

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
January 5, 2016

ATTENDANCE

Betty Hooper  
David Bryant  
Karen Reardon  
Mike Lane  
Mathew Hooper  
Pat Isler

Kim Coffey, Association Manager

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

None

APPROVAL OF MINUTES

October 27, 2015 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the November financials. The balance in the accounts total \$53,960.00. The siding loan balance is \$52,491.00. Motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

919 Place: Certified letter sent 1/5. Attorney 1/16

933 Place: Still in Probate. Check with Attorney to see if we should go ahead and file the lien.

4278 Brookside Drive: Bank purchased 12/30.

914 Brookside Place: Compliant being filed this week.

4217 Brookside Drive: with Attorney. Sent in \$300, attorney sent another letter to pay in full.

921 Court: Foreclosure was filed 8/28. Send certified letter. Check with attorney about going ahead and filing the lien.

4269 Brookside Drive: She is on payment plan and making her payments.

4268 Brookside Drive: She is on payment plan and making her payments.

COMMITTEE REPORTS

**POOL** – It was reported that the light in the deep is working. Matt said he volunteered to check on lights.

**TENNIS COURT** – No report.

**LAWN MAINTENANCE** – David reported that they are installing fiber optic lines back by the creek. Kim stated she has not scheduled the walk thru yet but will get with Andrew.

**SPRINKLERS** – Kim reported that they are fixed we had some issues but seems to be working fine now.

UNFINISHED BUSINESS

**CITY GRANT PROPOSAL** – David reported that Kim met with Mr. Cagle and we are waiting on the revised cost for the lights. A motion was made to use up to maximum amount of the total grant for the additional costs for the lights as they will have to bore further due to the location of the light being changed.

**HILLBROOK MEETING:** Kim stated she had received an estimate of \$375.00 from Greg Fowler with Tractor Works. She will email the Hillbrook Board of the cost. The cost would be split.

**SIGNS:** Kim stated she is going to set up a meeting with Vital Signs to come to the property.

#### NEW BUSINESS

**ANNUAL MEETING** – The annual meeting will be Thursday February 4. Kim stated she has reserved the room at the church. Some of the 2016 Accomplishments are as follows: Pay off loan, Completion of pool renovations, street lights, removal of dead trees. It was requested for the board to email Kim with any other suggestions.

**DOGS AT 4284 BROOKSIDE DRIVE:** It has been reported that 4284 at 2 small dogs. Kim received an email confirming. Betty stated she would call her and let her know that she will need to submit a waiver request to the Board.

#### NEXT MEETING

The next board is scheduled for February 26, 2016.

#### ADJOURNMENT

The meeting adjourned 7:27 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
FEBRUARY 4, 2016

CALL TO ORDER

The meeting was called to order at 7:05 PM.

ELECTION OF OFFICERS

David Bryant nominated the following: Betty Hooper to serve as President, Karen Reardon to serve as Vice President, David Bryant to serve as Treasurer, Mike Lane to serve as Secretary. Jerry seconded the nominations. Motion passed unanimously.

The owner of 4281 Brookside Drive has submitted a written request for a waiver for her two small dogs. She has two small dogs that very seldom go outside. A motion was made to approve her request for a waiver. The motion was seconded and passed unanimously.

The next meeting will be February 23, 2016 at 6:00 p.m. at the Etheridge office.

ADJOURNMENT

The meeting adjourned at 7:25 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
April 5, 2016

ATTENDANCE

Betty Hooper	Mathew Hooper
David Bryant	Pat Isler
Karen Reardon	Regina McCartney
Jerry Lenox	
Mike Lane	

Kim Coffey, Association Manager

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

None

APPROVAL OF MINUTES

January 5, 2016 – Board Meeting

February 4, 2016 – Annual Meeting

February 4, 2016 – 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. David stated he has not given Rachel the end of the year's entries so what is presented in the Profit & Loss statements for January and February and the bank reconciliations through February. The balance in the accounts total \$58,335.00. The siding loan balance is \$52,491.00. A motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

919 Place: Check with attorney on when time is up.

4278 Brookside Drive: Filed to have reinstated.

914 Brookside Place: We are waiting on signed agreement to be returned to attorney if he does not return will proceed with foreclosure.

