

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
January 26, 2021

ATTENDANCE

David Bryant  
Jerry Lenox  
Karen Reardon  
Patrick McGraw  
Pat Isler

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

None

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 1:07 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

October 27, 2020 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the December financials. The balance in the accounts total \$107,000.00. The balance for the loan is 176,000.00. A motion was made to accept the December financials. Motion was seconded and passed unanimously.

David reviewed the collections: We have two units in arrears. One is at the attorney and the other is in probate.

COMMITTEE REPORTS

**POOL** – the sign has been installed.

**LAWN MAINTENANCE** – Patrick did bring up the ruts in the grass. Patrick did report that he spoke with Leon and Ensec. We will wait until the spring to see how it looks.

**SPRINKLERS** – David spoke with the sprinkler company. They came out about to the property about 3 weeks or so ago. The pump is running but it needs to be primed. David will get with them.

**TENNIS COURTS** – No issues.

UNFINISHED BUSINESS

**Signage at the pool:** Completed. We are working on the dumpster signs.

**Fence Repairs:** Kim is working with the insurance company to get money for repair/replacement.

**Revitalization:** We did get the number of people required. The state has 60 days to approve them. Attorney will file them and we will then be done with the process.

NEW BUSINESS:

Annual Meeting: The annual meeting has been set for either March 11 or 18<sup>th</sup> depending on availability.

ADJOURNMENT

The meeting adjourned 1:51 PM

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
MARCH 18, 2021

ATTENDANCE

David Bryant  
Jerry Lenox  
Karen Reardon  
Ceci Rojois  
Patrick McGraw  
Pat Isler

Kim Coffey, Association Manager

CALL TO ORDER

The meeting was called to order at 6:39 PM.

ELECTION OF OFFICERS

David made a motion for the following:  
Karen Reardon to serve as President  
Pat Isler to serve as Vice President  
Patrick McGraw to serve as Secretary  
David Bryant to serve as Treasurer.  
Karen Reardon seconded. Motion passed.

The next meeting will be April 27, 2021.

NEW BUSINESS

David had a request from an owner for a handicap ramp. After discussion it was requested for David to go back and request for something less obtrusive. He will also check with the attorney.

ADJOURNMENT

The meeting adjourned 7:03 PM

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
April 27, 2021

ATTENDANCE

David Bryant  
Karen Reardon

Patrick McGraw  
Pat Isler

Ceci Rojois

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Jerry Lenox

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 1:00 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

January 26, 2021, March 18, 2021 Owners Meeting, March 18, 2021 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

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

David reviewed the collections: He will get with associations attorney on 2 owners.

COMMITTEE REPORTS

**POOL** – The health Department came out and did an inspection and they were some items that had to be addressed. Kim sent EPM out to take care of the necessary items.

**LAWN MAINTENANCE** – The garbage can up by the mailboxes always seems to be full. We need to clarify who is responsible for emptying it.

**SPRINKLERS** – David stated he would try and go this weekend and see if he can prime it.

**TENNIS COURTS** – No issues reported.

UNFINISHED BUSINESS

**Revitalization:** The state has approved and recorded with the Clerk of Court.

**Dumpster Signs:** The dumpster at the very end. Its older and it needs to be greased the door is very hard to open. Kim will reach out to our rep.`

NEW BUSINESS:

**Amnesty Dumpster** – David brought up if we wanted to get one this year. If so we would have to put in front of the tennis courts.

ADJOURNMENT

The meeting adjourned 1:58 PM

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
August 24, 2021

ATTENDANCE

David Bryant  
Karen Reardon called in  
Jerry Lenox  
Pat Isler  
Ceci Rojois

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Patrick McGraw

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

None

APPROVAL OF MINUTES

April 27, 2021 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the July financials. There is approximately \$127,000 in the bank. A motion was made to accept the July financials as prepared. Motion was seconded and passed unanimously.

David reviewed the collections: We are moving forward with the attorney on two owners.

COMMITTEE REPORTS

**POOL** – a cleaning person was discussed. Kim stated she received a quote from one company for \$50 per visit. We contacted a few others but they did not have the personnel. A motion was made to contact the company and hire. Jerry seconded. Pat stated she would inspect to make sure it's getting done.

**LAWN MAINTENANCE:** The area back by the creek is getting very overgrown. Jerry Lenox's son has done some cutting back. Jerry stated he would get a price from his son. We need to define what cut back is and we need to take it all the way back to the creek.

**SPRINKLERS** – David stated we need to contact some sprinkler companies that are familiar with pumps so they can come out and see what needs to be done. Kim stated she would work on.

**TENNIS COURTS** – No issues.

UNFINISHED BUSINESS

**Amnesty Dumpster:** After some discussion, it was agreed to table this until after the 1st of the year. Perhaps the spring.

