

BOARD OF DIRECTORS OF THE  
BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
MEETING MINUTES  
January 15, 2013

CALL TO ORDER

The meeting was called to order at 6:03 PM. Board members present were Robb Guadagni, Betty Hooper, Matt Hooper, Mike Lane, and Anne McDowell. David Bryant, Accounts Manager, was also present. David Nealey joined the meeting at 6:05 PM.

APPROVAL OF MINUTES

**December 11, 2012** – A motion was made and properly seconded to approve the minutes from the December 11, 2012 Board meeting. Motion passed unanimously.

GUEST COMMENTS

Annmarie Ball, owner of 4245 Brookside Drive, introduced herself and indicated she wanted to observe how the HOA Board operated. Dawn Wilson, previous owner and 2013 board candidate was also present to observe.

FINANCIAL REPORT

The compiled financial statements for the 2012 year were presented. A motion was made and properly seconded to approve the financial statements. Motion passed unanimously. The financial statements will be presented to the membership at the annual meeting and made available on the HOA website. Mr. Bryant indicated that the monthly financials for December and January will be presented at the February Board meeting.

COMMITTEE REPORTS

**POOL** – Mr. Guadagni reported the pool was working well.

**TENNIS COURT** – Mr. Guadagni reported the pool gate lock was broken and that he would call the locksmith for the necessary repairs.

**LAWN MAINTENANCE** – Several Board members expressed concerns that the quality of service was below average, and expressed reservations that the provider would be to adequately maintain the complex during the upcoming peak growing season. Mr. Nealey and Ms. McDowell indicated they had not received any specific complaints from residents.

**SPRINKLERS** – Mr. Bryant stated that the replacement of the timer and weatherproof box was expected to cost approximately \$1,000. Mr. Bryant agreed to pursue quotes for the replacement and enclosure/movement options. Mr. Guadagni and Mr. Bryant agreed to perform a walk around once the timer was replaced.

UNFINISHED BUSINESS

**PCIP GRANT** – Mr. Bryant indicated he was waiting to receive the official grant funding agreement from the City. Mr. Bryant will work with Mr. Nealey on the design elements of the project, and will meet with the contractor.

**WEBSITE UPDATES** – Mr. Bryant indicated the minutes for the entire year and prior year financial statements are now posted on the HOA website

**RESERVE ANALYSIS REVISIONS** – Mr. Bryant indicated he was currently incorporating the 2012 numbers into and revising the reserve analysis. He indicated approximately \$7,000 to \$8,000 would be placed into the reserve for pool repairs, so as to adequately fund the upcoming renovations. The final reserve analysis would be presented to the owners at the annual meeting.

**CAT JURY DUTY** – Mr. Lane indicated he had spoken with Ms. Civelli, who was excited about the project. She indicated that another resident had purchased two vouchers that he had not used. The Board agreed to reimburse the resident for the vouchers and use them for the project.

**ANT SPRAYING QUOTES** – Ms. Hooper indicated that she had made several attempts to secure quote from other companies that spray for ants, but was unsuccessful in her efforts. The Board discussed the need for additional quotes. A motion was made and properly seconded to accept the previously received quote, at an amount not to exceed \$2,300. Motion passed unanimously.

**LAWN FERTILIZATION** – Mr. Guadagni indicated that he had received the assessment from the spraying contractor. The assessments indicated that much of the lawn was overtaken by weeds and would require re-sodding. The Board agreed on the need secure and spraying contractor. Ms. Hooper agreed to solicit quotes.

**ANNUAL MEETING** – Mrs. Wilson expressed her interests in running for the Board. Mr. Hooper indicated he would not be seeking re-election. Ms. Hooper indicated that she would pick up and install at the entrance the annual meeting sign.

#### NEW BUSINESS

**PROPERTY MANAGEMENT** – Mr. Bryant presented the quote and outline of service he had received from Etheridge Property Management. The Board discussed the merits of the proposal, and the potential for dues increase to fund the services. The Board agreed to present the matter to the owners at the annual meeting prior to taking any action.

**POOL RENOVATIONS** – Mr. Guadagni indicated that he would be meeting on January 21 with pool contractor to discuss the renovations.

**VEHICLE BREAK-INS** – The Board discussed the multiple vehicle break-ins that had occurred over the last few months. It appears all the vehicles which were vandalized had been unlocked at the time.

#### NEXT MEETING

The next meeting will be the annual meeting on January 31, 2013, at 6 PM, at St. Paul's Lutheran Church.

#### ADJOURNMENT

The meeting adjourned at 7:44 PM.

ANNUAL MEETING OF THE MEMBERS OF THE  
BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
MEETING MINUTES  
January 31, 2013

CALL TO ORDER

The meeting was called to order at 6:30 PM. Board members present were Robb Guadagni, Betty Hooper, Matt Hooper, Mike Lane, and David Nealey. Anne McDowell was absent. David Bryant, Accounts Manager, was also present.

INTRODUCTION OF BOARD MEMBERS AND OWNERS

All Board members and owners/residents present introduced themselves.

QUORUM ANNOUNCEMENT

Mr. Lane, Secretary, announced there were approximately 25 households represented. As such, a quorum was not present.

2012 ACCOMPLISHMENTS

Board members discussed the various accomplishments achieved during the 2012 years. These activities included: collection of approximately \$11,000 in back dues through various legal actions, pressure washing of the community, digitalizing all of Brookside's historical records, developing a formalized fee schedule for collection and other services, savings achieved through refinancing of siding loan, awarding of grant for entryway enhancements, and installing pet waste stations in common areas.

MEMBER COMMENTS

Several members commented on the 2012 activities of the Board and expressed their support and/or concerns for the topics on the agenda.

2013 GOALS/TOPICS

**WASHOUT ISSUES** – Ms. Hooper discussed the areas of concerns and reported that these areas were located on privately-owned property, not common property. She did indicate that she had made contact with the City storm water representative and would provide owners the contact information if requested.

**INCREASING OWNER OCCUPANCY** – The Board notified the members that the community now consisted of more rentals than owner-occupied units. Board members presented ideas discussed in previously monthly meetings, but felt many of the ideas would not have sufficient support to be enacted. There was significant discussion from members regarding this topic.

**PROPERTY MANAGEMENT SERVICES** – Ms. Hooper indicated that the current Board had served for several years and the effort involved with managing the aging community was increasing. As such, the Board has explored contracting with a property management company. Ms. Hooper presented the services which would be provided by such as company. The cost of the services are estimated to cost approximately \$6,000 per year, and would likely result in an increase in dues if the Board voted to enter into the contract.

**DUES FOR 2013** – Ms. Hooper indicated the Board felt the current financial standing of the community did not warrant a change in the dues level, but the dues level, along with methods and frequency of payment, would be discussed at the regular Board meeting in February. Ms. Hooper encouraged members to attend.

**VISITOR PARKING** – Mr. Guadagni discussed the increase in owner's parking in visitor's spot, especially in the area located in front of the pool. He stated that the Board would be forming a sub-committee to review and make recommendation for changes to the parking rules and regulations.

**SIDEWALK REPAIRS** – Ms. Hooper discussed the deterioration of the sidewalks throughout the community and the substantial costs associated with the needed repairs. Mr. Bryant reminded

members that sidewalks were considered storm water improvements. As such, the Board could pass an assessment to fund the repairs, without a vote of the membership. Mrs. Hooper indicated the Board was exploring all options to fund the repairs.

**VEHICLE BREAK-INS** – Mr. Guadagni reported the community had experienced several vehicle break-ins over the last six months. He indicated that all the break-in were the result of unlocked vehicles.

