

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.