her to catch up.

4277 Brookside Drive: Owner missed a payment back in April 2014 and has been incurring late fees ever since. She actually owes one month and a certified fee. Check and see when she can bring current of the \$110, 6.75 certified mailing fees and one time 25.00 late payment from her April 2014 payment.

COMMITTEE REPORTS

POOL – The key lock has been installed. It was discussed installing a sign on the gate that states No Trespassing and all guests must be accompanied by a Brookside Resident. David wants the sign to match the

existing signs at Brookside. Installing faux cameras was also discussed as deterrence. Everyone was in agreement.

TENNIS COURT – no report.

LAWN MAINTENANCE – Jerry inquired about the Board's previous discussion on cutting the shrubs down in the island to 3ft. Kim stated she spoke with Andrew and he will be taking care of this.

SPRINKLERS – Jerry reported that there was a sprinkler head broke back by the creek behind 4278 Brookside Place. Kim stated she would let Andrew know. Kim also reported that he has not installed the rain sensors yet but will be in the next week or two.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that the trees have been removed. David reported that he will meet with Shawn with Ken Griffin tomorrow morning to go over the next phase.

Jerry also reported that ECUA has come out and dug a hole but has not been back out and it has been several weeks. Kim stated she would touch base with ECUA

PRESSURE WASHING – Kim stated that she spoke with Terrance and he has scheduled the work to begin August 24. Betty asked that a reminder notice about the pool key and the pressure washing be placed at the entrance.

TREE TRIMMING – Kim reported that she has been waiting for Clay to meet with her but has not been able to yet. Kim stated she is going to call A Cut Above and get a price from them.

HILLBROOK MEETING: Kim reported that she and JoAnne Kwasin can meet any time after 5:30 any day. Betty will get with Kim.

NEW BUSINESS:

ISSUES AT 910 BROOKSIDE COURT: David reported that he has observed the tenant pulling his vehicle around the back on the unit, storing items in the common area, having a Husky dog, which exceeds the weight limit. We have sent the owner an email but it was returned so Kim sent a letter. The Board requested for Kim to send the tenants a letter as well.

NEXT MEETING

The next meeting will be August 25, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 7:22 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
August 28, 2015

ATTENDANCE

Betty Hooper	Mathew Hooper
David Bryant	Karen Reardon
Jerry Lenox	Anne McDowell
Pat Isler	Regina McCartney
Mike Lane	

Kim Coffey, Association Manager

HOMEOWNERS IN ATTENDANCE

James Williams

CALL TO ORDER

The meeting was called to order at 6:04 PM.

APPROVAL OF MINUTES

July 28, 2015 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the July financials. The balance in the accounts total \$63,563.83. The siding loan balance is \$69,391.82. Motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Place: The attorney has filed a Proof of Claim. The attorney has also started the lien process.

4278 Brookside Drive: The bankruptcy has been filed. If the bankruptcy is approved, amounts owed prior to filing will be discharged. Anything owed since the filing remain due.

914 Brookside Place: The attorney stated the Board can follow through with the small claims court but feels that the foreclosure process works better for the association. After discussion it was agreed for the attorney to file the Notice of Intent to Foreclose.

4269 Brookside Drive: David reviewed her accounts and she is not making much head way with her payments. It was requested for Kim to send her a letter and remind her of the amount of payment she is supposed to be making.

4268 Brookside Drive: Kim stated she attempted to call the owner but was not able to reach her. The Board requested for Kim to try and contact her again.

4277 Brookside Drive: Kim stated she had made 2 attempts to contact the owner but did not reach her. The Board requested for Kim to send her a letter.

GUEST COMMENTS

The Board agreed to move to Guest comments so that Mr. Williams could speak regarding his request. He stated he lives at 4215 Brookside and there is a dead tree at 4390 N 9th Ave. and he is requesting for the association to assist him in notifying the owner of that property. Kim stated the association has already sent the owner a letter back in March requesting the dead tree be removed. Kim also stated she called 311 and they referred her to the extension office and she left a message for Bill Kimball but has not heard back from him. It was requested that Mr. Williams send the owner a certified letter, and that he may want to get the other owners in that building to send letters as well. Kim will follow up with the extension office.