#### 2012 FINANCIAL REPORT

Mr. Bryant presented the Compilation Financial Statements for the 2012 year. He highlighted the Association's progress on paying down the siding loan and increase in cash reserves. He indicated net income was consistent with the prior year. Mr. Bryant also presented and discussed the Reserve Analysis, which details future projects, and the Board's progress on funding the projects.

#### ELECTION OF 2013 BOARD OF DIRECTORS

Ms. Hooper announced that Rodd Guadagni, Betty Hooper, Mike Lane, Anne McDowell, David Nealey, and Dawn Wilson had been nominated to run for the Board. She called for nominations from the floor. April Glover, Jerry Lennox, and Karen Reardon were nominated from the floor. As only nine individuals were nominated, a formal election was not necessary.

In addition to the election of the Board of Directors, several owners/residents agreed to volunteer on an ad hoc basis for projects or tasks as requested by the Board. Those individuals were: Annmarie Ball, Liz Simpson, Garth Kleckner, Freda Benderman, and Dennis Remesch. Ms. Shae Vernier volunteered to develop and maintain a Facebook page for Brookside.

#### SCHEDULING OF MONTHLY BOARD MEETINGS

Ms. Hooper announced that Board meetings are traditionally held on the second Tuesday of each month, and a notice would be published at the mailbox.

#### ADJOURNMENT

The meeting adjourned at 7:44 PM.

BOARD OF DIRECTORS OF THE  
BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
MEETING MINUTES  
January 31, 2013

CALL TO ORDER

The meeting was called to order at 8:30 PM. Board members present were April Glover, Robb Guadagni, Betty Hooper, Mike Lane, Jerry Lenox, David Nealey, Karen Reardon, and Dawn Wilson. Anne McDowell was absent.

ELECTION OF OFFICERS

A motion was made and properly seconded to elect Betty Hooper as President. Motion passed unanimously. A motion was made and properly seconded to elect Robb Guadagni as Vice-President. Motion passed unanimously. A motion was made and properly seconded to elect Dawn Wilson as Treasurer. Motion passed unanimously. A motion was made and properly seconded to elect Mike Lane as Secretary. Motion passed unanimously.

NEXT MEETING

The Board agreed to continue to meet on the second Tuesday of each month, except for February, as the second Tuesday is a holiday. The next meeting was scheduled for February 19, 2013, at 6 PM, at 4262 Brookside Drive.

ADJOURNMENT

The meeting adjourned at 8:40 PM.

BOARD OF DIRECTORS OF THE  
BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
MEETING MINUTES  
FEBRUARY 18, 2013

CALL TO ORDER

The meeting was called to order at 6:00 PM. Board members present were April Glover, Robb Guadagni, Betty Hooper, Mike Lane, Jerry Lenox, Anne McDowell, David Nealey, Karen Reardon, and Dawn Wilson. David Bryant, Accounts Manager, was also present.

APPROVAL OF MINUTES

- **January 15, 2012** – A motion was made and properly seconded to approve the minutes from the January 15, 2012 Board meeting. Motion passed unanimously.
- **Annual Meeting (January 31, 2012)** – A motion was made and properly seconded to approve the minutes from the Annual Meeting. Motion passed unanimously.
- **January 31, 2012** – A motion was made and properly seconded to approve the minutes from the January 31, 2012 Board meeting. Motion passed unanimously.

GUEST COMMENTS

Annamarie Ball, owner of 4245 Brookside Drive, requested clarification regarding damages to fireplace thought to be the result of the vinyl siding installation. Ms. Hooper relayed that because the five-year time limit to address installation concerns expired in August 2012, responsibility for repairs would be Ms. Ball's. Ms. Ball also noted that a street light was out. Ms. Hooper and Mr. Bryant instructed her to contact Gulf Power with the pole number or location.

FINANCIAL REPORT

Mr. Bryant presented financial statements for December 2012 and January 2013. He also updated the Board on delinquent owners and the status of any corresponding legal action. A motion was made and properly seconded to accept the financial statements. Motion passed unanimously.

COMMITTEE REPORTS

- **Pool** – Mr. Nealey had nothing to report.
- **Tennis Court** – Mr. Nealey indicated that net posts will be straightened and court repainted once we schedule an appointment. He noted that the quote he received would be good through April 2013.
- **Lawn Maintenance** – Ms. McDowell reported she had not seen anyone performing lawn maintenance. Mr. Nealey countered, noting that crepe myrtles have been trimmed. Mr. Bryant confirmed that the lawn service has been submitting checklists as requested. The Board discussed concerns about the vendor's ability to maintain entire property in summer, which prompted discussion about possibility of seeking out a new lawn care provider.
- **Sprinklers** – Mr. Bryant reported that the timer is still broken and will need to be replaced and installed with additional protection from elements. Mr. Lenox volunteered to head sprinkler committee in future. Mr. Bryant will get him up to speed before next meeting.

UNFINISHED BUSINESS

- **PCIP Grant** – Mr. Bryant reported that he has spoken to Helen Gibson, City of Pensacola, and the holdup is at City Hall. He indicated that she will be sending out additional information soon. Mr. Bryant and Mr. Nealey met with Ken Griffin Landscaping to discuss the project design.
- **Cat Jury Duty** – Mr. Lane reported that he has met with Pat Civelli to discuss plans. He asked the Board if they have a preference of proceeding on a direct payment or reimbursement basis. With no input, Mr. Lane indicated that he would meet with Ms. Civelli again and provide status updates when applicable.

- **Lawn Fertilization Quotes** – Ms. Hooper reported that she has received no response from her contacts. Mr. Guadagni reminded the Board that we have a bid on file so that we only need two additional bids to proceed.
- **Annual Meeting Recap** – The Board discussed the high turnout for the Annual Meeting and the residents' concerns about the actions proposed on the agenda.
- **Property Management Services** – Ms. Hooper explained to new Board members that the work load associated with running the neighborhood is a burden for a volunteer board. She relayed that the Board has received a firm bid from Etheridge Property Management and is seeking additional providers to make an equal comparison. This will continue to be a discussion item.
- **Pool Renovations** – Mr. Guadagni reported that he has met with Johnson's Pools, but has yet to receive an initial quote.
- **Parking Rules** – Ms. Reardon agreed to head a parking committee to address concerns and recommend changes to rules and by-laws. Ms. Hooper made recommendation that all Board members familiarize themselves with rules and by-laws to serve as examples and to be able to address residents' questions.

#### NEW BUSINESS

- **Tree Line/"Greenbelt" Maintenance** – Ms. Glover raised concerns about "maintenance" and landscaping along Carpenter's Creek. She was concerned that residents' and common property ends before the tree line, opening residents and the Board to the possibility of fines or litigation if violating environmental regulations. She indicated that she had contacted Mr. Searcy at DEP to clarify. Ms. Hooper gave history of the Board's commitment to preserve the creek and prevent erosion and pollution.
- **Robb and Dave Moving** – Mr. Guadagni and Mr. Nealey reported that they had sold their unit and would be moving in late March or early April. They affirmed their commitment to serve on the Board for the remainder of their terms or as long as possible.
- **Fence Repairs** – Mr. Guadagni reported that fence bordering HillBrook has not been repaired. He will contact Hurricane to schedule service.

#### NEXT MEETING

The next meeting will be on Tuesday, March 12, 2013 at Jerry Lenox's house, 4274 Brookside Drive.

#### ADJOURNMENT

The meeting adjourned at 7:22.

BOARD OF DIRECTORS OF THE  
BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
MEETING MINUTES  
MARCH 12, 2013

CALL TO ORDER

The meeting was called to order at 6:12 PM. Board members present were April Glover, Robb Guadagni, Betty Hooper, Mike Lane, Jerry Lenox, Anne McDowell, David Nealey, and Karen Reardon. David Bryant, Accounts Manager, was also present. Dawn Wilson was absent.

