

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
January 22, 2019

ATTENDANCE

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

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Mathew Hooper
Betty Hooper

HOMEOWNERS IN ATTENDANCE

Anne Marie Ball

CALL TO ORDER

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

GUEST COMMENTS

The street light at 4249 Brookside Drive is still out

APPROVAL OF MINUTES

November 27, 2018 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the December financials. A motion was made to accept the December financials as prepared. Motion was seconded and passed unanimously.

David reviewed the collections:

C3 914 Place – Owner is delinquent on payment arrangement.

J3 914 Court – Notice of Lien was sent and has been turned over to attorney

COMMITTEE REPORTS

POOL – The mold needs to be cleaned up on the pavers.

LAWN MAINTENANCE – There are some ruts over by Jerrys' building. Kim will check and see when they will be addressing. There are vines growing on the fence from Hillbrook's side that need to be removed.

SPRINKLERS – Any non-emergency sprinkler repairs on hold until after the road paving and sidewalk project.

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

UNFINISHED BUSINESS

ROAD REPAIRS – David has a copy of the contract. Betty and David met with the contractor. We will keep owners as updated as we can as we go. The islands will be addressed after the road work is completed.

NEW BUSINESS

The Annual Meeting was discussed. The date has been set for March 7 at 6:00 pm. The current board members will continue to serve. Annemarie stated she would also like to serve.

NEXT MEETING

The next board meeting will be February 26, 2019 at the Pensacola State Library.

ADJOURNMENT

The meeting adjourned 6:51 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
February 26, 2019

ATTENDANCE

David Bryant	Jerry Lenox
Dale Boswell	Pat Lysek
Dawn Hawthorne	Karen Reardon
Mike Lane	Betty Hooper
Mathew Hooper	
Kim Coffey, Association Manager	

CALL TO ORDER

The meeting was called to order at 6:02 PM.

APPROVAL OF MINUTES

January 22, 2019 Board Meeting – A motion was made to accept the minutes as prepared. The motion was seconded and passed unanimously.

GUEST COMMENTS

None

FINANCIAL REPORT

David Bryant reported on the annual financials. A motion was made to accept the annual financials as prepared. Motion was seconded and passed unanimously.

UNFINISHED BUSINESS

ROAD REPAIRS

Sidewalk Replacements – David Bryant presented the Board with the revised change order for replacement of all sidewalks throughout the community, which had been previously approved by the Board via email. The change order amount was \$2,863 less than previously presented. A motion was made to ratify the Board's previous decision via email. The motion was seconded and passed unanimously.

Curb and Island Replacements – David Bryant presented the Board with a proposed change order for \$11,745 to replace all the island and street curbing, instead of just the broken curbing as originally included in the bid. A motion was made to approve the change order. The motion was seconded and passed unanimously.

Walkway Replacements – The Board members discussed the pros and cons of the HOA paying for the replacement of all the private walkways in the community. After discussing the matter, the Board decided against the HOA taking on this expense.

NEW BUSINESS

ANNUAL MEETING – The annual meeting was discussed. The Board decided which members would discuss each section of the agenda during the annual meeting. The Board discussed how the election of Board members would be handled at the meeting.

NEXT MEETING

The next board meeting will be after the annual meeting on March 7, 2019 at St. Paul Lutheran Church.

ADJOURNMENT

The meeting adjourned 7:06 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 7, 2019

CALL TO ORDER

The meeting was called to order at 7:06 PM.

ELECTION OF OFFICERS

A motion was made for 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. Motion was seconded. Motion passed unanimously.

The next meeting will be April 23, 2019 at 6:00 p.m. at the Pensacola State Library.

ADJOURNMENT

The meeting adjourned at 7:10 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
April 23, 2019

ATTENDANCE

Board Members in Attendance

Annmarie Ball	Betty Hooper	Mike Lane
David Bryant	Mathew Hooper	Karen Reardon

Board Members Absent

Dale Boswell	Jerry Lenox	Pat Lysek
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Owners Present

Dawn Hawthorne (4279 Brookside Drive)

Kim Coffey, Association Manager was not present.