4217 Brookside Drive: Turned over to attorney. To check with attorney to see when time is up.

4269 Brookside Drive: She is on payment plan. Has not made a payment since January. Received an email from owner stating she has been in hospital will send in a payment plan within 10 days.

COMMITTEE REPORTS

**POOL** – The bathrooms should be cleaned weekly now. We need to check make sure to put out ash trays and garbage can. Karen reported that the water is cut off in the bathroom.

**TENNIS COURT** – No report. It was agreed to take this item off this agenda unless there is something to report.

**LAWN MAINTENANCE** – It was reported that the bamboo is growing up near the tree line. Kim also reported that the banana trees need to be trimmed back. Jerry reported that the pipe over the bridge needs to be checked again. Kim stated she would get with Andrew.

**SPRINKLERS** – Kim reported that it seems like the rain sensors are not working. Jerry stated we need to have the sprinklers capped off the tennis courts as they are ruining the courts.

#### UNFINISHED BUSINESS

**CITY GRANT PROPOSAL** – David reviewed the revised proposal from Gulf Power. After discussion Betty motioned we need to go ahead and pay the additional \$746 and get the two lights done. These lights will be a good addition. All were in favor motion passed.

**SIGNS** – Kim received 3 estimates. They would not provide a drawing of the sign until awarded the contract. Kim stated she would check with Pensacola Signs to see if they do work on existing signs. The existing sign needs to be cleaned and painted.

**PRESSURE WASHING** – Kim stated she received a quote from EPM Maintenance to pressure wash the pool furniture, deck and the bathroom floors for \$250.00 a motion was made to precede with pressure washing. Motion was seconded and passed unanimously.

**POOL GATE** – Karen brought up the metal plate for the pool gate. Kim stated she would check with EPM maintenance about this.

#### NEW BUSINESS

**DOGGIE BAGS** – It was requested for Kim to order these bags.

**TERMITES** – Betty reported that Sonja Miller had contacted her to let her know that she had standing water underneath her unit and had an inspection done and they have discovered she has termites. The companies can't guarantee treatments unless the whole building gets treated. This is a homeowner responsibility but Betty wanted to bring it to let everyone know.

**BOARD MEETING** – A motion was made to meet every other month instead of every month. This motion was seconded for discussion. After discussion an amended motion was made to meet every month May through September. And November through March was can meet every other month. This was seconded and passed.

#### NEXT MEETING

The next board is scheduled for May 24, 2016.

#### ADJOURNMENT

The meeting adjourned 7:09 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
May 24, 2016

ATTENDANCE

Betty Hooper	Mike Lane
David Bryant	Mathew Hooper
Karen Reardon	
Jerry Lenox	

Kim Coffey, Association Manager

NOT IN ATTENDANCE

Pat Isler

HOMEOWNERS IN ATTENDANCE

Dawn Hawthorne

CALL TO ORDER

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

GUEST COMMENTS

Dawn Hawthorne stated that she was on the Board when the gutters were installed and the association is supposed to clean the gutters. She stated they were not properly installed. The shrubbery behind her unit is 3 to 6ft high. She also requested that the minutes be kept up to date on the website. The dog waste stations do not have bags in them. She stated there needs to be some consistency regarding dog owners.

APPROVAL OF MINUTES

April 5, 2016 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the April financials. David stated the balance in the accounts total \$61,316.17. The siding loan balance is \$30,982.19. A motion was made to accept the financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Court: This unit is in foreclosure. Is with the attorney. We may want to consider small claims court.  
4278 Brookside Drive: Foreclosed on 5/11/16. She did have a \$660 deposit which was applied to her account.  
914 Brookside Place: He is accepted the agreement and has made a few substantial payments.  
4269 Brookside Drive: She has not made a payment since January. She has stated she is going to make a payment.