COMMITTEE REPORTS

POOL – Kim stated she is waiting on the proof of the sign for the pool gate. Once she received she forward. The cost will cost around \$119.00.

TENNIS COURT – no report.

LAWN MAINTENANCE – Jerry stated they are not cutting the shrubs behind his building and the building at 4258 Brookside Drive. He also reported that they are not cutting the last 6ft towards the creek. There are many suckers growing up through the bushes and on the buildings. There is also a dead plant at hanging partially on the curb that needs to be addressed. They are also blowing debris into the pool area. Kim stated she would get with Andrew.

SPRINKLERS – Kim reported that the rain sensors have been installed. Matt and Jerry reported several heads that need to be addressed. It was requested for Andrew to do a complete check of all the heads.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that the trees have been removed and the Azaleas have been removed. They have put red mulch in near the sign. The next step will be the doggie stations, lights and signs.

PRESSURE WASHING – Kim stated she spoke with Terrance and the pressure washing is underway and should be completed by Thursday or Friday.

TREE TRIMMING – An estimate from A Cut Above was reviewed. The total is \$1,375. There was much discussion on the responsibility of the trees in the islands. After discussion Jerry made a motion for trees located in islands, which are dead, diseased, and/or a safety issue, be removed by the association. The motion was seconded and passed unanimously. A motion was made to waive the 3 bid requirement and proceed with A Cut Above. The motion was seconded and passed unanimously. It was also requested for Kim to have the dead Crete Myrtle near the back dumpster taken down.

HILLBROOK MEETING: Betty reported that she has not been able to meet yet.

NEW BUSINESS:

REQUEST FROM 910 BROOKSIDE COURT: Kim stated a letter was sent regarding their Husky dog. The tenant sent an email requesting to please be given until September 10, as she trying to find a place to move. Her brother is very sick and it is his dog and she is taking care of it. After discussion, a motion was made to give her a waiver until September 10. The motion was seconded and passed unanimously.

NEXT MEETING

The next meeting will be September 22, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 7:38 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
September 22, 2015

ATTENDANCE

Betty Hooper
David Bryant
Jerry Lenox
Mike Lane

Mathew Hooper
Karen Reardon

Kim Coffey, Association Manager

HOMEOWNERS IN ATTENDANCE

Jeremiah Monahan, 4227 Brookside Drive

CALL TO ORDER

The meeting was called to order at 6:00 PM.

APPROVAL OF MINUTES

August 25, 2015 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the August financials. The balance in the accounts total \$58,379.19. The siding loan balance is \$65,200.90. Motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Place: The attorney has filed a Statement of Claim with the Probate court. The attorney has also sent the demand letter and will then proceed with filing of the lien.

4278 Brookside Drive: Bankruptcy filed.

914 Brookside Place: Notice of Intent to Foreclose was sent.

4269 Brookside Drive: A letter was sent and she responded and said she would be making a payment of \$420 the fourth of October.

4268 Brookside Drive: The owner sent an email stating she is going through financial difficulties and would like the Board to work with her in catching up. The Board requested for Kim to go back to her and see if she can bring it current within 6 months or see what kind of payments she can make.

4277 Brookside Drive: Kim stated she sent a letter requesting for her to reply within 7 days of the date of the letter. She has not responded. The Board agreed to turn over to the attorney.

GUEST COMMENTS

Jeremiah had some questions concerning the lawn care of what they are responsible for. He also stated that during the pressure washing they used his water. Betty stated that is what they due generally. We have had the same company for the past 3 years. If there is a significant increase in his water bill to submit to the association for reimbursement.

COMMITTEE REPORTS

POOL – It was reported that the light in the deep end is still not working. Kim stated she will contact Jonathon with Johnson Pools. It was also requested for the brick pavers to be removed from around the corner. Matthew stated he would take care of.

TENNIS COURT – Jeremiah asked about the times on the lights. Jerry stated he would adjust the timers.

LAWN MAINTENANCE – David reported that there is still a large vine growing the front of his building. It was requested for Kim to schedule a walk around with Betty. Kim stated she would get with Andrew and see when he is available.