CALL TO ORDER

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

APPROVAL OF MINUTES

The following minutes were presented:

February 26, 2019 Board Meeting
March 7, 2019 Annual Meeting
March 7, 2019 Board Meeting

A motion was made to accept the minutes as prepared. The motion was seconded and passed unanimously.

GUEST COMMENTS

Ms. Hawthorne inquired as to the status of an oversized dog at 4278 Brookside Drive, which she had previously brought to the Board's and property manager's attention. She also brought to the Board's attention a tree between 4272 and 4274 Brookside Drive, which appears to be dead and dropping limbs. Ms. Hawthorne expressed concern over the various roof colors present throughout Brookside, despite the HOA having issued guidance on the required color/style. She suggested sending out the Exterior Modifications Specifications sheet to owners once a year.

FINANCIAL REPORT

David Bryant reported on the financials through March 31, 2019. A motion was made to accept the annual financials as prepared. Motion was seconded and passed unanimously.

Mr. Bryant also discussion the current collections schedule, which indicated two owners (914 Brookside Place and 914 Brookside Court) significantly behind in payment of monthly dues. He indicated that both owners have been remanded to the HOA's attorney for collection actions.

UNFINISHED BUSINESS

ROAD REPAIRS

Project Status – Mr. Bryant discussed the status of the road work. Ms. Ball shared a notice she had received from the contractor which indicated "milling" of the roads would commence the next day.

Change Order – Mr. Bryant presented the Board with a \$15,175 change order for concrete work on Brookside Court, which was not previously included in the contractor’s original scope of work. The Board discussed the change order. A motion was made to approve the change order. The motion was seconded and passed unanimously.

Walkway Replacements – Mr. Bryant presented the Board with a \$2,199 change order for the replacement of owner’s walkways. He indicated that eight owners had paid the HOA to have their personal walkways replaced, and this change order was just a “pass-through” that was no additional expense to the HOA. A motion was made to approve the change order. The motion was seconded and passed unanimously.

NEW BUSINESS

NEIGHBORHOOD CATS

Mr. Bryant shared with the Board that he had been contacted by a long-time resident expressing concern with the numerous stray cats throughout the community. The owner indicated her willingness to spearhead a catch-spay/neuter-release back program for Brookside. She conducted significant research and had recently attended a training class presented by a local humane organization. The Board has conducted this program in the past, but it was unsuccessful, as the volunteer running the program was unable to commit the time to effectively run the program. The owner indicated to Mr. Bryant that she had enlisted her mother to assist with the program. A motion was made to expend up to \$500 to purchase traps and to pay for the cost of the surgeries if they could not be obtained for free. The motion was seconded and passed unanimously.

BOARD MEMBERS STATUS

Ms. Hooper, speaking on behalf of Mr. Hooper and herself, informed the Board that Mr. Hooper had recently sold his unit in Brookside. She indicated that while they were aware they would be selling the unit sometime in 2019, they were unsure of the timeline or how long it would take to sell the unit, when they ran for the Board at the recent annual meeting. She indicated that it was their attention to remain on the Board through their current term and remain actively involved. She indicated they would likely not seek re-nomination next year. She sought the other Board members’ thoughts on the matter. Mr. Bryant reminded the Board that per the HOA’s by-laws, ownership of a unit or residency in the community was not necessary to be on the Board. Several Board members thanked both Mr. and Ms. Hooper for their contributions throughout the years and encouraged them to remain on the Board for the remainder of their term. No Board action was necessary or taken on the matter.

NEXT MEETING

The next Board meeting will be at 6:00 pm on May 28, 2019 at Etheridge Property Management’s office.

ADJOURNMENT

The meeting adjourned 7:06 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
May 28, 2019

ATTENDANCE

David Bryant
Jerry Lenox
Karen Reardon
Mike Lane
Anne Marie

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Dale Boswell
Pat Isler

HOMEOWNERS IN ATTENDANCE

Dawn Hawthorne

CALL TO ORDER

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

APPROVAL OF MINUTES

April 23, 2019 – 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 operating account is \$83,550.00. The balance in the reserve account is 32,306.00. A motion was made to accept the December financials as prepared. Motion was seconded and passed unanimously.