COMMITTEE REPORTS

**POOL** – One of the umbrellas is broken. There is not a base to hold them. A motion was made to purchase bases for the umbrellas not to exceed \$125. This was seconded and passed.

**LAWN MAINTENANCE** – Kim reported that she spoke with Andrew about the Banana trees and the tree line behind the dumpsters. Andrew was concerned if he cut the Banana trees to the ground they would not come back. Betty stated they will come back and to cut them to the ground. The retention pond at the end of Brookside was discussed. There was concern about using a herbicide and if it would be harmful to the

environment since this goes into the creek. Betty stated she would check on. The bamboo is growing up behind the dumpsters. He needs to take back 15ft.

**SPRINKLERS** – Kim reported that everything was taken care. He capped of the sprinklers by the tennis courts and behind some units.

#### UNFINISHED BUSINESS

**CITY GRANT PROPOSAL** – Kim reported that she is waiting to hear back from Ms. Gibson. Ms. Gibson contacted her stating that she did not have a current W9 for Mac's Outdoors and could not pay until she has an updated one. Kim stated she is working on. She will touch base with Jeff Cagle with Gulf Power to find out the status of the pole lights.

**SIGNS:** Kim stated she has contacted Modern Signs to get a quote for the Brookside Townhomes sign and she stated she requested for them to bid the other signs as well. She is waiting for the bid.

**PRESSURE WASHING** - Kim stated this has been completed. Karen brought up the metal plate for the pool gate. Kim stated she would check with EPM maintenance on the status of this.

#### NEW BUSINESS

**GUTTERS:** This was discussed and if this should be responsible for cleaning the gutters. It was requested to get a cost estimate to see what the cost would be. We will research and revisit.

**GATE BETWEEN HILLBROOK AND BROOKSIDE:** There is currently a key lock on the gate. There was an incident where a tree fell at the entrance and it was difficult for people to exit the property. It was decided to get combination lock and install. Betty stated she purchased a combination lock with letters and requested for Kim to put o once she has the key.

**4241 EXTERIOR MODIFICATION REQUEST:** Ms. Gray has requested to rebuild her deck and add a bench and a planter in each corner. The size will be 24x36. A motion was made to approve her request with same foot print and at a minimum to use pressure treated wood. She also requested if she can remove the shrubs along the side of her building or trim. After discussion the Board stated if she wanted to remove this would be at her expense or the association could have them trimmed away from the building.

**910 BROOKSIDE PLACE:** Kim stated she spoke with the owner and he will be removing the fence that he erected around his deck.

The doggie bags have been ordered.

There is also a trailer parking in the visitors spot. Kim stated she noticed it and thought that someone was having work done at one of the units.

4280 Brookside has no car tags and it is blue colored Toyota. Post a notice.

It was also requested to put a letter together to go out to all owners and renters of a few reminders about trash or porches, cleaning up front and back porches and storing items under porches. Kim stated she would work on.

#### NEXT MEETING

The next board is scheduled for June 28, 2016.

#### ADJOURNMENT

The meeting adjourned 7:15 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
June 28, 2016

ATTENDANCE

Betty Hooper  
David Bryant  
Jerry Lenox  
Mike Lane  
Mathew Hooper  
Pat Isler

Kim Coffey, Association Manager

NOT IN ATTENDANCE

Karen Reardon

HOMEOWNERS IN ATTENDANCE

Dawn Hawthorne

CALL TO ORDER

The meeting was called to order at 6:04 PM.

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

May 24, 2016 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the May financials. David stated the balance in the accounts total \$56,309. The siding loan balance is \$26,784.23. A motion was made to accept the May financials as prepared. Motion was seconded and passed unanimously. A motion was made to accept the 2016 Budget as prepared. Motion seconded and passed unanimously.

