

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
January 28, 2020

ATTENDANCE

David Bryant  
Jerry Lenox  
Karen Reardon  
Anne Marie  
Dale Boswell  
Betty Hooper

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Mike Lane, Pat Isler and Mathew Hooper

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

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

GUEST COMMENTS

None

APPROVAL OF MINUTES

November 12, 2019 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the December financials. The balance in the operating account is \$72,000. The balance in the reserve account is \$32,000. A motion was made to accept the December financials as prepared. Motion was seconded and passed unanimously.

David reviewed the collections:

914 Place – With Attorney,  
914 Court – With Attorney  
4243 Drive – with Attorney  
4247 Drive – with Attorney  
4269 Drive – Payment plan

COMMITTEE REPORTS

**POOL** – The banana plants need to be trimmed. The deck needs to be cleaned.

**LAWN MAINTENANCE** – They need to make sure to empty the trash near the mailboxes.

**SPRINKLERS** – Kim reminded board members to continue to report issues as they occur.

**TENNIS COURTS** – no report.

#### UNFINISHED BUSINESS

**ANT SPRAYING** – Kim will check to see when the spraying will occur.

**PRESSURE WASHING** – Aquatech will be pressure washing next week.

#### NEW BUSINESS:

**ANNUAL OWNERS MEETING ITEMS TO BE DISCUSSED** – David reported we will be discussing the bank loan, the accomplishments for the year, and the planned repairs to the tennis courts.

**TREE BEHIND 911 BROOKSIDE COURT** – The Board discussed the tree and agreed that unless the tree was blocking traffic, branches overhanging the road did not need to be trimmed. The board asked Kim to send pics to the Board to confirm this assessment.

#### NEXT MEETING

The next meeting will be the annual owners meeting on March 5, 2020 at the St Paul's Lutheran Church.

#### ADJOURNMENT

The meeting adjourned 6:46 PM

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
August 26, 2020

ATTENDANCE

David Bryant  
Jerry Lenox  
Karen Reardon  
Patrick McGraw  
Pat Isler  
Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Dale Boswell

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 11:32 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

January 28, 2020 Board and March 5, 2020 owner 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 and the 2020 budget. The balance in the accounts total \$109,00.00. The balance for the loan is 188,000.00. A motion was made to accept the July financials as as the 2020 Budget. Motion was seconded and passed unanimously.

David reviewed the collections: We have two owners 914 Brookside Court and 4268 Brookside Drive in arrears for several months.

COMMITTEE REPORTS

**POOL** – David reported on the quote that we got from Pensacola Signs. After discussion it was agreed to go with Option A. Jerry seconded. Motion passed. The pool lights have been set to come on at 6pm and go off at 10 pm.

**SPRINKLERS** – Patrick stated the sprinklers need to be total revamped. Jerry stated we are also having issues in the islands near his place. It was suggested to email Kim the areas with problems and we can have them come back out to check. Patrick stated he could show them.

**TENNIS COURTS** – Kim stated we had to get the gate repaired.no report.

UNFINISHED BUSINESS

**REVITALIZATION.** David reported that he has heard back from the attorney. The attorneys revised the covenants to remove everything that referred to the developer. We will need 3 people to serve on the committee. David, Karen and we need one other person. Pat stated she would be on the committee. We will be scheduling to complete.

NEW BUSINESS:

**4279 Request for \$500 for damages to her retaining wall.:** After discussion, A motion was made to deny her request. Motion was seconded and pass unanimously.

Patrick requested an email board list. We also need to look at the signage in front of the dumpsters.

David stated we could also look at getting a grant for various projects on the property. David will look into the time lines for submitting the grant requests.

ADJOURNMENT

The meeting adjourned 12:39 PM

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
MINUTES  
October 27, 2020

ATTENDANCE

David Bryant  
Jerry Lenox  
Karen Reardon  
Patrick McGraw  
Pat Isler  
Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

None

HOMEOWNERS IN ATTENDANCE

Rick & Kayla - 4283 Brookside Drive

CALL TO ORDER

The meeting was called to order at 1:37 PM.

GUEST COMMENTS

Rick had reported some sprinkler issues down by their unit at 4283 Brookside Drive and the garbage can is always open.

APPROVAL OF MINUTES

August 26, 2020 – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported on the September financials. The balance in the accounts total \$110,078. The balance for the loan is 182,000. A motion was made to accept the September financials. Motion was seconded and passed unanimously.

David reviewed the collections: We have two units in arrears. One is at the attorney and the other is in probate.

COMMITTEE REPORTS

**POOL** – there is a squirrel's nest in the ladies' room.

**LAWN MAINTENANCE** – Leon did a lot of extra work after the hurricane and did not charge for this. Patrick stated they have gone above and beyond. Patrick stated he got a couple of quotes to clean up the tree line. There was a bid difference in the costs on the two quotes that he got. Need to get the definition of cleaning the tree line. David stated that we could possibly use grant money to help with these costs. David stated he did call the city and is waiting to hear back from them regarding submitting for a grant. There are only set times during the year that you can do this.

**SPRINKLERS** – Patrick stated that we need a schematic of the system so they can go through each zone. We have issues at many areas throughout the property. It was requested for the issues to be reported to Kim so that a list can be compiled and submitted.

**TENNIS COURTS** – No issues.

UNFINISHED BUSINESS

**Signage at the pool:** We will need to get the wording confirmed and then submit.

**Tree Removal:** The quotes were discussed. David is proposing to get copies of the license and insurance. Once we receive we can vote y email. Jerry will refrain from voting.

ADJOURNMENT

The meeting adjourned 2:41 PM