David reviewed the collections:

C3 - 914 Place – The attorney will be sending out a Notice of Intent to Foreclose.

J3 - 914 Court – The attorney will be sending out a Notice of Intent to Foreclose.

L3 - 4247 Drive – EPM Letter will be sent.

COMMITTEE REPORTS

POOL – Kim reported the pool had to be closed and “shocked” because of the large amount of dust created by the road work. The pool would be closed for 24 hours and then reopened. The weeds in the pavers have been sprayed.

LAWN MAINTENANCE – Leon wants to set up a walk around to address some of the concerns that have been brought up. The Board will get with him and set it up.

SPRINKLERS – We have major issues. The repairs will be costly. Kim will contact a few companies to get quotes and/or assess the problems.

TENNIS COURTS – There is nothing to report at this time. Kim stated she observed that gate was open one day and locked it back.

UNFINISHED BUSINESS

ROAD REPAIRS – David reported that he met with the engineer and they were not happy with the large portion of the sidewalk. They had them re-do the areas of concern. They have 3 or four things to finish prior to a final walkthrough. After the work is complete, David, Betty, and the engineer will conduct a walkthrough to develop a punch list. The contractor will complete the items on the checklist prior to receiving the final payment. We will have a warranty for 1 year. If any issues occur during the 1 year period. The contractor will come back out and address them. The HOA will schedule a meeting with the engineer 11 months into the 1 year period to conduct a walkthrough and note anything that needs to be addressed before the warranty is up.

CAT CATCH/FIX/RELEASE PROGRAM UPDATE – At the last meeting, the Board previously authorized up to \$500 to be spent on the program. David updated the Board on the program, including that one cat had already been caught, fixed, and released.

OVERSIZED DOG AT 4278 BROOKSIDE DRIVE – Kim stated two letters have already been sent to this owner. She also spoke with owner and assured that the dogs had been removed. It has been reported that a large dog is back. The Board requested a certified letter be sent with 30 days to comply or we will seek legal action.

NEW BUSINESS:

EXTERIOR MODIFICATIONS AT 4211 BROOKSIDE DRIVE – The Board discussed the exterior modifications made to the back of 4211 Brookside Drive without approval. These modifications included a small retaining wall and the staining of the deck, instead of painting it with the approved color. This owner has put the unit on the market. After discussion, a motion was made to send a letter to the owner notifying him of the unapproved modifications and explaining the process for requesting approval of the modifications.

PENSACOLA NEIGHBORHOOD CHALLENGE GRANTS – Betty brought up looking into what projects we want to look into for the city grants. David will check and see when we can apply.

DEAD TREE – Jerry brought up a dead tree in the island by his unit (4274 Brookside Drive). The Board discussed the matter, including the fact that the tree was located on private property. After much discussion, the board decided to table the item.

GUEST COMMENTS

Dawn Hawthorne discussed various matters already discussed during the meeting, including the lawn service, the road repairs, and the dog at 4278 Brookside Drive.

NEXT MEETING

The next board meeting will be June 25, 2019 at the Pensacola State Library.

ADJOURNMENT

The meeting adjourned 7:50 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
June 25, 2019

BOARD MEMBERS IN ATTENDANCE

Anne Marie Ball	Betty Hooper	Pat Lysek
Dale Boswell	Mike Lane	Karen Reardon
David Bryant	Jerry Lenox	

BOARD MEMBERS ABSENT

Matt Hooper

HOMEOWNERS IN ATTENDANCE

Dawn Hawthorne (4279 Brookside Drive)
Larry Graham (4211 Brookside Drive)

CALL TO ORDER

The meeting was called to order at 6:05 PM.

GUEST COMMENTS

Mr. Graham expressed his overall satisfaction with neighborhood, including the quality of the recent road/sidewalk project and the pool area. He also indicated he was present to answer any questions Board members may have about exterior modifications he had made to his unit.