David Bryant reviewed the collections:

921 Court: This unit is in foreclosure and is with the attorney. A motion for default was granted.

933 Place: Daughter owns. It was requested for Kim to contact.

4278 Brookside Drive: Bank owns now.

914 Brookside Place: He has paid.

4269 Brookside Drive: She made a payment on 6/3. Her first payment in 5 months.

COMMITTEE REPORTS

**POOL** – Kim stated she still needs to purchase umbrella stands. Jerry reported that water was still getting on the pool deck.

**LAWN MAINTENANCE** – The Banana Trees have been cut to the ground. The bamboo needs to be cut back away from the dumpsters.

**SPRINKLERS** – Kim reported that she is not aware of any issues.

UNFINISHED BUSINESS

**CITY GRANT PROPOSAL** – Kim reported that she has sent the contract with the invoice to Helen Gibson. Once the check is cut they can schedule the lights to be installed.



**SIGNS:** Kim stated she has contacted Modern Signs and still has not heard back from them. A motion was made to accept Pensacola Signs proposal and move forward to get the signs installed. This was seconded and passed unanimously.

**GUTTERS:** A motion was made to accept Escambia Gutters proposal for \$2,400 to clean the gutters. Mike clarified is this going to be a one time or is this going to be done on a regular basis. David recommended sending a letter letting owners know that the gutters will be cleaned but they are still responsible for maintaining and repairing. This will tabled until owners have been notified.

#### NEW BUSINESS

**GATE BETWEEN HILLBROOK AND BROOKSIDE:** The key has been removed and a letter combination lock has been placed with the Board members having the combination.

**HOLDING POND:** Betty reported that she spoke with Mr. Flowers. Herbicide can be used.

#### NEXT MEETING

The next board meeting is scheduled for July 26, 2016.

#### ADJOURNMENT

The meeting adjourned 7:15 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
August 2, 2016

ATTENDANCE

Betty Hooper	Mathew Hooper
David Bryant	Pat Isler
Jerry Lenox	Karen Reardon
Mike Lane	

Kim Coffey, Association Manager

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

June 28, 2016 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the June financials. David stated the balance in the accounts total \$61,222.97. The siding loan balance is \$22,411.08. A motion was made to accept the June financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Court: This unit is in foreclosure and date for non-jury trial is set for August 31, 2016.

933 Place: Kim contacted Shannon who is now the owner. She emailed Kim and said payment would be made by the end of the week. It recommended turning over to attorney if a payment is not made.

4278 Brookside Drive: Bank owns now. We should collect from the day the bank took title forward.

4269 Brookside Drive: She made another payment. Kim will need to call monthly to remind her.

COMMITTEE REPORTS

**POOL** – Kim stated she has purchased the umbrella stands. She also had to put hooks up on the fence to hold the shepherds hook and life ring and put up a “No Lifeguard on Duty” sign per the insurance companies request. Kim stated Jerry had called her there was a crack in the sheetrock in the men’s bathroom and the handle on the women’s bathroom had come loose. Kim stated they had to remove the handle because it had been stripped. It is still functional as it has to door knob on each side. Jerry suggested getting a key for the lawn care company to be able to access the bathrooms. David suggested getting a lock box with a code. Kim will check into.

**LAWN MAINTENANCE** – It was requested to have Andrew spray round up in the holding pond at the end of Brookside Drive.

**SPRINKLERS** – Kim reported that we are going to have to replace the timer. It stopped working. David requested to check with Andrew and see if there is somewhere else to place the timer to help prevent from having to replace every few years.

#### UNFINISHED BUSINESS

**CITY GRANT PROPOSAL** – Kim reported that they have started the work.

**SIGNS:** Kim stated she has received a quote to scrape, prime and paint the main sign for \$350.00. He also quoted to clean and paint the one to right but it was decided to have that one replaced with the quote that was approved at the last meeting. Kim will contact both to get the signs completed.

**GUTTERS:** Kim reported that she has received positive feedback from owners. They have scheduled for the cleaning of the gutters next week. Notices will be put on all the doors.