APPROVAL OF MINUTES

- **February 18, 2012** – A motion was made and properly seconded to approve the minutes from the February 18, 2012 Board meeting. Motion passed unanimously.

GUEST COMMENTS

No guest comments.

FINANCIAL REPORT

Mr. Bryant presented financial statement for February 2013. The Board discussed the line item for Neighborhood Watch on the balance sheet. Mr. Bryant recommended we ask the owners (at the next annual meeting) for authorization to move the funds into another reserve fund. A motion was made and properly seconded to accept the financial statements as presented. Motion passed unanimously.

He also updated the Board on delinquent owners and the status of any corresponding legal action.

- **4232 Brookside Dr. (RPHK)** – The Board initiated the foreclosure process, prompting partnership owner to pay all delinquent dues. Potential owner has pulled out. Mr. Bryant brought this information to the Board as a warning that the property could pose a problem in the near future.
- **4427 Brookside Dr. (Carreker)** – The bank continues to have problems with scheduling the sale of the foreclosed property. If this continues, Brookside could lose another \$6,000 worth of dues. Mr. Bryant explained that the Board has previously had the Board Attorney appear before the judge to force the bank to settle, but that this will be an added expense. The Board discussed whether this expense was worthwhile. A motion was made and properly seconded to pay our attorney to ask the Court to compel the bank to set the sale date. Motion passed unanimously.

COMMITTEE REPORTS

- **Pool** – Mr. Guadagni reported that ants are getting into the bathroom, but that the exterminator will resume service in March.
- **Tennis Court** – Mr. Nealey reported that approved repairs are on schedule to be completed in April. He recommended that one windscreen, which is torn beyond repair, needed to be replaced. Mr. Nealey will get an estimate comparing cost of repair (if possible) versus replacement.
- **Lawn Maintenance** – Ms. McDowell reported that she has seen evidence of lawn maintenance, but is not able to tell when they are here. Mr. Nealey reported that he spoke to the foreman and that the lawn crew will soon resume weekly service. He advised the lawn crew that they needed to keep up with the less visible areas if they are interested in keeping the contract. The Board discussed possibility of seeking out new bids.
- **Sprinklers** – Mr. Bryant reported that the timer appears to be working. He has spoken to Mr. Lenox, who has agreed to assume responsibility for maintaining the sprinkler system. Mr. Lenox reported that the timer will need to be replaced and he will seek out quotes for the repair. Ms. Hooper reminded the Board that any repairs under \$500 do not have to be put up to bid.



#### UNFINISHED BUSINESS

- **PCIP Grant** – Mr. Bryant reported that he has not received the paperwork from the City. He has touched base with Ken Griffin to ensure that the quotes will hold. Samples of landscape materials have been ordered and will be delivered soon.
- **Cat Jury Duty** – Mr. Lane reported that we will be purchasing vouchers and comparing rental versus purchase of cat traps and carriers. He will coordinate with Pat Civelli before the April meeting.
- **Lawn Fertilization Quotes** – Ms. Hooper presented three quotes for lawn fertilization. The Board discussed the options. A motion was made and properly seconded to hire Ken Griffin Landscaping to provide lawn fertilization at \$1,904.00 annually. Motion passed unanimously.
- **Property Management Services** – Mr. Bryant contacted Centre Group Properties and should be receiving a quote shortly. He has contacted Realty Masters and will be requesting a quote. Ms. McDowell expressed concern that an outside property manager would not have the personal investment that a volunteer board brings.
- **Pool Renovations** – Mr. Guadagni presented a quote from Parker Pools for approximately \$25,000 for improving drainage, repairing portions of coping, installing pavers over existing deck, and installing non-skid surfaces around pool. Mr. Bryant volunteered to assume responsibility for heading the pool renovations. A motion was made and properly seconded to continue seeking bids and to move forward with the project by Memorial Day, if possible; otherwise, postpone the project until November. Motion passed unanimously.
- **Parking Rules** – Ms. Reardon requested clarification regarding the scope of this committee and how to proceed. Mr. Guadagni explained the process for amending rules and regulations. Ms. Reardon will analyze the existing rules and seek input from other ad hoc committee members to develop revisions to bring before the Board.
- **Fence Repairs** – Mr. Guadagni was unable to receive a quote from A-1 Hurricane Fence. A motion was made and properly seconded to allow Ms. Hooper to spend up to \$200 to complete repairs of missing slats. Motion passed unanimously.

#### NEW BUSINESS

- **Street Light Repairs** – Ms. Hooper has obtained the pole number and will contact Gulf Power to make sure the light has been repaired.
- **Meeting Notification Sign** – Ms. Hooper tasked Ms. McDowell to hold onto meeting notification sign.
- **Paying Residents to Maintain Pool Area** – The Board discussed the need for increased routine maintenance of the pool area in advance of the summer season. In the past, Teresa Lenox received \$25 weekly for labor and was reimbursed by the Board for supplies. Ms. Lenox is interested in resuming this service, but since she is married to a Board member, there is concern of nepotism. Mr. Lane will post an advertisement to all residents for the position at the mailbox, with the requirement that interested residents must be 18 or over. A decision will be made at the April meeting.

#### NEXT MEETING

The next meeting will be on Tuesday, April 9, 2013 at Jerry Lenox's house, 4274 Brookside Drive.

#### ADJOURNMENT

The meeting adjourned at 7:48.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
April 9, 2013

CALL TO ORDER

The meeting was called to order at 6:04 PM. Board members present were Robb Guadagni, Betty Hooper, Mike Lane, Jerry Lenox, Anne McDowell, David Nealey, and Dawn Wilson. David Bryant, Accounts Manager, was also present. Karen Reardon joined the meeting at 6:28. April Glover was absent.

APPROVAL OF MINUTES

**March 12, 2013** – A motion was made and properly seconded to approve the minutes from the March 12, 2013 Board meeting. Motion passed unanimously.

GUEST COMMENTS

Teresa Lenox requested that the Board remind residents to clean their front walks and steps with bleach to keep the neighborhood looking nice. Ms. Hooper will draft a letter and Mr. Lenox will handle the mailing to owners with obvious issues.

FINANCIAL REPORT

Mr. Bryant presented the financial statements for March 2013. A motion was made and properly seconded to accept the financial statements as presented. The motion passed unanimously.

COMMITTEE REPORTS

**POOL** – Mr. Guadagni had no issues to report. Ms. Hooper reported that the life saver and pole hook are falling apart and need to be replaced. She has agreed to purchase a new ring and a clamp for the hook as soon as possible. Mr. Lenox agreed to handle the repairs.

**TENNIS COURT** – Mr. Nealey reports that the cost of repairing wind screens will exceed the cost of replacing with new screens. He reports that repainting and repairs to net posts will be scheduled this week. Garth Kleckner has assumed responsibility for filling cracks in advance of scheduled repairs (Mr. Nealey was handling previously.) He may need to be reimbursed for additional supplies. A motion was made and properly seconded to authorize Mr. Nealey to spend up to \$500 to handle any unforeseen issues that might otherwise hold up completion of the repairs. Motion passed unanimously.

**LAWN MAINTENANCE** – Ms. McDowell reports that the lawn crew is working diligently to maintain the property. No issues to report. Ms. Hooper reports that the lawn has been sprayed for ants but that they are not dying. Mr. Guadagni relayed that (the company) said it will take time to be effective. Ms. Hooper will contact after April 16 is ants are still thriving.

