

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
January 16, 2018

ATTENDANCE

Mathew Hooper	Jerry Lenox
David Bryant	Karen Reardon
Mike Lane	
Dawn Hawthorne	

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Betty Hooper
Dale Boswell

HOMEOWNERS IN ATTENDANCE

CALL TO ORDER

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

GUEST COMMENTS

None.

APPROVAL OF MINUTES

December 5, 2017 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on year end financials. David stated the financials look a little different this month. Due to the year end. Balance in the accounts total \$109,000. A motion was made to accept the year end financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Brookside Place: Letter sent 12/12, demand letter 12/20 and courtesy letter 01/08.

914 Brookside Place: with Attorney Lien to be filed 1/17.

4217 Brookside Drive: With Attorney.

4269 Brookside Drive: With Attorney.

COMMITTEE REPORTS

POOL – Contact Johnson's, pool light is out at deep end of pool.

LAWN MAINTENANCE – Requested to trim Banana trees and spray the pond for weeds. Dawn brought up the pavers at the entrance appeared loose and needed to be pressure washed. It was requested for Kim to take some pictures and send.

SPRINKLERS – Please have them check the breaker.

TENNIS COURTS – No update at this time.

UNFINISHED BUSINESS

ROAD REPAIRS: David reported that Nick King is in the process of preparing scope to send out for bids.

NEIGHBORHOOD CHALLENGE GRANT: David reported that he had made several attempts to call regarding installing solar panels at the pool house. He finally heard back from one contractor. The contractor indicated that the pool house roof is too small to generate enough to power to pay for or justify the installation cost. Due to the deadline, we are not able to pursue a grant this year. This will give us time to think about what we would like to do to submit next time.

NEW BUSINESS:

Annual Meeting: The annual meeting has been scheduled for March 8, 2018.

Other Business: There was an issue brought up concerning the right of entry to the back yards. There was an issue with an owner blocking the area between the houses. David stated he would put a letter together to send out to the owner informing them of the Right of Entry under Article 4, Section 14, of the Covenants and Restrictions

NEXT MEETING

The next board meeting will be March 1, 2018. The location will be determined. Kim will not be present as she only attends meetings every other month.

ADJOURNMENT

The meeting adjourned 7:00 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 1, 2018

ATTENDANCE

Dale Boswell	David Bryant	Mathew Hooper
Betty Hooper	Mike Lane	Karen Reardon

BOARD MEMBERS NOT IN ATTENDANCE

Dawn Hawthorne
Jerry Lenox

HOMEOWNERS IN ATTENDANCE

Esther Boswell

CALL TO ORDER

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

GUEST COMMENTS

None.

APPROVAL OF MINUTES

January 16, 2018 – The minutes were amended to change Mr. Bowell’s name from Don, to the correct Dale. A motion was made to accept the amended minutes. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant discussed the January 2018 financials. David stated the financials look a little different this month due to the transition in software at Etheridge. The bank balance was \$114,000. A motion was made to accept the year end financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections. The financial information from Etheridge was not received until just before the meeting, so detailed information on the delinquent accounts was not available. David will discuss the individual accounts with Kim and report back to the board via email.

COMMITTEE REPORTS

POOL – The board discussed various issues at the pool. The light inside the pool and the lights at the pool building remain out. There are weeds growing in the pavers. David indicated he would contact Kim to ask that these matters be addressed. Dale also reported that his water hose appears to have been used by the pool service technician, and was left on and the storage box broken. He has already contacted Kim about the matter. The board discussed Maria’s offer to clean the pool chairs of mildew on an ongoing basis. The board instructed Karen to inspect the chairs and determine the need for cleaning and authorized her to instruct Maria to clean them once if necessary.

LAWN MAINTENANCE – The board discussed various area in the community that were not being maintained by the lawn service, including uncut banana trees, limbs and trash in bushes and islands, overgrowth of bushes, and uncut crepe myrtles. David indicated he would contact Kim to ask that these matters be addressed.

SPRINKLERS – Board members indicated that numerous sprinklers were not properly operating. Sprinkler repairs are included in the lawn contract as an additional cost. The board members agreed that given the lawn service was struggling to maintain the lawn, the board would utilize another provider for sprinkler repairs. David will contact Kim to see if she has any recommendations for sprinkler repair companies.

TENNIS COURTS – The board instructed David to contact our civil engineer to request that the tennis court repairs be added to the scope of his duties related to the road repairs.

UNFINISHED BUSINESS

ROAD REPAIRS – David indicated that he and Betty had met with the civil engineer and shared with the board the initial plans for the road repairs and additional alternate projects of additional parking and recycling dumpsters. He also stated that he, Betty, and Matt had walked the entire complex to determine additional curbing and sidewalk repairs, which were substantial. These additional repairs were communicated to the civil engineer for pricing. The board may need to scale back these repairs if they are too costly. The board also asked David to tell the civil engineer to be prepared to discuss how parking and entering in and out of units will be handled during construction, and if a temporary parking lot would be feasible.