#### NEW BUSINESS

David requested for the Lawn care company to trim the hedges down at the Brookside sign.

#### NEXT MEETING

The next board meeting is scheduled for August 23, 2016.

#### ADJOURNMENT

The meeting adjourned 6:40 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
August 23, 2016

ATTENDANCE

Betty Hooper	Pat Isler
David Bryant	Karen Reardon
Jerry Lenox	
Mathew Hooper	

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Mike Lane

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

August 2, 2016 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. David stated the balance in the accounts total \$60,603.98. The siding loan balance is \$18,013.80. A motion was made to accept the July financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Court: This unit is in foreclosure and date for non-jury trial is set for August 31, 2016.

933 Place: Turned over to attorney.

4247 Brookside Drive: Turned over to attorney.

4269 Brookside Drive: She called Kim and stated she has another job. It was requested for Kim to call and find out how much she can pay now and next month.

COMMITTEE REPORTS

**POOL** – Jerry reported that he is having problem with the spigot. Kim stated Jerry with EPM took care of.

**LAWN MAINTENANCE** – Betty reported that the shrubs on both side of Brookside Court need to be trimmed back as it is making it difficult for people to see to get out.

**SPRINKLERS** – Andrew will be replacing this week. Andrew stated a cover could be built to go over the timer. This could be more cost effective than rewiring.

UNFINISHED BUSINESS

**CITY GRANT PROPOSAL** – Kim reported that they are working on.

**SIGNS:** Kim stated the front sign has been completed and it looks good. Pensacola Signs are working on the other signs and have sent a proof which is in the package. It was requested for Kim to call them and have them change the colors to a dark green color.

**GUTTERS:** A few issues have come up with the gutters. It was requested for Kim to call Matt with Escambia Gutters and see if he will take care of.

#### NEW BUSINESS

**HEDGE/BUSH IMPEDING VISION FOR BROOKSIDE DRIVE AND BROOKSIDE COURT:** This was discussed earlier under landscaping.

**FENCE REPAIR:** 915 Brookside Place emailed about the fence behind her unit. Kim stated Jerry with EPM would check and repair.

Betty stated that we should start working on getting estimates for the roads to see where we are with the costs. David recommends hiring a contractor just as we did when we had the pool project done. We need a knowledgeable person to prepare a scope.

Pressure Washing was discussed. Kim stated it was done last October. A motion was made for Kim to contact Aqua Tech and see if they can do it at the same cost as last year. If the cost will remain the same then the motion also includes waiving the 3 bid requirement process. This was seconded and passed with one person voting against.

Kim reported that a homeowner contacted her about a person being on the property and the police have been called and wanted to know who to call if this happens so that the person can be removed from the property for trespassing. David stated he can be called or Jerry.

#### NEXT MEETING

The next board meeting is scheduled for September 27, 2016.

#### ADJOURNMENT

The meeting adjourned 7:07 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
October 25, 2016

ATTENDANCE

Betty Hooper  
David Bryant  
Mike Lane  
Pat Isler

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Karen Reardon  
Jerry Lenox  
Mathew Hooper

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 6:08 PM.

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

August 23, 2016 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

September 26, 2016- Meeting cancelled

FINANCIAL REPORT

David Bryant reported on September financials. David stated the balance in the accounts total \$57,479.19. The siding loan has been paid off. David he spoke with Betty and there was only one payment left and the decision was made to go ahead and pay off. A motion was made to accept the September financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

933 Lawrence/Cole: The closing date was October 24, 2016. We should be receiving balance owed.

921 Pate: Turned over to attorney. In foreclosure process.

4247 Brown: Turned over to attorney. This property sold in July 2015 but the association was never notified.

914 Amspacher: Check with attorney, he is behind again.

4217 Gierisch: Send to attorney.

4269 Brookside Drive: Have attorney send a demand letter. She is not fulfilling her payment agreement

COMMITTEE REPORTS

**POOL** – No Report.

**LAWN MAINTENANCE** – It is time to schedule a walk around with Andrew to point out items that are not being done. Kim stated she would get with Andrew.