**SPRINKLERS** – Mr. Lenox reports that the timer has been replaced and that the system is working fine. A question was raised regarding master set of keys for all the various locks in the neighborhood. Mr. Bryant will take responsibility for assembling and distributing master key sets.

UNFINISHED BUSINESS

**PCIP GRANT** – Mr. Bryant reported that he received paperwork from the City and will be submitting the signed paperwork and check for Brookside's portion of the project. He has met with the (landscape contractor) and will be working with him and Mr. Nealey to complete the design for this project.

**CAT JURY DUTY** – Mr. Lane reported that Pat Civelli will not be able to take the lead on this project. Mr. Lenox expressed his opinion that the feral cat problem is coming under control on its own. Motion made and properly seconded to suspend project to see if problem resolves itself in the months ahead. Motion passed unanimously.

**PROPERTY MANAGEMENT SERVICES** – Mr. Bryant presented a spreadsheet comparing the services provided by the three property management companies submitting bids for Brookside. Discussion was

held regarding the strengths and weaknesses of each company's proposal. Ms. Hooper expressed her desire to call a special meeting of the membership to inform them of the Board's intent to move forward. A motion was made and properly seconded to tentatively hire Etheridge Property Management and to call a special meeting of the membership tentatively scheduled for May 14, 2013 (see written note) Motion passed with one opposed.

**POOL RENOVATIONS** – Mr. Bryant reported that he is developing a clear scope of work to address the major issues surrounding this project. He proposes that the work advances in three phases: remove trees and deal with ramp, repair retaining walls, then decking and coping. Discussion was held regarding the breakdown of work. Mr. Bryant agreed to seek quotes for tree removal, ramp removal, and reinforcing the existing wall.

**PARKING RULES** – Ms. Reardon presented a proposed sign to be posted on cars in violation. A motion was made as an addendum to Mr. Lenox's call for a special meeting and properly seconded to cite language from City Ordinances as Rule 1, strike language regarding parking additional vehicles in area adjacent to tennis courts, and renumbering remaining rules.

**FENCE REPAIRS** – Ms. Hooper reports that the board slats have been repaired and that the fence has been shored up as much as possible.

**POOL HOUSE CLEANING** – Ms. Hooper reported that an advertisement had been posted at the bulletin board requesting other applicants. Ann Marie Ball, Teresa Lenox (wife of Board member Jerry Lenox), and Liz Simpson expressed their interest. Mr. Lenox recused himself from discussion and voting. Discussion was held regarding their qualifications. The Board noted that Ms. Lenox has performed this duty satisfactorily in the past and is the best candidate. A motion was made and properly seconded for Teresa Lenox to assume responsibility for cleaning the pool house and areas. The motion passed with (number) in favor, Mr. Lenox abstained from the vote.

#### NEW BUSINESS

**AMNESTY DUMPSTER** – Mr. Nealey raised the issue of having an amnesty dumpster for residents as we have done in the past. A motion was made and properly seconded to acquire an amnesty dumpster as soon as possible. Motion passed unanimously.

**CLOTHES LINES, ETC.** – Mr. Lane relayed a resident concern regarding clothes lines and whether removable drying racks on front porches are included under this rule. The Board agreed that this constituted a violation and that the resident needed to be informed. Mr. Nealey agreed to notify the resident.

#### NEXT MEETING

The next meeting will be on May 14, 2013 at 6:00pm at St. Paul Lutheran Church.

#### ADJOURNMENT

The meeting adjourned at 7:44 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
May 14, 2013

CALL TO ORDER

The meeting was called to order at 7:06 PM. Board members present were April Glover, Robb Guadagni, Betty Hooper, Mike Lane, Anne McDowell, David Nealey, Karen Reardon, and Dawn Wilson. David Bryant, Accounts Manager, was also present. Jerry Lenox was absent.

NEW BUSINESS

**PARKING RULES CHANGE** – Board members discussed the need to change the parking rules due to residents parking or storing vehicles in the limited number of visitor spaces. A motion was made and properly seconded to amend the Parking section of the Brookside Rules and Regulations. Motion passed unanimously. The revised Parking section is attached to these minutes.

**HOA PROPERTY MANAGEMENT SERVICES** – The Board discussed potential start dates for the property management company, as well as frequency of dues payment once property management begins. A motion was made and properly seconded to contract with Etheridge Property Management, with a potential start date of August 1, 2013. Motion passed unanimously. Ms. Hooper and Mr. Bryant will work with the company to determine the final details of the contract.

GUEST COMMENTS

There were no guest comments

NEXT MEETING

The next meeting will be June 11, 2013 at 3521 Summit Blvd., Pensacola, FL 32503 (home of Board members Robb Guadagni and David Nealey).

ADJOURNMENT

The meeting adjourned at 7:28 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
SPECIAL MEMBERSHIP MEETING  
MINUTES  
May 14, 2013

CALL TO ORDER

The meeting was called to order at 6:02 PM. Board members present were April Glover, Robb Guadagni, Betty Hooper, Mike Lane, Anne McDowell, David Nealey, Karen Reardon, and Dawn Wilson. David Bryant, Accounts Manager, was also present. Jerry Lenox was absent.

Each of the Board members and Mr. Bryant introduced themselves. Mr. Lane announced a quorum of members was not present at the meeting, but was unnecessary as no membership votes would be taken.

NEW BUSINESS

**PARKING RULES CHANGE** – Board members discussed the need to change the parking rules due to residents parking or storing vehicles in the limited number of visitor spaces.

**HOA PROPERTY MANAGEMENT SERVICES** – Ms. Hooper explained the process the Board used for determining which property management service would be recommended. Mr. Bryant discussed the services which would be provided by a management company. Representatives from Etheridge Property Management gave a brief presentation on history of their company and services provided.

GUEST COMMENTS

Throughout the meeting, HOA members provided comments and input on the parking rules and property management services.

NEXT MEETING

The next meeting will be a Board meeting directly following the special membership meeting.

ADJOURNMENT

The meeting adjourned at 6:58 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
June 11, 2013

CALL TO ORDER

The meeting was called to order at 6:01 PM. Board members present were Robb Guadagni, Betty Hooper, Mike Lane, Anne McDowell, David Nealey, and Karen Reardon. David Bryant, Accounts Manager, was also present. April Glover, Jerry Lenox, and Dawn Wilson were absent.

APPROVAL OF MINUTES

**April 9, 2013** – A motion was made and properly seconded to approve the minutes from the April 9, 2013 Board meeting. Motion passed unanimously.

**May 14, 2013 (Special Meeting)** – A motion was made and properly seconded to approve the minutes from the May 14, 2013 special membership meeting. Motion passed unanimously.

**May 14, 2013 (Regular Meeting)** – A motion was made and properly seconded to approve the minutes from the May 14, 2013 regular Board meeting. Motion passed unanimously.

GUEST COMMENTS

Matthew Hooper raised concerns about a vehicle in poor repair leaking oil onto the parking lot surface. Ms. Reardon reported that she had contacted the owner prior to the meeting, but he was unreceptive to contacting his renter to correct the problem. The Board agreed to continue discussion along with other unfinished business.

FINANCIAL REPORT

Mr. Bryant presented the financial statements for April and May 2013. A motion was made and properly seconded to accept the financial statements as presented. The motion passed unanimously.

Mr. Bryant noted that the amount of back dues owed the Association is at its lowest point in years. He brought the following units more than one quarter overdue to Board's attention:

- 933 Court – Mr. Bryant reminded the Board that this owner is habitually tardy in paying dues. Ms. Hooper indicated that she will contact mediators to explore options.
- 920 Court – Mr. Bryant reported that he has sent notice of demand in advance of legal proceedings. Ms. Hooper instructed Mr. Bryant to notify renter to send payment to Board; copying the owners on letter.
- 4269 Drive – Mr. Bryant reported that this owner has two units in foreclosure, but that only this one is behind on dues. He anticipates that payment will be forthcoming and will report on status of the account at the next meeting.

