

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
January 24, 2017

ATTENDANCE

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

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

None

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

December 6, 2016 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on December financials. David stated the balance in the accounts total \$60,313.05. A motion was made to accept the December financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Brookside Court: Bankruptcy.
933 Brookside Place: EPM Letter was sent 1/18/17.
914 Brookside Place: Call into Attorney.
4217 Brookside Drive: With Attorney.
4243 Brookside Drive: EPM letter sent 1/18/17.
4272 Brookside Drive: EPM letter sent 1/18/17.
4277 Brookside Drive: EPM letter sent 1/24/17.
4278 Brookside Drive: EPM letter sent 1/18/17.

David reviewed the draft 2016 Compilation Report and the 2017 Budget. A motion was made to approve the 2017 Budget. Motion seconded and passed unanimously.

COMMITTEE REPORTS

POOL – No issues.

LAWN MAINTENANCE

- Hole behind 923 Brookside Court has been filled in.
- Trimming at Entrance has been done. Betty stated that they need to cut back more so that you can completely see the sign.
- Banana Trees at Pool: Kim stated they will be cut on their next visit
- Trimming of Crete Myrtles: Kim stated that this would be taken care of on their next visit as well.
- Drain from HillBrook: This has been cleaned out.
- Bushes behind fence on wall: Kim stated she spoke with HillBrook lawn care company and they will trim the shrubs off the fence.

SPRINKLERS – Andrew is still working on the repairs. The Board would expect this to be completed by the next board meeting.

TENNIS COURTS – This will be discussed at the Annual Owners meeting with the owners.

UNFINISHED BUSINESS

SIGNS - Kim stated they will be installing the “No Trespassing” this week. Kim will work on getting estimates on the two signs by the dumpsters. She will get one from Pensacola Signs and Etheridge.

NOMINATING COMMITTEE - Kim stated she spoke with Faye Klumuszko and Karen Reardon and they agreed to continue to serve on the Nominating Committee.

ANNUAL MEETING - The Board will review the accomplishments this year; the signs, the new gulf power lights, the payoff of the loan. We will also discuss continuing to seek grants for the property.

NEW BUSINESS

REPAIRS TO SOUTH FENCE (NEAR PINEGLADES) - Kim will work on getting estimates to repair the fence.

LETTER TO OWNERS REGARDING REAR OF UNITS - David went over the letter to go out to owners regarding the condition of their front and back of the property. The Board voted to get the amnesty dumpster on the property to help owner clean up the back of their property. We will give owners until the end of March to complete. We have the dumpster delivered around the 1st of March.

NEXT MEETING

The next board meeting is scheduled for February 28, 2017. The Annual Meeting is February 16, 2017.

ADJOURNMENT

The meeting adjourned 7:35 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
FEBRUARY 16, 2017

CALL TO ORDER

The meeting was called to order at 7:32 PM.

ATTENDANCE

Betty Hooper	Mathew Hooper	Dawn Hawthorne
David Bryant	Jerry Lenox	Dale Boswell
Pat Isler	Mike Lane	Karen Reardon

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

None

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, Pat Isler to serve as Secretary. Jerry seconded the nominations. Motion passed unanimously.

The next meeting will be February 28, 2017 at 6:00 p.m. at the Etheridge office.

ADJOURNMENT

The meeting adjourned at 7:37 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 28, 2017

ATTENDANCE

Betty Hooper	Mathew Hooper	Mike Lane
David Bryant	Jerry Lenox	Pat Isler
Dawn Hawthorne	Dale Boswell	

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Karen Reardon

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

February 28, 2017 – Owners Meeting

A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on February financials. David stated the balance in the accounts total \$78,000. David stated we will have EPM move \$10,000 to the money market account. A motion was made to accept the February financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Brookside Court: Bankruptcy/ Foreclosure. We need to instruct the attorney not to do anything else with this.

933 Brookside Place: at Attorney.

4217 Brookside Drive: at Attorney. Her balance is getting up there.

4277 Brookside Drive: This has been resolved.

COMMITTEE REPORTS

POOL – Kim reported that the pool had to be closed for a few days for health reasons. Jerry also reported that Maria cleaned the pool furniture and it was very dirty and she spent two hours cleaning. She is requesting more money for this. After discussion, the Board requested that in the future she should come to the Board for approval before doing any extra work. A motion was made to pay her an additional \$100 for cleaning the pool furniture. The water spicket has an attachment and a hose can't be attached. Also we need to purchase two new umbrellas.