Ms. Hawthorne expressed concerns with the landscaping wall at her unit and with clippings being left by the lawn contractor.

APPROVAL OF MINUTES

May 28, 2019 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

MONTHLY FINANCIALS

David Bryant reported on the May financials. The balance in the operating account was \$35,171. The balance in the reserve account was 32,308. The loan balance was \$30,000. Mr. Bryant reminded the Board that the HOA had drawn \$120,000 on the loan during June to pay the road contractor. A motion was made to accept the May financials as prepared. Motion was seconded and passed unanimously.

COLLECTIONS

Mr. Bryant reviewed and Board members discussed the following collection activities:

C3 - 914 Place – The attorney has sent the Notice of Intent to Foreclose.

J3 - 914 Court – The attorney has sent the Notice of Intent to Foreclose.

L3 - 4247 Drive – EPM Letter was sent. Homeowner proposed a payment plan, which was accepted.

2019 BUDGET

Mr. Bryant presented the proposed 2019 budget, which included a proposed allocation of \$20,000 for tennis court repairs and \$10,000 for sprinkler repairs. The Board members discussed the various aspects of the budget. A motion was made to accept the 2019 budget as prepared. Motion was seconded and passed unanimously.

COMMITTEE REPORTS

POOL

Recent Inspection

Mr. Bryant indicated that the Health Department recently conducted an inspection and cited the HOA for not having paper towels or a trash can in the women's restroom. The Board clarified and restated the duties of Mrs. Lenox, who cleans the pool bathrooms, empties the trash, and restocks the supplies (toilet paper, paper towels, etc.).

Interior Sign

Ms. Ball shared with the Board a picture of the interior sign, which displays the pool rules. A motion was made to have Ms. Reardon replace the sign with the new tan/green Brookside style sign. The motion was seconded. During discussion, Board members asked that the rules be sure to include no glass allowed and operating hours. The motion passed unanimously.

Various

Board members discussed other matters related to the pool, including: the gate being propped open during the day and at night, calling the police when people enter the pool after posted hours, and ants inside the pool area.

LAWN MAINTENANCE

General

Board members indicated that they were generally pleased with the lawn contractor. Concerns were expressed about leaving clippings and blowing debris onto residents' porches.

Creek Tree Line

Mr. Bryant shared that the lawn contractor had contacted the property manager for clarification about his responsibilities related to the tree line, and whether the Board expected the contractor to remove the overgrowth that had occurred because of the neglect of previous contractors. The Board clarified that it expected the tree line to be maintained weekly and bushes to be pruned away from dumpster areas. The Board also discussed various options for having the contractor remove the overgrowth along the tree line as a separate project. The Board opted not to pursue any of the options until it explored grant opportunities to have the overgrowth removed.

SPRINKLERS

Mr. Bryant reported that the property manager had been in contact with several sprinkler companies and was expected to meet with one during the week. Mr. Bryant also relayed that some contractors had expressed concern about giving a quote, given that the overall scope was unknown. Mr. Bryant had advised Ms. Coffey to ask the contractor for per hour rates, or a cost to fix a non-specialized issue, like replacing a broken rotor or pop-up head.

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

UNFINISHED BUSINESS

ROAD REPAIRS

Mr. Bryant reported that the work was substantially complete. He reported that he, Ms. Hooper, and the Board's contracted engineer walked the entire property to inspect the work. Items inspected included sidewalks, curbs, roads, striping, landscape walls/timbers, parking areas, etc. A punch list was developed that included a variety of minor concerns. Once the punch list items were performed, Mr. Bryant would recommend the Board issue the final payment. In addition, during the inspection, items were noted that could be of concern in the future. These items will be monitored and re-evaluated in 11 months, prior to the expiration of the contractor's warranty.

OVERSIZED DOG AT 4278 BROOKSIDE DRIVE

The Board reviewed the letter sent by Etheridge, which gave the tenant 30 days from May 29, 2019 to remove the dog. Mr. Lenox indicated the dog was still present. The Board agreed that once the 30 days had lapsed, the HOA's attorney would send a letter to the tenant and owners.