In addition, Mr. Bryant reported that 4227 Drive sold on the courthouse steps and that the bank is the new owner and will only be responsible for about \$600 of the past due balance.

COMMITTEE REPORTS

**POOL** – Mr. Guadagni had nothing to report.

**TENNIS COURT** – Mr. Nealey reported the court would be resurfaced in the weeks to follow.

**LAWN MAINTENANCE** – Ms. McDowell reported that she had received complaints from several residents and that she had walked through to verify. Mr. Bryant reported that vendor had asked about

the quality of their work and agreed to perform another walkthrough with committee to address concerns.

**SPRINKLERS** – Mr. Lenox did not submit a report prior to meeting.

#### UNFINISHED BUSINESS

**PCIP GRANT** – Mr. Bryant reported that grant funds have been released and that he has scheduled a meeting with Ken Griffin to finalize project plans. The anticipated project start date is early July.

**PROPERTY MANAGEMENT SERVICES** – Mr. Bryant reported that Ms. Hooper anticipates transitioning business to Etheridge starting August 1, 2013. He anticipates Etheridge assuming full management duties by October 1, 2013.

**POOL RENOVATIONS** – Mr. Bryant has requested quotes for tree removal, but noted the trees are not diseased. He has applied for removal permit in advance of the Board contracting with a vendor. Once the trees are dealt with, he will start seeking a vendor to remove the ramp. Mr. Guadagni requested that caution tape be placed around loose wall.

**AMNESTY DUMPSTER** – Mr. Bryant has contacted the vendor and requested dumpster delivery as soon as possible.

**MASTER SET OF KEYS** – Mr. Bryant is assembling all neighborhood keys to give to Etheridge when they assume management duties.

**TOW-AWAY SIGN** – This discussion tabled until next meeting.

**PRESSURE WASH LETTERS** – Ms. Hooper instructed Mr. Lane to revise the date on letters, print, and give to Mr. Lenox for delivery.

**NOTICE TO MEMBERS REGARDING MANAGEMENT COMPANY AND REVISED PARKING RULES** – Mr. Bryant will include a notice to owners regarding the transition to the Etheridge Property Management and the revised parking rules in the next dues notice.

#### NEW BUSINESS

**OWNER CONTACT LIST** – Ms. Hooper reminded Board members that owner contact lists are for Board business only. By law, contact information cannot be shared with other residents.

**INSURANCE RENEWALS** – Ms. Hooper reported that Citizens was not renewing the wind policy. Wind coverage will be included on the Association's other existing policies.

**NEEDED COMMITTEES** – Mr. Guadagni expressed the need to form a Code Enforcement Committee. Mr. Bryant will discuss scope, etc., with Ms. Hooper.

**COMMITTEE ASSIGNMENTS** – Ms. Reardon agreed to assume pool duties from Mr. Guadagni.

**APPROVED SPECIFICATIONS FOR REPAIRS** – Mr. Bryant is compiling an approved list of specifications for repairs and restoration (siding manufacturer, paint/shingle colors, etc.)

#### NEXT MEETING

The next meeting will be on July 9, 2013 at 916 Brookside Place.

#### ADJOURNMENT

The meeting adjourned at 7:00 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
July 9, 2013

CALL TO ORDER

The meeting was called to order at 6:01 PM. Board members present were Robb Guadagni, Mike Lane, Jerry Lenox, Anne McDowell, Karen Reardon, and Dawn Wilson. David Bryant, Accounts Manager, was also present. April Glover, Betty Hooper, and David Nealey were absent. Mr. Guadagni presided over the meeting in Ms. Hooper's absence.

APPROVAL OF MINUTES

**June 11, 2013** – A motion was made and properly seconded to approve the minutes from the June 11, 2013 Board meeting. Motion passed unanimously.

GUEST COMMENTS

There were no guest comments.

FINANCIAL REPORT

Mr. Bryant presented the financial statements for June 2013. A motion was made and properly seconded to accept the financial statements as presented. The motion passed unanimously.

Mr. Bryant noted that the amount of back dues owed the Association is at its lowest point in years. He brought the following units more than one quarter overdue to Board's attention:

- 933 Place – Mr. Bryant wait until current dues are late before initiating legal action. Mr. Bryant reminded the Board that this is the fifth time we have had to take this owner to small claims court for late dues.
- 4269 Drive – Mr. Bryant reported that this owner has two units in foreclosure, but that only this one is behind on dues. He is still awaiting payment, but since it is already in foreclosure, there is no action available to the Board except to wait.

COMMITTEE REPORTS

**POOL** – Ms. Reardon reported that the City's pool inspector had to shut down the pool because the levels were off. It appears that the new pool maintenance man has not been correctly trained. Ms. Reardon will confer with Mr. Guadagni to make sure she knows everything she needs to look for moving forward. She also noted that the sign regarding hours and rules is missing and needs to be replaced. Mr. Guadagni thinks the sign is in the pool house, and Ms. Reardon will check. Mr. Bryant reported that the south retaining wall has been repaired. The Board discussed a possible issue with the ceilings in the pool house, but it appears to be aesthetic. Ms. Hooper will seek a quote to replace drywall ceiling panels.

**TENNIS COURT** – Mr. Guadagni reported that the repairs to the tennis courts have been completed to his satisfaction.

**LAWN MAINTENANCE** – Ms. McDowell reported that she has received complaints about two possibly diseased crepe myrtles. Mr. Bryant indicated that Ms. Hooper has inspected the trees in question as is aware of the issue. The Board discussed general dissatisfaction with the quality of the lawn service. Mr. Lenox will schedule a walk-through with the lawn crew to discuss issues, and the Board will discuss further action at the next meeting.

**SPRINKLERS** – Mr. Lenox reported one broken sprinkler head that has been repaired. Mr. Bryant noted that the lawns look outstanding since Mr. Lenox assumed responsibility for the sprinkler system.



UNFINISHED BUSINESS

**PCIP GRANT** – Mr. Bryant reported that demolition started on July 9, with estimated completion by July 16.

**PROPERTY MANAGEMENT SERVICES** – Mr. Bryant reports that soft transition will begin on August 1.

**POOL RENOVATIONS** – Mr. Bryant reported that the permit for tree removal has been granted contingent on replacement with two trees. He will be following up with vendors to check that they will still honor their quotes, and will pursue removal before next meeting.

**AMNESTY DUMPSTER** – Mr. Bryant reported that the amnesty dumpster should be delivered within a week.

**MASTER SET OF KEYS** – Mr. Bryant has completed four sets of master keys.

**TOW-AWAY SIGN** – Discussion tabled until next meeting.

**PRESSURE WASH LETTERS** – Mr. Lane has printed the letters and will hand to Mr. Lenox for delivery.

**CREATION OF CODE ENFORCEMENT COMMITTEE** – The Board discussed potential members. Mr. Guadagni will contact to see if they are interested.

**APPROVED SPECIFICATIONS LIST FOR REPAIRS** – Mr. Bryant is continuing to work on the list.

NEW BUSINESS

**NON-RESIDENTS AS BOARD MEMBERS** – Mr. Bryant noted a complaint from a resident regarding the number of non-residents serving on the Board. Per the bylaws, there is no problem.

**PARKING ISSUES (RESUMPTION OF OLD BUSINESS)** – Mr. Bryant will develop a letter to be posted on cars in violation.

**WEEDS** – Mr. Lenox raised the issue of large patches of lawn where weeds are the only things growing. Mr. Bryant indicated that this had been a past discussion item and that we are waiting for a formal quote from Ken Griffin Landscaping. Mr. Lenox requested an additional quote for reseeding/resodding.