LAWN MAINTENANCE – Dawn stated she was very upset that the lawn crew cut back her flowers. She requested for them not to weed in her beds anymore. Jerry reported that they are not cutting back far enough on the tree line. Kim stated she will get with Andrew.

SPRINKLERS – Jerry reported that the sprinklers are not on near the side of his building and Dawn also reported that they are not running by her unit. Kim stated she would report this to Andrew.

TENNIS COURTS – Kim reported that she met with Roger Bontrager and he recommends cutting the asphalt and removing the tree roots. And relaying asphalt. Kim stated he is going to get with his asphalt person and get a price. He did not address any drainage problems. Kim will check with him.

UNFINISHED BUSINESS

FENCE REPAIR ALONG PINEGLADES: Kim stated her and David had not met to determine how many feet of fence needs to be replaced. They will meet on Thursday.

LETTER TO OWNER REGARDING REAR OF UNITS: The letter went out and Kim stated she has heard from a few owners regarding checking their back yards.

AMNESTY DUMPSTER – It has been delivered. We will keep on the property until the end of April.

NEWTOW-AWAY SIGNS – Kim stated these have been installed

REPLACEMENT /PANTING OF SHUTTERS, DOORS AND ADDRESS NUMBERS - After discussion it was requested for Kim to get estimates for new shutters and numbers for the units.

NEW BUSINESS:

Loose Animals – Pat brought up the issue of dogs running loose and residents not picking up after them. A reminder needs to be sent out.

Front Beds – Dale Boswell requested to replace his wood timbers with cement scalloped ones. The Board stated this is approved.

Solar Panels – Dale Boswell also brought up solar panels. David stated he has looked into this before and the cost was too high.

Fire Ant Treatment – Kim presented the Tru Green bid for the treatment of fire ants. After discussion the Board agreed to proceed with the treatment.

NEXT MEETING

The next board meeting is scheduled for April 25, 2017.

ADJOURNMENT

The meeting adjourned 7:23 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
May 4, 2017

ATTENDANCE

Betty Hooper	Mathew Hooper	Karen Reardon
David Bryant	Jerry Lenox	
Dawn Hawthorne		

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Pat Isler
Dale Boswell
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

March 28, 2017 – Board Meeting

A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on March financials. David stated the balance in the accounts total \$80,000. David stated it will continue to grow since we do not have the loan payment anymore. David stated we should move \$20,000 to the reserve instead of the \$10,000 that was voted on at the last meeting. A motion was made to accept the March financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Brookside Court: Bankruptcy/ Foreclosure.

933 Brookside Place: at Attorney. Instruct attorney to send demand letter for rent

914 Brookside Place: Check with attorney and see what our options are.

4217 Brookside Drive: Gierisch, Lien was filed the next step is Notice of Intent to Foreclose.

COMMITTEE REPORTS

POOL – It was discussed purchasing two new umbrellas for the pool. The Board agreed and set a price of \$100.

LAWN MAINTENANCE – Multiple board members commented on the lawn maintenance.

SPRINKLERS – It was reported there was a broken sprinkler had in front of 916 near the sidewalk. Kim stated she would let Andrew know.

TENNIS COURTS – Betty presented a quote from TFR Paving and Grading. The quote included several items throughout the property. David reported that he will contact an engineer. It was also requested to contact Andrew to blow off the tennis courts and kill the weeds. Kim is still waiting to hear back from Bontrager.

UNFINISHED BUSINESS

FENCE REPAIR ALONG PINEGLADES: A motion was made to get the fence replaced for \$500. Motion was seconded and passed.

NEW BUSINESS:

4255 Brookside Drive has reported issues with the trees.

Dead Trees along Pineglades: It was requested for Kim to contact Code Enforcement and see if they can help in any way.

David reported that he trespassed a fisherman from the property.

David reported an owner was having an issue matching the paint for the deck. David stated he would go and match.

It was also requested for Kim to check with Tru Green and see if they have sprayed for ants yet.

NEXT MEETING

The next board meeting is scheduled for May 23, 2017.

ADJOURNMENT

The meeting adjourned 7:24 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
June 27, 2017

ATTENDANCE

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

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Dawn Hawthorne

HOMEOWNERS IN ATTENDANCE

Mrs. Boswell

CALL TO ORDER

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

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

May 4, 2017 – Board of Directors Meeting

A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on May financials. David stated the balance in the accounts total \$83,000. David stated the \$20,000 was moved to the money market account. A motion was made to accept the May financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Brookside Court: Bankruptcy/ Foreclosure.

933 Brookside Place: Sent the demand letter for rent. Kim heard from the mgmt. company and Shannon Cole called and will be making the payment for her balance.