EXTERIOR MODIFICATIONS AT 4211 BROOKSIDE DRIVE

The Board reviewed the letter sent by Etheridge to the owner. The Board also reviewed the owner's submission to have the modifications approved. The owner provided additional comments at the meeting. He indicated that the small wall was to prevent erosion. Board members expressed concern that the opening in the wall was not large enough to allow interior tenants access. The owner indicated that he stained the deck, instead of painting it with the approved color, because he noticed the paint on other decks was bubbling and flaking, and paint has to be replaced more often than stain. He indicated that he felt the stain was an upgrade.

Board members commented that while the modifications were not visible from the street, they were concerned with uniformity throughout the community. After discussion, the Board requested that the owner re-submit his request for approval of the modifications, as the submitted request did not meet the requirements of such requests, as stated in the Covenants. The Covenants state that modification requests must include, "the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography." The owner agreed to re-submit the request for the Board's consideration at its July meeting.

NEW BUSINESS

PRESSURE WASHING

The Board members discussed the need for pressure washing, as the road project had resulted in a significant amount of dust on buildings. The pressure washing is currently scheduled to be done in the fall.

LANDSCAPING WALL AT 4279 BROOKSIDE DRIVE

Mr. Bryant offered the Board members the following additional information and background on the landscaping wall at 4279 Brookside Drive.

At some point in the past (prior to the road project commencing) a brick landscaping wall had been installed at 4279 Brookside Drive. Part of the wall had been installed on top of the sidewalk. As such, the road repair crew was required to de-construct the wall in order to install the new sidewalks.

Mr. Bryant indicated that he had been contacted by the road repair project manager on or about May 29, 2019. The project manager indicated that the repair crew had re-installed the wall three times, and Ms. Hawthorne had removed the wall each time after the crew had installed it. The project manager indicated that the company owner had instructed him to re-install the wall one final time. Mr. Bryant informed the project manager to re-install the wall and take pictures of the wall.

On May 30, 2019, Mr. Bryant, the project manager, the owner of the construction company, the construction company's project engineer, and the Board's contracted engineer performed a walkthrough of the entire project. The walkthrough included inspecting the landscaping wall. During the walkthrough, all present agreed the wall was properly installed and adequate.

On June 6, 2019, Mr. Bryant contacted the project manager to document his understanding of the events and to request the project manager send Mr. Bryant the pictures. The project manager responded, "We put it up 4 times including the last time and she took it down 3 times. She was there the last time." The project manager provided Mr. Bryant with two pictures of the wall.

On June 14, 2019, Mr. Bryant, Ms. Hooper, and the Board's contracted engineer conducted an additional walkthrough of the entire project. During the walkthrough, all present inspected and discussed the wall. Once again, all present agreed the wall was properly installed and adequate.

Mr. Bryant informed the Board that the contractor indicated that they were unwilling to do any more work on the wall, and that based on the background information discussed above, he was recommending the Board take no further action on the matter.

During the meeting, Ms. Hawthorne claimed the contractor was "lying" about the number of times the wall had been taken down and/or re-constructed. Ms. Hawthorne claimed that she and her son had re-constructed the wall on at least one occasion. When asked by Mr. Bryant which of four times that the wall was re-constructed was supposedly done by her and her son, she did not reply. When asked by Mr. Bryant, if she had re-constructed the wall, then why she took it down, she did not reply. When asked by Mr. Bryant why prior to this meeting, she had not contacted Mr. Bryant (the Board's project liaison, which was known to her), another member of the Board, or the association manager, about the wall, she did not reply.

When asked what her exact concern was with the wall, Mr. Hawthorne stated that part of the wall was up against the sidewalk, while another part was a half inch away from the sidewalk. Ms. Hawthorne stated "any idiot" should know how to install the wall.