NEXT MEETING

The next meeting will be on August 13, 2013 at 916 Brookside Place.

ADJOURNMENT

The meeting adjourned at 6:53 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
August 13, 2013

ATTENDANCE

Betty Hooper	David Nealey	Jerry Lenox
Robb Guadagni (presiding)	David Bryant	April Glover
Mike Lane	Anne McDowell	
Dawn Wilson	<del>Karen Reardon</del>	

CALL TO ORDER

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

APPROVAL OF MINUTES

**July 9, 2013** – A motion was made and properly seconded to approve the minutes from the July 9, 2013 Board meeting. Motion passed unanimously.

GUEST COMMENTS

There were no guest comments.

FINANCIAL REPORT

Mr. Bryant presented the financial statements for July 2013. A motion was made and properly seconded to accept the financial statements as presented. The motion passed unanimously.

Mr. Bryant brought the following units more than one quarter overdue to the Board's attention:

- 933 Place – Mr. Bryant reported the date set for small claims proceedings is September 11, 2013.
- 4227 Drive – Mr. Bryant reported that the property was purchased by the bank. The bank will pay the balance owed.
- 4269 Drive – Mr. Bryant reported that this unit is in foreclosure and that the Board has no option but to wait for payment.

COMMITTEE REPORTS

**POOL** – Ms. Reardon submitted a brief report to note that the pool gate lock is broken.

**TENNIS COURT** – Mr. Guadagni reported that Garth Kleckner has expressed tentative interest in assuming responsibility for tennis court maintenance.

**LAWN MAINTENANCE** – Ms. McDowell reported the same problems. Mr. Lenox will contact the vendor to schedule a walkthrough to provide them with a final opportunity to address the Board's concerns. Failure to improve may result in termination of the contract after 30 days' notice.

**SPRINKLERS** – Mr. Lenox has nothing to report beyond routine changes to watering times.

UNFINISHED BUSINESS

**PCIP GRANT** – Mr. Bryant reported that improvements to the entrance and removal of raised island beds have been substantially completed. We are still waiting on delivery of the trash can for the mailbox area.

**PROPERTY MANAGEMENT SERVICES** – Mr. Bryant reported that the soft transition began on August 1. Full transition is on track for October 1.

**POOL RENOVATIONS** – Mr. Bryant reported that the trees have been cut down, and that the next phase will be the removal of the ramp.

**AMNESTY DUMPSTER** – Mr. Guadagni reported that the amnesty dumpster has been delivered and is open for residents' use.

**TOW-AWAY SIGN** – Discussion tabled until next month's Board meeting.

**PRESSURE WASH LETTERS** – Mr. Lenox reported that he has received limited response. The Board discussed the possibility of hiring a vendor to pressure wash all buildings and all sidewalks up to owners' porch/steps. Mr. Guadagni and Mr. Lenox agreed to contact three vendors to solicit bids.

**CODE ENFORCEMENT COMMITTEE** – Mr. Guadagni reported that Joanne Adams and Frieda Bendermann have agreed to serve on this committee. Mr. Guadagni will ask Ms. Adams if Faye Klimuszko is interested in serving as well.

**PARKING VIOLATION LETTERS** – Mr. Bryant will provide Mr. Guadagni with additional copies of the letters for distribution.

**APPROVED SPECIFICATIONS LIST FOR REPAIRS** - Mr. Bryant is continuing to work on this list and will have this completed before the transition to Etheridge.

#### NEW BUSINESS

**BOARD MEMBERSHIP AND ATTENDANCE** – Mr. Guadagni reminded Board members that attendance is important and that absence should be the result of extraordinary circumstances, not a regular occurrence.

**PARKING WAIVER REQUESTS** – A motion was made and properly seconded to grant the owner of 4215 Drive to park a third vehicle at the pool through the end of October to accommodate an exchange student living in his home. Motion passed unanimously.

#### NEXT MEETING

The next meeting will be on September 10, 2013 at 4274 Brookside Drive.

#### ADJOURNMENT

The meeting adjourned at 6:43 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
September 10, 2013

ATTENDANCE

Betty Hooper (presiding)  
~~Robb Guadagni~~  
~~Mike Lane~~  
Dawn Wilson

~~David Nealey~~  
David Bryant  
Anne McDowell  
Karen Reardon

Jerry Lenox  
April Glover

CALL TO ORDER

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

APPROVAL OF MINUTES

**August 13, 2013** – A motion was made and properly seconded to approve the minutes from the August 13, 2013 Board meeting. Motion passed unanimously.

GUEST COMMENTS

There were no guest comments.

FINANCIAL REPORT

Mr. Bryant presented the financial statements for August 2013. A motion was made and properly seconded to accept the financial statements as presented. The motion passed unanimously.

Mr. Bryant brought the following units more than one quarter overdue to the Board's attention:

- 933 Place – Mr. Bryant reported he and Ms. Hooper would attend the small claims proceedings on September 11, 2013.
- 917 Court and 4269 Drive – Mr. Bryant reported that both of these units were in foreclosure. The short sale on 917 Court appears to have not occurred, as tenants recently moved into the unit. A motion was made and properly seconded to ask the attorney to prepare a letter to the tenant requiring payment of their rent to the HOA.
- 4227 Drive – Mr. Bryant reported that the bank had requested a payoff, and that he expected the amount owed to be paid soon.

COMMITTEE REPORTS

**POOL** – Ms. Reardon reported the gate had been fixed, but the light inside the pool was out. The Board indicated the light would be addressed as part of the renovations.

**TENNIS COURT** – Ms. Reardon reported no issues with the tennis court.

**LAWN MAINTENANCE** – Mr. Lenox reported that he had conducted a walkthrough with the lawn maintenance company's owner. Board members shared their impressions of the work since the walkthrough.

**SPRINKLERS** – Mr. Lenox reported no issues with the sprinklers.

UNFINISHED BUSINESS

**PCIP GRANT** – Mr. Bryant reported that the work had been completed. He indicated the contractor had not installed the trash can, but the HOA was not billed for it either. He indicated he would purchase the trash can and install it at the mailbox area.

**PROPERTY MANAGEMENT SERVICES** – Mr. Bryant reported that he had been meeting with the manager and speaking with them daily. He indicated that he would update the HOA's address with the

HOA attorney and insurance agent. The Board discussed the installation of the drop box at the mailbox. A motion was made and properly seconded to allow Mr. Bryant to purchase the drop box and have it installed. Motion passed unanimously.

**POOL RENOVATIONS** – Mr. Bryant reported that he was in the process of seeking quotes for the removal of the ramp. He also discussed replacement of the pool fence and entrance gate as part of the renovations. No action was taken.

**TOW-AWAY SIGNS** – Ms. Hooper reported the signs had been purchased and installed.

**PRESSURE WASH LETTERS** – The Board discussed the three quotes for pressure washing. None of the quotes included pressure washing the street and island curbing. A motion was made and properly seconded to accept Aquatech's quote and instruct Mr. Guadagni to request Aquatech add curbing to the project. The Board indicated that Mr. Guadagni could use his judgment to determine if the additional cost was reasonable. Motion passed unanimously.

**APPROVED SPECIFICATIONS LIST FOR REPAIRS** – Mr. Bryant is continuing to work on this list and will have this completed before the transition to Etheridge.

#### NEW BUSINESS

**BOARD MEMBERSHIP AND ATTENDANCE** – Ms. Hooper reminded Board members of the expectation to attend Board meetings and that absences should be the result of extraordinary circumstances, not a regular occurrence.