**SPRINKLERS** – Get with Andrew to check system completely.

**TENNIS COURTS - Kim** obtained a bid for American Tennis Courts to repair tennis courts. The cost came in at \$8,886.00. After some discussion, it was agreed to put this on the agenda for the owners meeting and for the Board to come up with a list of alternate issues for the tennis courts.

UNFINISHED BUSINESS

**CITY GRANT PROPOSAL** – The work has been completed.

**SIGNS:** The signs have been completed. WE still a No Trespassing sign that needs to be installed at the end of David's street.

**HEDGE/BUSH IMPEDING VISION FOR BROOKSIDE DRIVE AND BROOKSIDE COURT-** This has been completed.

**PRESSURE WASHING** – This has been completed and is approved to pay.

**GUTTERS** – The issues have been resolved.

**FENCE REPAIR** – This was completed.

NEW BUSINESS

**EXTERIOR MODIFIATION 916 BROOKSIDE COURT - The** owners presented a drawing of the back deck modification. After reviewing, a motion was made to approve the request. This was seconded and passed unanimously. This was discussed earlier under landscaping.

NEXT MEETING

The next board meeting is scheduled for December 6, 2016.

ADJOURNMENT

The meeting adjourned 7:07 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
December 6, 2016

ATTENDANCE

Betty Hooper  
David Bryant  
Pat Isler  
Karen Reardon

Mathew Hooper  
Jerry Lenox

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Mike Lane

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

October 24, 2016 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on October financials. David stated the balance in the accounts total \$52,634.62. We may want to pressure wash again next year so we may need to put in as part of the operating budget. A motion was made to accept the September financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Pate: Is now in Bankruptcy.

4247 Brown: Turned over to attorney. Attorney sent a demand letter. Check on withholding rental income.

914 Amspacher: Behind again. Will send him the lien letter.

4217 Gierisch: Attorney sent a demand letter 12/6.

4269 Brookside Drive: Down from 922. She is going to pay balance 12/10.

4277 Hodge: EPM to send a demand letter to pay in 10 days. Turn over to attorney if she does not pay.

COMMITTEE REPORTS

**POOL** – Bathroom needs a new door knob.

**LAWN MAINTENANCE** – David, Betty and Kim did a walk around with Andrew. Pointed out a few areas that needs addressing. Spoke with him about the height of the shrubs and the area around the dumpsters. During the walk around we walked behind the units and the condition of the areas is in bad shape with trash and items being stored in the walk ways. We will be preparing a letter to go out to all owners.

**SPRINKLERS** – Andrew is working on getting certain areas back up and running. We have been having a problem with the zone across from the tennis courts. David explained in detail and Andrew will be getting with him.



**TENNIS COURTS** – Andrew will continue to blow off the tennis courts. The tennis courts will be discussed at the Annual Owners Meeting to determine what will be done with the tennis courts.

UNFINISHED BUSINESS

**SIGNS:** We still have a “No Trespassing” that needs to be installed. Kim will get with the sign company. Also the sign down by the garbage dumpster needs to be cleaned and the posts painted.

NEW BUSINESS

**NOMINATING COMMITTEE** - Last Year the nominating committee was made up of Faye Klumusko, Sonja Miller and Liz Simpson. Kim will check last year’s members to see if they would like to continue to serve. And put a notice on the bulletin board.

**ANNUAL MEETING:** The Annual Owners meeting date has been set for February 16. We will discuss some of the accomplishments this year, the Gulf Power light and the new signs. Also some of the items to address this year, the tennis courts and what we would like to see happen with them.

It was reported a few potholes at the entrance. There is also a motorcycle parked in the visitor spot near 923 Brookside Court.

NEXT MEETING

The next board meeting is scheduled for January 24, 2017.

ADJOURNMENT

The meeting adjourned 7:25 PM.