SPRINKLERS – It was reported that they are still not working. We have had issues with the pump. Kim stated that someone had set the timer for 5 hours and 20 minutes per zone. It was suggested to put a lock on it and Jerry can have a key and Andrew.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that the grass has been put in and the trees. The next step will be the Gulf Power light.

PRESSURE WASHING – This has been completed and Kim stated she received no complaints.

TREE TRIMMING- Kim stated she finally heard back from A Cut Above and they will be out the first week in October.

HILLBROOK MEETING: Betty reported that we had scheduled a meeting but we had to cancel as Hillbrook's President had hurt her ankle. We will try and schedule when we do the walk around.

LETTER FROM 4215 BROOKSIDE DRIVE- Betty reported that Mr. Williams sent a letter to the owner and the owners notified him they would take the tree down.

NEXT MEETING

The next meeting will be October 27, 2015 at 6:00 at Etheridge Property Mgmt. office.

ADJOURNMENT

The meeting adjourned 6:50 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
October 27, 2015

ATTENDANCE

Betty Hooper
David Bryant
Jerry Lenox
Mike Lane
Mathew Hooper

Kim Coffey, Association Manager

HOMEOWNERS IN ATTENDANCE

Maria Lenox

CALL TO ORDER

The meeting was called to order at 6:03 PM.

GUEST COMMENTS

Maria expressed concern with the condition of many residents' beds in the front of their units and many of their back decks are in bad shape and need to be pressure washed. She also expressed concern about the pavement near the mailboxes.

APPROVAL OF MINUTES

September 22, 2015 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the September financials. The balance in the accounts total \$57,611.84. The siding loan balance is \$60,980.80. Motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Place: Claim on estate was filed. Kim spoke with the daughter and she stated she would be paying. We have not received payment as of yet.

4278 Brookside Drive: Bankruptcy filed. She called and asked about the short sale. We have not heard anything else. Kim was asked to reach out to her.

914 Brookside Place: Notice of Intent to Foreclose was sent. A motion was made and seconded to proceed with the foreclosure. Motion passed unanimously.

4217 Brookside Drive: She has fallen behind before and we are constantly having to send certified letters. She will be turned over to attorney.

921 Court: Foreclosure was filed 8/28. Send certified letter.

4269 Brookside Drive: She made a payment of \$420. Her next payment will be due in November.

4268 Brookside Drive: Owner requested for her to be able to make \$150 payments each month. Board accepted her payment plan.

COMMITTEE REPORTS

POOL – It was reported that the light in the deep end came on and it's on for a short time and then it goes off. The pool furniture and the umbrellas were thrown around due to the winds. David stated he had requested for Kim to have EPM Maintenance come over and put the umbrellas up in the store room. The pavers are still

out it was requested for them to put the pavers in the store room. Matt did not have a key to the store room to put away.

TENNIS COURT – The timers for the lights have been adjusted.

LAWN MAINTENANCE – Kim stated we have not scheduled the walk around yet. David stated we can look at individual beds when we do the walk thru. Kim stated she would schedule soon.

SPRINKLERS – David reported they have finally been fixed. But there is a few heads that need to be fixed. Kim stated she would let Andrew know.

UNFINISHED BUSINESS

CITY GRANT PROPOSAL – David reported that he will be meeting with Mr. Cagle with Gulf Power on Thursday.

TREE TRIMMING – Kim stated they have completed the tree work. They forgot to cut one and came back finished up. They have completed the job.

HILLBROOK MEETING – Kim reported that the President of Hillbrook broke her foot. Betty stated she could just meet Kim and we could video tape it and she can take back to Hillbrook's board.

NEW BUSINESS

ANNUAL MEETING – The date for the annual meeting was discussed. It will be February 4. Kim stated she would call the church. It was also requested for Kim to check with Ann, Sonja, Freda and Liz regarding the nominating committee and to put up notice at the bulletin board for anyone who would like to serve.

NEXT MEETING

The next board meeting has been changed to December 8 due to Thanksgiving and this will also be the December meeting due to Christmas.

ADJOURNMENT

The meeting adjourned 7:08 PM.