ANNUAL MEETING – The board discussed the annual meeting, including the accomplishments for 2017. These accomplishments included: pressure washing and gutter cleaning, supplying an amnesty dumpster for residents, various tree removal projects, securing a loan for the road repairs, hiring a civil engineer, and maintaining strong financial reserves while continuing to keep dues at their current level. Various aspects of the annual meeting agenda were assigned to board members. The board will ask the civil engineer to provide drawing of the proposed repairs for display at the annual meeting. The board also asked that a large colorful sign reminding members of the meeting be placed at the bulletin board.

NEW BUSINESS:

TREE AT 914 BROOKSIDE COURT – The board discussed the overgrown tree at 914 Brookside Court. The tree is causing damage to surrounding units and vehicles. A similar tree was planted at 920 Brookside Court. The board will instruct Kim to contact the owner of 914 Brookside Court to have the tree cut back or removed. The board will also instruct Kim to contact the realtor selling 920 Brookside Court to inform the new owner that the HOA will require the new tree to be removed. The realtor is listed as Korey Rademacher with a telephone number of (850) 619-1681.

DUMPING OUTSIDE BROOKSIDE ENTRANCE – Board members reported that another piece of furniture (a large brown couch) had been dumped right outside the Brookside entrance on Euclid. The board asked David to instruct Kim to contact the City to report the item and ask that it be removed.

NEXT MEETING

The next meeting will be the annual meeting at 6:00 pm on March 8, 2018 at the St. Paul Lutheran Church.

ADJOURNMENT

The meeting adjourned 7:30 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 8, 2018

CALL TO ORDER

The meeting was called to order at 7:08 PM.

ELECTION OF OFFICERS

Jerry Lenox nominated the following: Karen Reardon to serve as President, Pat Isler to serve as Vice President, David Bryant to serve as Treasurer, Mike Lane to serve as Secretary. Dawn Hawthorne seconded the nominations. Motion passed unanimously.

The next meeting will be May 22, 2018 at 6:00 p.m. at the Etheridge office.

ADJOURNMENT

The meeting adjourned at 7:13 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
May 22, 2018

ATTENDANCE

David Bryant	Mathew Hooper	Jerry Lenox
Dawn Hawthorne	Pat Isler	Karen Reardon
Betty Hooper	Mike Lane	

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Dale Boswell

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 6:01 PM.

GUEST COMMENTS

None.

APPROVAL OF MINUTES

March 8, 2018 Owners Meeting

March 8, 2018 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the April financials. The balance in the accounts total \$127,234.35. A motion was made to accept the April financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

- 914 Brookside Place – Payment plan agreed to.
- 4231 Brookside Drive – EPM Notice sent.
- 914 Brookside Court – EPM notice sent.
- 4265 Brookside Drive – EPM Notice sent.
- 4269 Brookside Drive – Lien to be filed.
- 4272 Brookside Drive – EPM Notice sent.

COMMITTEE REPORTS

POOL – Jerry reported that the umbrellas were broke and needed to be removed. After discussion it was agreed not to replace them. We have had issues with the light at the deep end of the pool, and it is still out.

LAWN MAINTENANCE – The trees by the holding pond need to be trimmed back. The lawn care company needs to get closer to the pond with the weed wacker. The area behind Jerrys' building also needs to be cut. It was requested to check and see when the contract is scheduled to renew.

SPRINKLERS – We need to get a sprinkler company out to check the complete system. Kim will work on.

TENNIS COURTS – David reported that he will ask the engineer to add the needed repairs to the road project.

UNFINISHED BUSINESS

ROAD REPAIRS – David reported that the work will not begin until the City finishes the work that is being done at the entrance.

NEW BUSINESS:

Tree at 914 Brookside Court – The tree needs to be trimmed away from the building. A letter was sent requesting her to have the tree trimmed or removed.

Pressure Washing – After discussion, the board agreed to have the pressure washing done in September.

Gutters – After discussion, the board to seek estimates for gutter cleaning and then make a decision.

NEXT MEETING

The next board meeting will be July 24, 2018.

ADJOURNMENT

The meeting adjourned 7:00 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
July 24, 2018

ATTENDANCE

Dale Boswell	Mathew Hooper	Jerry Lenox
David Bryant	Betty Hooper	Karen Reardon
Dawn Hawthorne	Pat Isler	

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Mike Lane

HOMEOWNERS IN ATTENDANCE

Anne Marie Ball

CALL TO ORDER

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

GUEST COMMENTS

None.

APPROVAL OF MINUTES

May 22, 2018 – 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 \$137,650. A motion was made to accept the June financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

914 Brookside Place: Payment plan accepted

914 Brookside Court: Send EPM letter

4269 Brookside Drive: Lien filed.

COMMITTEE REPORTS

POOL – Jerry reported that the men's room toilet is leaking.

LAWN MAINTENANCE – Many issues with the lawn service. The Board requested for Kim to set up a meeting with Andrew. David, Betty and Karen will be there for the meeting. They felt it was best for Kim not to be there. Tentative date set for August 5 at 6:00 pm.