**Pressure Washing:** Kim stated she spoke with Aqua Tech and they agreed to do it at the same cost last time \$3300.00. A motion was made to go with Aqua Tech. The motion was seconded and passed.

**Outside Lighting:** The light is still out near Garth's unit. Kim stated she would reach out to Gulf Power again. Also, we need to check the lights by the banana plants at the pool.

**Fences:** The costs are coming down. We will work on getting fence costs in. We will get 3 quotes for 3 different areas. One from the gate to the end near Hillbrook, One from the other side to the entrance and the one down Brookside Place.

**Unrepaired Units:** 920 Brookside needs a letter within 30 days.

**Unapproved materials:** There are 2 owners that used the wrong color of shingle we need to send a letter they have 90 days.

**NEW BUSINESS:**

**Attorney Change:** After discussion, A motion was made to hire Jay Frasier for our primary attorney. Motion was seconded and passed. WE will keep Suzanne Blankenship on retainer as well if a conflict should arise.

**4279 Pothole:** Kim will send a letter

**4283 Brookside** – Camper, Kim will send a letter.

**ADJOURNMENT**

The meeting adjourned 7:17 PM

BROOKSIDE TOWNHOMES ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
September 28, 2021

ATTENDANCE

David Bryant  
Karen Reardon

Jerry Lenox  
Pat Isler

Ceci Rojois  
Patrick McGraw

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

HOMEOWNERS IN ATTENDANCE - None

CALL TO ORDER

The meeting was called to order at 1:06 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

August 24, 2021 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported there is approximately \$127,000 in the bank. We have two owners at the attorney Amspacher and Civelli.

COMMITTEE REPORTS

**POOL** – Kim has not been able to get a hold of the company to clean the bathrooms. Tabled until the spring.  
**LAWN MAINTENANCE:** Patrick spoke with Leon about clearing up along the creek. Patrick also stated he has a call into Ensec. There are also some scrub oaks that have gotten out of hand that need to be trimmed.  
**SPRINKLERS** – Kim reported that Water Works is supposed to be out next week to check.  
**TENNIS COURTS** – No issues.

UNFINISHED BUSINESS

**Pressure Washing:** Kim stated Aqua Tech will be out in October. Once we have date notices will be sent out.  
**Outside Lighting:** The light is still out near Garth's unit. Kim stated she would reach out to Gulf Power again. Also, we need to check the lights by the banana plants at the pool.  
**Fences:** Still working on getting quotes.  
**Unapproved materials:** After much discussion, A motion was made not to approve the color of the roofing shingles and inform them and we will come up with suggested solutions. This was seconded and passed.

NEW BUSINESS:

**918 Drainage Issues:** After reviewing the drainage plans David recommended that the board not take any action due to the design may not solve the issue and could potentially create an issue for other unit and we do not want to have that liability.

The next board meeting will be in person October 26, 2021.

ADJOURNMENT - The meeting adjourned 2:02 PM

BROOKSIDE TOWNHOMES ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
November 23, 2021

ATTENDANCE

David Bryant  
Karen Reardon  
Jerry Lenox  
Pat Isler  
Ceci Rojois  
Patrick McGraw

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 1:07 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

September 28, 2021 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported there is approximately \$125,000 in the bank. We have a balance of \$155,000 on the loan.

Collections:

Amspacher – move forward with Lis Pendants  
Civelli – with attorney, owners passed away  
McGraw – cleared up by the end of the year.  
Davis – this unit is up for sale

COMMITTEE REPORTS

**POOL** – No issues.

**LAWN MAINTENANCE** – We need to reiterate that items can't be placed beside the dumpsters.

**SPRINKLERS** – Water Works came out but could not get the pump to come on. We have contacted a well company to come out and see if they can get the well to work.

**TENNIS COURTS** – No issues.

UNFINISHED BUSINESS

**Amnesty Dumpster:** We will look into it after the first of the year during spring time.

**Fence Repairs:** We will be breaking the fence repairs into 3 separate costs. The cost is still \$25.00 a foot. We will work on getting cost estimates.



**Unrepaired Units: 4221** the contractor will complete by Friday. **4227** – Will keep unapproved roof.

NEW BUSINESS

**914 Brookside Court** – The owners submitted a request to remove the chimney. After discussion by removing the chimney it will not maintain the harmony of the design of the building. A motion was made and passed unanimously to deny her request.

**4283 Brookside Drive** – Fence request. The owner has constructed a small fence without approval. She was notified and then submitted a request for the fence. After discussion, the Board denied her request.

**4283 Brookside Drive** – Emotional support dogs: WE need a licensed physician to say that she has a disability and what each dog provides, Per Chapter 760.

**Materials Purchases** – David proposed renting a storage unit and to buy materials that owners may need. The Board discussed various scenarios. David will do some research and get back with the Board

ADJOURNMENT

The meeting adjourned 2:13 PM