**BOARD MEETING DATES AND TIMES** – Board members discussed changing the nights for Board meetings. Mr. Bryant and Ms. Hooper would check with the property manager to see if meetings could be held on either the third Wednesday or fourth Tuesday night for meetings.

**BACKFLOW PREVENTER TESTING** – Ms. Hooper indicated she would contact Mr. Prevatte and Koorsen to have the testing performed.

**OIL IN PARKING AREAS** – The Board discussed the vehicle leaking oil in the parking areas near the tennis court.

**CODE ENFORCEMENT COMMITTEE** – The Board discussed the committee's purpose. Potential members include Liz Simpson, Freda Benderman, and Joanne Adams.

**INSURANCE INSPECTION** – Ms. Hooper reported the results of the recent insurance inspection.

**EXTERIOR IMPROVEMENT AT 4253 DRIVE** – Ms. Reardon submitted a rough drawing of the desired improvement to the rear of her unit. The Board discussed the project. A motion was made and properly seconded to approve the improvement. Motion passed unanimously.

#### NEXT MEETING

Board members will be notified of the date of the next meeting. It will be held at 4253 Brookside Drive.

#### ADJOURNMENT

The meeting adjourned at 7:20 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
October 22, 2013

ATTENDANCE

Betty Hooper (presiding)  
David Bryant

Karen Reardon  
Mike Lane

Jerry Lenox  
Robb Guadagni

NOT IN ATTENDANCE

Dawn Wilson  
April Glover

David Nealey  
Anne McDowell

CALL TO ORDER

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

APPROVAL OF MINUTES

**September 10, 2013** – A motion was made and properly seconded to approve the minutes from the September 10, 2013 Board meeting. Motion passed unanimously.

GUEST COMMENTS

There were no guest comments.

FINANCIAL REPORT

Mr. Bryant stated that due to some issues that we are having with the switch over the September financials will be reviewed at next month's board meeting.

Mr. Bryant reviewed the collections:

- 915 Court – Mr. Bryant reported Betty was to call the owner, but the number she had for him is not correct. Mr. Bryant stated he has his email and will email it to Ms. Hooper. Ms. Hooper stated she would email him.
- 917 Court and 4269 Drive – The Board voted to go ahead and turn this over to Powell and have Mr. Powell send a Demand for Rent letter.
- 933 Brookside Drive – Mr. Bryant reported that he and Ms. Hooper went to Small Claims court. Mr. Lawrence paid in full.

COMMITTEE REPORTS

**POOL** – The gate has been repaired for now, but will be addressed when the renovations are done.

**TENNIS COURT** – The screens are still down. Mr. Bryant stated he would get some zip ties and will put them back up.

**LAWN MAINTENANCE** – Ms. Hooper stated she had not heard from Mr. Lenox or Ms. McDowell regarding the walk around with the Lawn Care Company. Mr. Lenox stated he sent an email to Ms. Hooper after he met with the Lawn Care Company. He stated he informed that what was not being done per their contract. The Board would like Mrs. Coffey to obtain bids for a new Lawn Care Company. Once the Board receives bids a 30 termination notice will be given to Lawn Proz.

**SPRINKLERS** – Mr. Lenox stated they will be cutting the times back.

## UNFINISHED BUSINESS

**PCIP GRANT** – Mr. Bryant reported that he still needs to get the garbage can on the concrete pad. He will have done by the next meeting. Mr. Lenox stated he may need to order doggie bags. Mr. Bryant stated he would take care of ordering the bags.

**POOL RENOVATIONS** – Mr. Bryant reported that he has reviewed the scope of work and he will now contact the 3 masonry's and will be completed within the next 3 months. This will include repair of the retaining wall, adding a retaining wall by the fence to taper down, and resurface the pool deck.

**PRESSURE WASH QUOTES** – Aqua Tech has been contracted to do the work and will begin Monday, October 28. They will be pressure washing the buildings, sidewalks, curbs and steps. Ms. Hooper will double check to make sure this includes the steps as well. Aqua Tech will put out notices on all the doors.

**APPROVED SPECIFICATIONS LIST FOR REPAIRS** – Mr. Bryant has just about completed the list. This list will include the doors, railings, storm doors and the exterior lights, and the roof shingles.

Also a reminder for satellite dishes must be placed to the back of the property and no wires or cable can be placed on the outside of the building. They must be attached to the back deck.

## NEW BUSINESS

**REGISTERED SEX OFFENDER** - There is a registered sex offender living in Brookside. Since this information is public knowledge we will be informing all residents. You can access the website and print out a flyer to distribute. Mrs. Coffey stated she will print flyer and distribute. The flyer will also be posted on the bulletin board.

**4241 BROOKSIDE** - Mrs. Coffey stated she has sent 2 letters regarding the inoperable vehicle with no tags. She stated she did hear from the owner stating it would be moved but as of to date it has not been moved. A second letter was sent last week. The Board requested for Kim to call Code Enforcement. Mr. Guadagni also reported 4270 has an inoperable vehicle with no tags. Mrs. Coffey stated she would send a letter.

**4255 BROOKSIDE** – Ms. Hooper reported that Code Enforcement with the City of Pensacola sent the owner of the property a letter. Kim stated she would follow up with the city and let them know the car is still leaking oil. It was also reported that they are using the visitor's parking spots and they need to use their designated spot. Mrs. Coffey stated she would send them a letter.

**DROP BOX** – The drop box has been installed on the side of the mailboxes. Mrs. Coffey stated she would inform the owners on their invoices for November.

**BOOK DRIVE** – Mr. Lane requested to put something at the mailboxes for a book drive. The Board stated that this would be fine.

## NEXT MEETING

Due to the holidays the next Board meeting will be held on Tuesday, November 26 at 6:00 p.m. at the offices of Etheridge Property Mgmt. The December meeting will be held on Tuesday, December 10, 2013. In January we will go back to the fourth Tuesday of the month.

## ADJOURNMENT

The meeting adjourned at 7:20 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
November 26, 2013

ATTENDANCE

Betty Hooper (presiding)  
David Bryant

Karen Reardon  
Mike Lane

Jerry Lenox

NOT IN ATTENDANCE

Dawn Wilson  
April Glover

David Nealey (resigned)  
Anne McDowell

CALL TO ORDER

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

APPROVAL OF MINUTES

**October 22, 2013** – Jerry Lenox made a motion to approve the minutes from the October 22, 2013 Board meeting. Karen Reardon seconded. Motion passed unanimously.

GUEST COMMENTS

There were no guest comments.

FINANCIAL REPORT

Mr. Bryant reviewed the September and October financials statements. He stated that the bank statements will now run from the beginning of the month to the end which will make it easier to reconcile.

Mr. Bryant reviewed the collections:

- 917 Court and 4269 Drive – Mr. Powell did send Demand for Letter for rent. We also received an estoppel request for 917 Court.
- 915 Court – Mr. Bryant reported that this unit is on the market for rent. They requested for Kim to contact Lisa Beard with First Choice Realty and let her know the status of the fees and that when it is rented we will be sending a demand for rent.
- 4278 – This unit is 60 days behind. After discussion the Board directed Kim to send a certified notice of Intent to lien giving 45 days to pay or a lien will be placed on the property.

A question was asked if Board members can be removed from the Board for non-payment of assessments. Board members can't be removed for non-payment of assessments but they can be removed if they miss three consecutive meetings. Mike Lane made a motion to approve the financials as prepared.

COMMITTEE REPORTS

**POOL** – There is no report at this time. The door, gate and lights are working.

**TENNIS COURT** – The zip ties still need to be installed. David Bryant stated he would get with Karen and put the zip ties up.