914 Brookside Place: Kim stated she has not heard back from him. She sent an email. We will start the legal process again.

4217 Brookside Drive: Lis Pendens to be filed.

COMMITTEE REPORTS

POOL – David stated the Board agreed to purchase umbrellas at the last meeting. David reported they have been purchased; we paid a little bit more for them. David stated he approved for Kim to spend more. The umbrellas look very nice.

LAWN MAINTENANCE – The area across from Brookside Place needs to be trimmed. 917 and 919 also is out of control and needs to be trimmed. David stated the association should consider taking care of the trees. Betty stated that this should come before the membership. This will be put on the annual meeting agenda.

SPRINKLERS – As far as we know everything is working. David stated he has a head near his unit that needs repairing.

TENNIS COURTS – There are a lot of weeds on the tennis court. Kim stated she needs to give Andrew the code to get in. It was requested for Kim to get 3 estimates to have the tree removed near the front of tennis court.

UNFINISHED BUSINESS

FENCE REPAIR ALONG PINEGLADES: Kim stated she had received another estimate for the fence repairs for \$420. This has been scheduled so hopefully should be completed before the next meeting.

UPDATED PAINT COLOR: David reported that there was an issue with the right color so he took a piece of gutter and siding to Lowes so they could get the right color. Betty approved the new color. The approved Exterior Modifications documents was changed and has been added to the website.

ROAD REPAIRS: David went over pros and cons of repaving versus replacing. The next step would be to speak a loan officer about a line of credit for around \$150,000.

NEW BUSINESS:

PRESSURE WASHING – The funds necessary for the pressure washing was discussed. A motion was made to waive the 3 bid requirement and get done as soon it can be scheduled. Aqua Tech will do the pressure washing again. This was seconded and passed unanimously.

DOG BEING WALKED IN BROOKSIDE – Pat reported someone walking with a very large dog that comes from Pineglades. This should be reported as he is trespassing.

NEXT MEETING

The next board meeting is scheduled for July 25, 2017.

ADJOURNMENT

The meeting adjourned 7:24 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
July 25, 2017

ATTENDANCE

Betty Hooper	Mathew Hooper	Karen Reardon
David Bryant	Jerry Lenox	Dale Bagwell
Pat Isler	Mike Lane	Dawn Hawthorne

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

HOMEOWNERS IN ATTENDANCE

CALL TO ORDER

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

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

June 27, 2017 – Board of Directors Meeting

A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on June financials. David stated the balance in the accounts total \$89,000. We are on track. A motion was made to accept the May financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Brookside Court – Bankruptcy/ Foreclosure.

914 Brookside Place – He has agreed to pay in full by August 31, 2017.

4217 Brookside Drive – With attorney and Notice of Intent to Lien has been sent

4243 Brookside Drive – EPM letter sent 7/24/17

4269 Brookside Drive – Kim will send an email

COMMITTEE REPORTS

POOL – It is getting much use.

LAWN MAINTENANCE – Kim stated she spoke with Andrew about cleaning the area on the walk and they will be working on getting this taken care of. Tree at the end of Brookside Drive needs to be trimmed.

SPRINKLERS – No issues at this time.

TENNIS COURTS – The weeds had been addressed.

UNFINISHED BUSINESS

FENCE REPAIR ALONG PINEGLADES – It was requested to send a letter to the owner of the fence.

ROAD REPAIRS – David reported on the loan information. A motion was made to proceed with obtaining the loan. It was also requested for David to check with other banks to see if they are competitive.

A motion was made to hire the engineer. The motion was seconded and passed unanimously.

TREE AT TENNIS COURT – Bids were obtained for removing the tree at the tennis court. After reviewing the bids, A motion was made to accept A Cut Above’s tree bid. It was also requested for the association to be named an additional insured. If there is a charge for this the total cost should not exceed \$2,000. This was seconded and passed unanimously.

NEW BUSINESS

FOR SALE SIGNS – There was discussion on for sale signs in the windows. David reported that he has found nothing in the Covenant and Restrictions or the rules that would prohibit these types of signs. Kim stated she would send sample of other restrictions concerning signs from other properties.

PRESSURE WASHING – The pressure washing was discussed and to make sure a notice is put out a notice to all residents once it has been scheduled.

NEXT MEETING

The next board meeting is scheduled for August 22, 2017.

ADJOURNMENT

The meeting adjourned 7:20 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
August 22, 2017

ATTENDANCE

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

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Dawn Hawthorne

HOMEOWNERS IN ATTENDANCE

CALL TO ORDER

The meeting was called to order at 6:06 PM.