During the meeting, Ms. Hawthorne claimed she had spent \$500 to have the wall originally installed, and wanted the wall reconstructed. Ms. Hooper asked Ms. Hawthorne to clarify exactly what she was asking the Board to do. Ms. Hawthorne expressed that she wanted the wall fixed, but did not want the HOA to have to pay for it. Ms. Hooper asked that Ms. Hawthorne submit in writing whatever request she may have, so that the Board may consider the request at a future meeting. No action was taken on the matter.

NEXT MEETING

The next board meeting will be July 23, 2019 at the Etheridge's office.

ADJOURNMENT

The meeting adjourned 7:23 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
July 30, 2019

ATTENDANCE

Anne Marie Ball
Dale Boswell
David Bryant

Betty Hooper
Matt Hooper
Mike Lane

Karen Reardon

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Jerry Lenox
Pat Isler

HOMEOWNERS IN ATTENDANCE

CALL TO ORDER

The meeting was called to order at 6:02 PM.

GUEST COMMENTS

None.

APPROVAL OF MINUTES

June 25, 2019 – 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 operating account is \$157,136. The balance in the reserve account is \$32,309. A motion was made to accept the June financials as prepared. Motion was seconded and passed unanimously.

David reviewed the collections:

C3 914 Place – Stated he will pay balance by August 30, 2019.

J3 914 Court – The attorney, time is almost up.

COMMITTEE REPORTS

POOL – Maria stated she would clean the pool furniture for \$100.00, it was agreed to contact her.

LAWN MAINTENANCE – Leon contacted us and to put something out for owners to contact him directly. We need to make sure he understands what is in his contract. Pat and Dale have agreed to be the landscaper's point of contact.

SPRINKLERS – David is working on.

TENNIS COURTS – David reported he walked it with the engineer. We will work on getting a quote from American Tennis Courts.

UNFINISHED BUSINESS

ROAD REPAIRS: David walked the property with the HOA's engineer. A few items on the punch list still needed to be addressed. A few areas with cracks need to be fixed.

OVERSIZED DOG AT 4278 BROOKSIDE DRIVE: Kim stated two letters have already been sent to this owner. She heard back from the renters and stated they would be moving out in September and requested to have dog until then. Kim stated she needed to contact the owner and the request needed to come from him.

MODIFICATIONS AT 4211 BROOKSIDE DRIVE: Mr. Graham came to the last meeting and was going to submit a request. We have not seen a request to date.

NEW BUSINESS

ANT SPRAYING: The Board requested that Kim contact a few companies and see if they can treat for the ants. Also check and see if they can treat the pool deck as well. Kim received two quotes. A motion was made to go with Lawn Master and not to exceed \$1,000. Motion seconded and passed.

ACCIDENT ON BROOKSIDE COURT: Waste Management placed the dumpster to the left of the dumpster which exposed the manhole. A man fell in the hole and hurt his leg. This has been turned over to the insurance company. They have not heard back from the individual that was hurt yet.

NEXT MEETING

The next board meeting will be September 24, 2019 at Etheridge Property Mgmt.'s office.

ADJOURNMENT

The meeting adjourned 7:18 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
September 24, 2019

ATTENDANCE

Anne Marie Ball	Pat Isler	Karen Reardon
Dale Boswell	Mike Lane	
David Bryant	Jerry Lenox	

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Betty Hooper
Mathew Hooper

HOMEOWNERS IN ATTENDANCE

Dawn Hawthorne

CALL TO ORDER

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

GUEST COMMENTS

Dawn Hawthorne stated she is still not happy with the repairs down to her wall. Karen instructed her to submit in writing what she would like the Board to do.

TENNIS COURT REPAIRS

One of the Board members had to leave early, so the discussion of the tennis courts was moved to the beginning of the meeting so a vote could be taken. We received a quote from American Tennis Court for \$11,782.00. This is the only company in town that performs work on tennis courts. A motion was made to waive the 3 quote minimum. Motion seconded and passed. A motion was made to approve the \$11,782.00 quote. Motion was seconded and passed.

APPROVAL OF MINUTES

July 30, 2019 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

Roads Repairs: David reported that the Board had voted via email on August 14, 2019 to authorize the final payment for the road repairs. The vote was unanimous, with all members voting. The Board ratified its previous vote. David indicated that there were a few items noted during the walk around that would continue to be monitored. Another walk through will be done before the warranty expires.

