

Brookside Annual Owners Meeting

March 7, 2024

Meeting Minutes

Call to Order

Introduction of Board Members

President Pat Isler called the meeting to order at 6:00pm. Board members present included: David Bryant, Kim Coffey, Dawn Hawthorne, Pat Isler, Patrick McGraw, and Cecilia Rojas. The Board members introduced themselves.

Quorum

Nineteen owners were present or represented by proxy. A quorum was established.

Election of 2024 Board

Ballots were provided and collected from members. The following individuals were nominated and elected to the 2024 Board: David Bryant, Kim Coffey, Christina Dye, Dawn Hawthorne, Pat Isler, Darina Ivanova, Patrick McGraw, and Cecilia Rojas.

Financial Report

2023 Financials

David presented the 2023 year-end financial reports. The HOA had approximately \$88,000 in the bank. He cautioned that this was not "extra" money, as \$37,000 was from deposits collected from owners, and the loan balance from installing new curbs, sidewalks, and roads was \$93,000. He stated that the HOA had previously looked into refinancing, but the loan interest rate is better than what is currently available.

For the 2023 year, the HOA collected approximately \$2,500 more in dues than budgeted because of collection of past amounts and some prepayments, however, expenses were approximately \$10,000 more than budgeted. David discussed the increased expenses. The previous lawn contractor abruptly went out of business, so the Board solicited bids. The lowest bid was approximately \$1,000 more a month than the previous contractor. In addition, the long-time pool servicing contractor significantly increased our monthly rate, so the Board solicited bids. The Board selected a pool company that was less than the increase from the previous contractor, but was still \$200-\$300 more per month. There has been a large increase in legal fees because of dues collection matters and covenant enforcement actions.

2024 Budget and Assessments

David discussed the 2024 budget and dues level. He had previously prepared and presented to the Board, multiple budgets at various dues levels. He recapped the history of the dues level. In 2007, the HOA membership voted to set dues at \$105 per month as part of the siding installation process. In 2011, the Board voted to set dues at \$110 per month. In 2023, the Board voted to set dues at \$120 per month. Given the significant increases in expenses, he has recommended to the Board that the 2024 dues be set at \$150 per month; \$30 of which would be for stormwater prevention and control costs (the curbing, sidewalk, and road loan). He stated that even at the \$150 level, the revenue generated would not cover all of the anticipated 2024 costs. David made a motion to approve the 2023 financials, 2024 budget, and set 2024 dues at \$150 per month. Patrick seconded. The Board members discussed the current financial situation, the need for the increase, and the fact that the decision was not being made without considerable previous

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discussion and analysis. Several owners expressed concern over the large increase and asked various questions about the individual budgeted expenses, including sprinkler repairs, common area maintenance, and attorney fees. After significant discussion, Kim called question. Motion passed unanimously.

2024 Goals and Topics

Sprinkler Repairs

The Board discussed the long process of repairing the sprinkler system, including replacement of the pump, potential replacement of the well, and needed repairs to valves and sprinkler heads. It is the Board's goal to have the system functional before summer. Board members and owners discussed the need for sod replacement once the sprinklers were functional.

Lawn Spraying and Maintenance

Patrick reported that the Board had voted to suspend weed spraying of the lawns. He had spoken to the weed spraying contractor, who stated that without water the spraying would be ineffective. Once the sprinklers are repaired, the Board will revisit the weed spraying issue.

Patrick answered several questions from members concerning lawn maintenance. Members reported that there were several issues, including not picking up dead limbs. Patrick reported that he meets with the contractor often, and getting the grounds under control was a work in progress. He stated that if any members had issues to inform him or Kim and he would speak to the contractor. Board members also discussed what items/areas the contractor maintains and what items/areas they do not.

A member questioned if it would be better to have an on-site maintenance person to perform lawn maintenance, weed spraying, pool servicing, and other maintenance needs. The Board reported that it had investigated this possibility before, but because of the cost of equipment, the need to store equipment, licensing requirements, insurance requirements, and the costs associated with having an "employee," and "having all your eggs in one basket" should something happen to the person, the Board had decided against having its own on-site maintenance person. The Board did indicate that it would look into the matter again.

Covenant and Rules Enforcement

Kim reported that she conducts weekly inspections of the property and also handles complaints from residents. EPM sends enforcement letters for violations and turns matters over to the attorney or takes other actions when residents fail to remedy the violations.

Cameras

David reported that the Board has been looking into the installation of cameras at common areas, such as the entrance, pool area, and dumpsters. The challenge is having power and Wi-Fi to operate the cameras.

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Governing Documents

The Board discussed the need to make changes to the By-Laws and Covenants, which were created in 1983. David reported on the challenges of making changes, as some changes require a 2/3 approval from members, which is unlikely in most instances. Potential changes included pet size and short-term rental restrictions. Several members suggested just allowing changes. The Board reminded the members that it was legally required to enforce the governing documents, and that failure to do so can, and has, resulted in the HOA being sued by members.

The Board discussed the process for fining members who violate the governing documents. Pursuant to Florida Statutes, the Board cannot fine on its own. The Board recommends a fine to a fining committee, made up of 3 owners that are not on the Board. The violator is noticed. The fining committee meets and votes to enforce a fine or not.

Guest Comments

A member discussed dogs not being on leashes and owners not picking up after their dogs. Pat stated that complaints, including the type of dog and unit number, should be sent to Kim. Kim would then send the resident a violation letter.

A member expressed concern about Kim serving on the Board. David discussed the governing documents as they relate to serving on the Board. Anyone is permitted to serve on the Board if they are elected. He reminded members that Kim was serving as Secretary to record the minutes, that she did not vote, and she was not being compensated for her role as Secretary, only through her company for her duties related to property management.

A member inquired about her previously submitted architectural review request for a covered porch or screen room. The Board discussed her submission, and their usual requirements for such requests. She was advised to revise her request to meet the requirements and re-submit the request to the Board for future consideration.

Schedule of Board Meetings

The Board informed members that a tentative schedule of monthly Board meetings had been included with the agenda packet for this meeting. Pat reminded members to always check the bulletin board for actual meeting dates, times, and location, as the provided schedule was tentative and subject to change.

Adjournment

Pat reminded board members of the board meeting to take place right after this meeting. With no further business, the annual owners meeting adjourned at 7:42.