GUEST COMMENTS

No comments.

APPROVAL OF MINUTES

July 25, 2017 – Board of Directors Meeting

A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on July financials. David stated the balance in the accounts total \$92,000. A motion was made to accept the July financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Brookside Court: Bankruptcy/ Foreclosure. Up for auction on September 5, 2017.

914 Brookside Place: He has agreed to pay in full by August 31, 2017.

4217 Brookside Drive: With attorney and Notice of Lien has been filed.

4269 Brookside Drive: Making payments but not paying back amount.

COMMITTEE REPORTS

POOL: Pool light is out at the deep end of the pool. Pool lights were out around the pool. Jerry will check timer.

LAWN MAINTENANCE: David reported the vines still have not been cut down. The area with the ruts from the mower still has not been addressed. David stated if this does not get addressed we will hold his check next month.

SPRINKLERS: No issues at this time.

TENNIS COURTS: No update at this time.

UNFINISHED BUSINESS

FENCE REPAIR ALONG PINEGLADES: It was requested for Kim to make a visit to the house on Euclid to discuss the issues so we can resolve and get the fence repaired.

ROAD REPAIRS: David reported that the association has been approved for the loan. A motion was made to execute the loan. Motion was seconded and passed unanimously. The closing is scheduled for August 24, 2017. The closing will take place in Alabama to avoid approximately \$750 in Florida taxes. The next step is to

hire the engineer. A motion was made to hire the engineer. The motion was seconded and passed unanimously.

TREE AT TENNIS COURT: Kim stated that A Cut Above is approximately three weeks out. We will notify affected owners once it has been scheduled.

NEW BUSINESS:

TREE BRANCHES OVER VISITOR PARKING AT THE END OF BROOKSIDE DRIVE: Kim will ask A Cut Above to address the branches when they come out to cut the other trees down.

SIGNS IN THE COMMUNITY: It was requested for Kim to send Betty Hooper some examples of other property restrictions concerning for sale/rent, political, other signs.

PRESSURE WASHING: Once the pressure washing has been scheduled Kim will mail notices to all owners and renters.

NEXT MEETING

The next board meeting is scheduled for September 26, 2017.

ADJOURNMENT

The meeting adjourned 7:02 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
September 26, 2017

ATTENDANCE

David Bryant	Karen Reardon
Jerry Lenox	Dale Bagwell
Pat Isler	Mike Lane

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Dawn Hawthorne
Betty Hooper
Mathew Hooper

HOMEOWNERS IN ATTENDANCE

CALL TO ORDER

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

GUEST COMMENTS

Garth Kleckner made a brief appearance to state he understood why the tree needed to come down at the tennis court.

APPROVAL OF MINUTES

August 26, 2017 – Board of Directors Meeting, there was a change to reflect that Dale Boswell and Karen Reardon were not in attendance. A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on August financials. David stated the balance in the accounts total \$97,000. A motion was made to accept the August financials as prepared. Motion was seconded and passed unanimously.

David Bryant reviewed the collections:

921 Brookside Court: Foreclosure sale occurred. Collected \$1810 from bank. Had to write off \$2,000 from bankruptcy.

914 Brookside Place: Did not pay August 31. Sent Etheridge letter 9/19/17 recommend turning over to attorney.

4217 Brookside Drive: Paid \$400 on 9/25/17. She has until 9/29/17 to respond.

4269 Brookside Drive: Etheridge letter sent. Owner contacted Kim and said she would work on it shortly.

4243 Brookside Drive: Etheridge Letter sent on 9/19/17. He has until 9/29 17 to respond.

COMMITTEE REPORTS

POOL – Pool light are on.

LAWN MAINTENANCE – Jerry stated the area back by the creek has a lot weeds and need to be addressed.

SPRINKLERS – They need to be checked not sure if they are coming on.

TENNIS COURTS – No update at this time.

UNFINISHED BUSINESS

FENCE REPAIR ALONG PINEGLADES: Kim stated they met the homeowner and informed him on the situation and he said he would do whatever was needed and we could do whatever was needed.

ROAD REPAIRS: David reported that he and Betty met with the engineer. He will come up with a plan and provide photos if possible. He will come to the meetings with updates. Once plans and a scope are finalized, the timeline for the bid process will take about 4 weeks. Estimated time of completion we are looking at around the end of March.

TREE AT TENNIS COURT: Kim stated A Cut Above will let her know the Friday before the work will be done so we can notify the homeowners. Jerry also brought up the tree near his unit. The tree looks dead.

NEXT MEETING

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

ADJOURNMENT

The meeting adjourned 6:54 PM.