SPRINKLERS – Kim is contacting a few companies to come out and assess.

TENNIS COURTS – There was a leak from the bathhouse that was repaired .

UNFINISHED BUSINESS

ROAD REPAIRS – David reported that the work is still at a standstill due to the road repairs at Clematis and Euclid.

NEW BUSINESS:

Pressure Washing: The cost will be \$2,650.00. Notices will be sent out once date is confirmed in September.

4278 Brookside Drive: It has been reported that they have pit bulls. Kim stated she would send a letter to the owner.

NEXT MEETING

The next board meeting will be September 25, 2018.

ADJOURNMENT

The meeting adjourned 7:00 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
September 25, 2018

ATTENDANCE

David Bryant	Mathew Hooper	Mike Lane
Dale Boswell	Betty Hooper	Jerry Lenox
Dawn Hawthorne	Pat Isler	Karen Reardon

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

HOMEOWNERS IN ATTENDANCE

Ann Marie Ball (4245 Brookside Drive)
Patrick McGraw (921 Brookside Court)

CALL TO ORDER

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

GUEST COMMENTS

Mr. McGraw stated he is very concerned on the over grown tree line and lack of lawn maintenance that has been done.

APPROVAL OF MINUTES

July 24, 2018 – 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 \$147,650. The water bill has been high due to the water leak. A motion was made to accept the June financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:
914 Brookside Place: Has been making payments.
914 Brookside Court: Send EPM letter
4269 Brookside Drive: Lien filed. At attorney

COMMITTEE REPORTS

POOL – Jerry reported that there are weeds in the pavers that need addressing. The light is still out in the deep end of the pool.

LAWN MAINTENANCE – As we have discussed for many months now. We have not been happy with the current lawn care company. Betty made a motion to give Lawn Plus a 30 day notice October 1. We will have them continue with their regular maintenance and have the new lawn care company go ahead with cleaning up areas. If the new company does a good job he will be awarded the contract November 1. It was requested for the Board to make a list of the areas on the property that need a addressing. The holding pond at the end of Brookside Drive is an area that needs addressing. Please report to Betty and Karen and they will prioritize. Trees were discussed David stated the Board should taking over the trees on the property

SPRINKLERS – There are a few sprinklers that need addressing.

TENNIS COURTS – There is nothing to report at this time.

UNFINISHED BUSINESS

ROAD REPAIRS – Betty and David met with the engineer to go over the general plan to get the bids finalized to go out October 1 giving bidders 2 to 3 weeks to respond. Hopefully the work would start in November.

PRESSURE WASHING – This has been scheduled for next week.

4278 BROOKSIDE DRIVE – Kim stated we will notify the owner regarding the motorcycle. Dawn reported that dogs have not been removed. It was also reported of Myles Fisher's unit has 2 small dogs in the unit. Kim will send a letter.

NEW BUSINESS:

BROOKSIDE/HILLBROOK GATE – Kim brought a bid for the replacement of the gate that sits between Hillbrook and Brookside. After discussion the Board stated the gate does not need to be replaced. There are a few boards that need replacing. Dawn stated she would have her son take care of those boards.

NEXT MEETING

The next board meeting will be November 27, 2018.

ADJOURNMENT

The meeting adjourned 7:20 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
November 27, 2018

ATTENDANCE

Mathew Hooper
Jerry Lenox
Karen Reardon

Dale Boswell
Dawn Hawthorne
Betty Hooper

Mike Lane
David Bryant (via telephone)

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Pat Isler

HOMEOWNERS IN ATTENDANCE

Anne Marie Ball
Beverly Smith

CALL TO ORDER

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

GUEST COMMENTS

APPROVAL OF MINUTES

September 25, 2018 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

Kim Coffey reported on the August financials. A motion was made to accept the June financials as prepared. Motion was seconded and passed unanimously.

Kim Coffey reviewed the collections:

COMMITTEE REPORTS

POOL – The light is still out in the deep end of the pool.

LAWN MAINTENANCE – The new lawn company is doing a great job. They still are doing some of the clean-up.

SPRINKLERS – This is on hold for now.

TENNIS COURTS – There is nothing to report at this time.

UNFINISHED BUSINESS

ROAD REPAIRS: David was on the phone to discuss. He stated that he and Betty had reviewed the bids of the 4 companies responding to the bid. After reviewing the companies, the engineer recommended J Miller Construction. David did ask when they would be able to start. There will be meeting with the contractor before the work will start. The tennis court will be done separately. A motion was made to go with the engineer's recommendation and accept J Miller Construction's bid. We will also request the association be named as an additional insured. The bank loan is requiring this. The merits of obtaining a bond was also discussed. The motion was seconded and passed unanimously.

NEW BUSINESS:

Nominations for the Board were discussed. Anne Marie agreed to be nominated.

Rules and Regulations were discussed and will be brought up at the owners meeting.

NEXT MEETING

The next board meeting will be January 22, 2019.

ADJOURNMENT

The meeting adjourned 6:57 PM.