FINANCIAL REPORT

David Bryant reported on the August financials. The balance in the operating account is \$70,119. The balance in the reserve account is \$32,312. A motion was made to accept the August financials as prepared. Motion was seconded and passed unanimously.

David reviewed the collections:

933 Place – EPM letter to be sent
914 Place – With attorney
4217 Drive – With attorney
914 Court – With Attorney

4243 Drive – EPM Letter to be sent
4247 Drive – The Board discussed this property

COMMITTEE REPORTS

POOL – The weeds in the pavers have been sprayed. The furniture has been cleaned.

LAWN MAINTENANCE – Board members expressed concern about the lawn contractor's use of herbicide. Kim stated that she would talk with Leon. The Board asked Kim to notify Leon to not cut the grass until the sprinklers are repaired.

SPRINKLERS – The Board and Kim have had problems obtaining bids for sprinkler repairs. David stated he has found a company that will come out and determine the problems and then give a quote to repair. They charge \$50.00 per hour we are looking at around \$500.00. A motion was made to move forward. Motion seconded. Motion passed.

TENNIS COURTS – Already discussed.

UNFINISHED BUSINESS

ROAD REPAIRS – Already discussed.

PRESSURE WASHING – Many of the buildings are dirty due to the work that was done with the roads. It was requested for Kim to reach out Terrance with Aqua Tech.

EXTERIOR MODIFIATIONS AT 4211 BROOKSIDE DRIVE – The Board still has not received anything in writing. EPM will make a note on the accounts that is an estoppel is requested, EPM will inform the buyer that the items in violations will have to be corrected.

ANT SPRAYING – The Board agreed to hold off spraying for ants until sprinklers are repaired.

NEW BUSINESS

We need to work getting the most current update information on owners.

Karen stated that she will be moving and renting out unit, but plans to remain active and on the Board.

An abandoned vehicle was reported at 4278 Brookside Drive

NEXT MEETING

The next board meeting will be November 12, 2019 at the EPM's office.

ADJOURNMENT

The meeting adjourned 7:20 PM

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
November 12, 2019

ATTENDANCE

David Bryant
Jerry Lenox
Karen Reardon
Anne Marie
Dale Boswell
Pat Isler
Betty Hooper
Mathew Hooper

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Mike Lane

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

None

APPROVAL OF MINUTES

September 24, 2019 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the September financials. We have not set up payments for the line of credit. The balance in the operating account is \$74,716. The balance in the reserve account is \$32,314. A motion was made to accept the September financials as prepared. Motion was seconded and passed unanimously.

David reviewed the collections:

914 Place – With attorney, failed to make payment.
914 Court – With Attorney
4243 Drive – EPM Letter to be sent
4247 Drive – turn over to attorney
4269 Drive – she will be making up payment

COMMITTEE REPORTS

POOL – Needs weeding.

LAWN MAINTENANCE – Banana plants need to be cut back.

SPRINKLERS – Repairs have been made. We will need to watch over the next few months of any issues that may come up and then schedule for them to come out one Saturday.

TENNIS COURTS – We are waiting for American Tennis Courts to schedule.

UNFINISHED BUSINESS

ANT SPRAYING – Kim is working on scheduling with the spraying now that the sprinklers have been repaired.

PRESSURE WASHING – The proposal for the pressure washing was discussed. A motion was made to accept the proposal. Motion was seconded and passed unanimously.

NEW BUSINESS:

4227 BROOKSIDE DRIVE – We did not get an estoppel request so the deposit was not paid at closing. The new owner is requesting to set up a payment plan to start in January. It was requested for her to go ahead and send her payment in December.

ANNUAL MEETING DATE – The annual meeting date has been set for March 5 at 6:00 pm at St. Paul’s Lutheran Church on 9th Avenue in Pensacola.

NEXT MEETING

The next board meeting will be January 28, 2020 at the EPM’s office.

ADJOURNMENT

The meeting adjourned 7:06 PM