

**Brookside Townhomes Homeowners Association, Inc.**  
**Board of Director Meeting**  
**Minutes**  
**April 30, 2024**

**Call to Order**

Pat called the meeting to order at 6:01 pm. The following board members were present: David Bryant, Kim Coffey, Christina Dye, Dawn Hathorne, Darvina Ivanova, Pat Lysek, Patrick McGraw, and Cecilia Rojas.

**Approval of Minutes**

A motion was made and properly seconded to approve the minutes from the March 7, 2024 Annual meeting. Motion passed unanimously.

A motion was made and properly seconded to approve the minutes from the March 7, 2024 Board meeting. Motion passed unanimously.

**Guest Comments**

- Constance Brooks (4283 Brookside Drive) – She placed some large limbs beside the dumpster. Kim will check with the lawn care company about placing them in the dumpster.
- Shelia Wyatt (4269 Brookside Drive) – She reported washout beside her unit when it rains. She has been trying to get the grass to grow and stop the washing out. She put weed and feed down. She stated the grass is growing back.

**Financial Report**

Monthly Financials

David presented the March 2024 financials. He reported the HOA had approximately \$92,000 in the bank and the loan balance was \$85,200. He reported that expenses were lower than budgeted, but this was a timing difference. There were no major expenses for the first quarter, but invoices for the sprinkler repairs were starting to be paid. A motion was made and properly seconded to approve the financials. The motion passed unanimously.

Collections Update

David reviewed the status of collections. There were 2-3 units that would be receiving EPM Notice of Lien letters and 2 that would be turned over to the attorney. David discussed the status of 914 Brookside Place, which was with the attorney. There has been back and forth with the attorney and the owner regarding a settlement agreement to avoid the HOA foreclosing on the unit.

**Old Business**

Pets

The Board discussed several matters involving pets, including the need to send out approval letters to those owners that had provided the required information for emotional support or service animal approval.

4269 Brookside Drive (2 large poodles) – This matter remains outstanding, as the owner has failed to provide all the required information to have her 2 dogs approved as emotional support animals. The Board discussed the required documentation and approval process. The Board agreed that if after receiving the required information that they felt the owner was being untruthful, the HOA would begin legal action to have a judge assess the matter.

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922 Brookside Court (large bull dog) This owner has submitted all the required documentation and the HOA needs to send the emotional support approval letter.

4215 Brookside Drive (large labradoodle) – The HOA has received a complaint that the owner was not picking up after the animal A letter was sent and it seems to have been resolved the issue.

Other

4241 Brookside Drive – The board discussed the abandoned vehicle with expired tags. The resident needs to fix the tires and register the vehicle. A board member indicated that she would speak with the resident. The board also discussed the American flag at the unit that was being displayed upside down. The board indicated that no action would be taken until it had developed a sign, flag, and banner policy.

**New Business**

Pool

No issues have been reported with pool.

Lawn Maintenance

Patrick reported that the grounds appeared to be improving and that he has constant contact with the lawn service company. The board discussed the crepe myrtles throughout the community. The contract with the lawn service provider states that the crepe myrtles are to all be pruned each February, however, previous boards have decided against having them trimmed. The board member discussed their thoughts on whether crepe myrtles should be cut back each year. The board agreed that it was too late this year to trim them, but would discuss the matter in December to determine if they would be trimmed in February 2025.

Sprinklers

David provided an update on the sprinkler repairs. Many of the valves were clogged. The sprinkler repair company has replaced 8 valves and 2 valve boxes. The supply line has been capped off where they were able to locate it. The sprinklers are coming on in the early morning hours. David will ask them to have the timers set to come on in the afternoon. The next step is for the repair company to provide an estimate to fix the pipes, sprinkler heads, etc. that they have identified. As repairs are made, the system will continue to build pressure, and other needed repairs will become evident.

Tennis Courts

A suggestion was made to add pickle ball lines to the court. The board members discussed the requirements to add a pickle ball “court” to the existing tennis court. Darvina stated that she would look into the matter and obtain prices.

Other

4211 Brookside Drive – ESA Request

This owner had previously stated that he would submit a request for a public accommodation for his emotional support animal. EPM nor any board member had received the request. No action was taken.

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**4269 Brookside Drive - Pets Not on Leash**

Multiple board members reported having witnessed the owners unapproved dogs not being on a leash and not picking up after the dogs. The owner, who was present at the meeting, stated that she never allows her dogs to roam and always picks up after them. After additional conversation, she then stated that she does allow the dogs to be without leashes on her property. The owner stated she felt like she was being singled out. The board agreed is handles all complaints when they are received or when violations are noted. The board reminded the owner that it had a fiduciary duty to enforce the covenants and that she had a legal duty to comply with the governing documents.

**4269 and 4271 Brookside Drive – Barrier/Fence**

Multiple board members reported that the owners had erected a barrier of bushes at the front of their units. The owner of 4269 Brookside Drive had been sent a notice regarding the barrier. EPM needed to confirm if a letter had also been sent to 4271 Brookside Drive. The board reminded the owner of 4269 Brookside Drive, who was present at the meeting that barriers and fences were not allowed and that 6 foot of access must be maintained between all units for emergency access. She stated that she had left 4 foot of access and felt like the bushes were not a barrier. She stated the bushes would not grow to block access. The board reminded the owner that she has received a violation notice in 2022 that provided her the definition of a fence/barrier. That definition stated, “a fence is generally defined as a visible, tangible obstruction or barrier that has been raised between two properties, including common property. Such an obstruction or barrier may be in the form of a traditional wood or metal fence, or may be in the form of other items, including, but not limited to, plantings, plastic fencing, mesh fencing, planters/pots, landscape timbers/blocks, and/or the placement of other items such as grills, equipment, etc. or any other object that may prohibit unobstructed access through an area.” The board agreed that the owners would be sent a violation letter requiring that a portion of the bushes be removed to allow at least 6 foot of emergency access onto each property. If the owners failed to remove the necessary bushes, the board instructed EPM to remove the necessary bushes and follow through with legal action if necessary.

**Next Meeting**

The next meeting is scheduled for May 28, 2024 at 12:00pm. The meeting will be an online/telephone meeting.

**Adjournment**

With no further business, the meeting adjourned at 7:39 pm.