**LAWN MAINTENANCE** – No report at this time. We will report on the Lawn care bids under New Business.

**SPRINKLERS** – David Bryant stated that there was a leak reported when the one of the Lawn Care companies was walking the property. Kim stated she had called Mark and he stated the sprinklers are running once a week right now and he would take care of when he was one the property the next day.



## UNFINISHED BUSINESS

**POOL RENOVATIONS** – Mr. Bryant reported that he has no report at this time.

**PRESSURE WASHING** – Aqua Tech has completed the pressure washing. David Bryant reported it was a couple hundred dollars more which was anticipated. Kim stated that they have been paid.

**APPROVED SPECIFICATIONS LIST FOR REPAIRS** – Mr. Bryant stated he has almost completed the list. He has been struggling with the paint colors. Mr. Bryant stated he needs to go by Lowes and put the paint colors in order.

**INOPERABLE VEHICLES** – Kim stated she has not had a response from 4241 concerning the inoperable vehicle with no tag. Kim stated she called Code Enforcement and they will not get involved as this is private property. The Board requested for Kim to have the vehicle towed. 4270 also has inoperable vehicles that need to be towed. There are 3 cars parked in the visitor parking spaces that notices need to be put on and towed. Kim stated she would take care of it next week and give them 48 hours or it will be towed at their expense. Kim reported that she contacted Code Enforcement on their follow up on the vehicle leaking oil at 4255 Brookside. The city stated they had finished their investigation and the vehicle is no longer leaking oil. This vehicle is still parked in a visitor spot. Kim will put a notice on to tow it.

**CATS:** Betty Hooper reported that she had received a call from Dawn Hawthorne about cats running loose. She is having a problem with fleas. Betty Hooper stated she would contact her to see if she would volunteer to head up “Will Stop” This is set up to catch the cats and bring them in to get spayed or neutered and then are released. This will help control the cat population in Brookside.

## NEW BUSINESS

**Lawn Care Bids** - Kim Coffey reported on the Lawn Care Bids. She had received 4 quotes. She was asked to contact Green Scapes. After discussion, a few of the board members will visit some of the properties that Ken Griffin and Lawn Plus take care of. The Board will make a decision at the next board meeting. They would also like to know how many crews and how many in each crew. David also stated he does not have a problem spending \$2000 to \$3000 to get the property in shape if necessary. All board members were in agreement.

**Dumpster on Brookside Place** - Betty Hooper stated she had received a complaint about the dumpsters. Kim Coffey stated she spoke with Mark with Lawn Proz about cleaning up the trash around the dumpster. Kim stated she inspected the property today and this has been done. Betty Hooper stated she thought it was the condition of the dumpster. Karen Reardon stated the door is broken on the one on Brookside Court. Kim was requested to call Krista with waste Management.

**Anonymous Letter:** Betty stated she received an anonymous letter about 4255 Brookside regarding suspected drug activity and prostitution. At this point we have no evidence just hear say. So at this point the only thing we can do is call the police and report any suspected activity. It was also discussed about the policemen with his cruiser parked in his spot and his personal vehicle parked in a visitor spot. The association likes having the police cruiser parked on the property. Betty Hooper stated she would check and see one of the owners would give up their spot there are not using. We need to treat everyone the same.

Next year’s board members were discussed. All present agreed to serve again next year. The annual meeting was discussed, David Bryant stated he would like to schedule in February. February 6 will be the date of the annual meeting at the church.

## NEXT MEETING

The December meeting will be held on Tuesday, December 10, 2013. In January we will go back to the fourth Tuesday of the month.

## ADJOURNMENT

The meeting adjourned at 7:40 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
December 10, 2013

ATTENDANCE

Betty Hooper (presiding)  
Karen Reardon  
Dawn Wilson  
Mike Lane  
David Bryant  
Jerry Lenox

NOT IN ATTENDANCE

Rob  
April Glover  
Anne McDowell

CALL TO ORDER

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

APPROVAL OF MINUTES

**November 26, 2013** – Jerry Lenox made a motion to approve the minutes from the November 26, 2013 Board meeting. Karen Reardon seconded. Motion passed unanimously.

GUEST COMMENTS

There were no guest comments.

FINANCIAL REPORT

David Bryant reviewed the November financial statements.

David Bryant reviewed the collections:

- 917 Court and 4269 Drive – He believes that 4269 is out of foreclosure. Mr. Bryant will verify and report back to the Board. 917 are due to close later this month. We will wait and see if this happens.
- 915 Court – The owner brought his account current.
- 4278 – The owner sent an email stating should be dropping off one month in the drop box and pays the balance the following week.

COMMITTEE REPORTS

**POOL** – There is no report at this time. It was requested for Kim to have EPM Maintenance check the lights. Many of the lights are out.

**TENNIS COURT** – The zip ties still need to be installed. David Bryant stated he would get with Karen and put the zip ties up. David will get with Karen when he gets back in town from his vacation.

**LAWN MAINTENANCE** – No report at this time. We will report on the Lawn care bids under Old Business. Gulf Power was on the property doing some work and they destroyed a bush. Kim stated she would get a hold of Gulf Power. Also the parking curbs need to be moved where the roll off dumpster was.

**SPRINKLERS** – Jerry stated there is a sprinkler head that is broke behind his unit.

UNFINISHED BUSINESS

**POOL RENOVATIONS** – Mr. Bryant reported that he has no report at this time.

**APPROVED SPECIFICATIONS LIST FOR REPAIRS** – Mr. Bryant stated he has completed the list. It was suggested to add satellite dishes to the list. David stated he will purchase some paint samples. Dawn also brought up the landscape timbers or pavers. This will also be added to the list. The French doors on the back of the units was also discussed some owners have a bright white color. Mr. Bryant stated this color will be changed on the list. The owners who have already painted their French doors will be grandfathered in. David stated he will complete and the list will be voted on at the next meeting.

**INOPERABLE VEHICLES** – Kim stated we ended up towing the vehicle at 4241. She stated the renters at 4255 moved their vehicle from the visitor spot. They have now put one of their other vehicles in the visitor spot. Kim stated she sent them a second notice and will put another notice on the vehicle. The renter at 4211 was also sent a letter. They had a green explorer parked on Brookside Place. They moved this vehicle and parked their grey Miata in the visitor spot at the tennis courts. Kim stated she sent them a letter letting them know they can't use the visitor spots. The grey Lexus belongs to the renters in 922 Brookside Court. They have requested for to park it in the visitor spot until January 15. They will be moving. The Board agreed. There is also a sign in front of the tennis courts by the parking area. It was requested for this sign to be removed. Kim stated she would take care of.

**CATS:** Betty Hooper reported that she spoke to Dawn Hawthorne and she did not want to volunteer to help. So the Board has done all, they can do with the cat situation.

**Lawn Care Bids** - Kim Coffey reported she has received the bids from Greenscapes and it came in quite higher. The Board asked for Kim's recommendation on Ken Griffin or Lawn Plus. Kim stated she has worked with both companies. She also stated that her brother in-law is the owner of Lawn Plus so she would feel better if the Board made that decision. The Board stated they would check the other properties that are maintained by the 2 lawn companies and make a decision at the next board meeting.

**Dumpster on Brookside Place** - Kim Coffey stated she spoke with Krista with Waste Mgmt. and she will be taking care of the 2 dumpsters. Krista stated they would not be an additional charge for the swap.

#### NEW BUSINESS:

**Annual Meeting-** The meeting has been set for February 6, at 6:30 p.m. Kim will reserve the room at the church.

#### NEXT MEETING

The January meeting will be held on Tuesday, January 28, 2014 at the Etheridge office.

#### ADJOURNMENT

The meeting adjourned at 7:40 PM.