

BROOKSIDE TOWNHOMES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 1, 2022

ATTENDANCE

David Bryant
Karen Reardon
Pat Isler
Patrick McGraw

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Cecila Rojas

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 12:02 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

November 23, 2021, Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reviewed the annual financial reports. He reported there is approximately \$125,000 in the bank. We have a balance of \$151,000 on the loan. Expenses are right in line. A motion was made to approve the annual financial reports. Motion seconded and passed unanimously.

The 2022 Budget was discussed. The fees will remain the same. A motion was made to approve the 2022 budget as prepared. Motion seconded and passed unanimously.

Collections:

914 Place – The attorney is attempting to serve.
4261 – Unit is for sale. Kim to contact the realtor.
4268 – With attorney
4278 - EPM Letter

COMMITTEE REPORTS

POOL – No issues. Working on hiring someone to clean the bathrooms

LAWN MAINTENANCE – Patrick will touch base with Leon this week or next about trimming the shrubs and trees.

SPRINKLERS – Clyde's well service has been out to look at and has confirmed the pump is not working correctly. We need more clarification before a decision can be made.

TENNIS COURTS – No issues.

NEW BUSINESS:

ANNUAL MEETING – The Annual owners meeting was discussed. Patrick brought up suspected drug activity going on. Some topics that will be discussed are Hurricane Sally Repairs. We will be going over goals for 2022. We will work on getting the sprinkles and the fence repairs completed and the amnesty dumpster. Some of the goals will be to spruce up the entrance sign. Air BNBS were discussed. We would have to amend the CC&R's. This would take 2/3 votes of the membership to amend.

ADJOURNMENT

The meeting adjourned 1:02 PM

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
ANNUAL OWNERS MEETING
MINUTES
March 3, 2022

CALL TO ORDER

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

INTRODUCTION OF BOARD MEMBERS

Karen Reardon, David Bryant, Pat Isler, Patrick McGraw and Kim Coffey, Property Manager introduced themselves. All owners present introduced themselves.

QUORUM ANNOUNCEMENT

Kim Coffey reported that there are 13 owners represented in person or by proxy. A quorum had been established.

The Election process: The ballots have been passed out. A request was made for any nominations from the floor. Dawn Hawthorne, Marie Sanford, and Mary Jane Soule were nominated. There are eight members on the ballot: David Bryant, Dawn Hawthorne, Pat Isler, Patrick McGraw, Karen Reardon, Cecilia Rojas, Marie Sanford, and Mary Jane Soule.

2021 Financial Review

David reviewed the year end financials. The ending balance is \$31,900 in the operating and \$94,000 in the MM account. The loan balance is \$150,900.

2022 GOALS

Amnesty Dumpster – We are planning on having this done this year to help owners clean stuff out.

Security/Fence Repairs – David reported that fence repairs are costing approximately \$25.00 per linear foot. He indicated that the plan it to have the repairs/replacements divided into 3 phases. Phase 1 will be Pineglades, Phase 2 along 9th Ave., and Phase 3 behind Hillbrook.

Sprinklers – We are currently working on the repairs. They have been out for quite some time. We had issues with the zones and now it is the pump. We are waiting on the quotes to come in.

Front Sign – A member suggested making repairs to the entrance sign.

Street Lights – A member suggested replacing street lights with LED lights.

OWNERS COMMENTS:

There is a pothole at the front of Brookside as you come in. This has been reported to the city.

A suggestion was made for a welcoming committee.

RESULTS OF ELECTON

A review of the ballots indicated that an additional individual, Jerry Lenox, had been written in on 2 ballots. The Board asked Mr. Lenox if he was willing to serve, to which he replied yes. The 2022 board of Directors is as follows: David Bryant, Dawn Hawthorne, Pat Isler, Jerry Lenox, Patrick McGraw, Karen Reardon, Cecilia Rojas, Marie Sanford, Mary Jane Soule.

ADJOURNMENT

The meeting adjourned at 7:14 PM.

BROOKSIDE TOWNHOMES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
MARCH 3, 2022

ATTENDANCE

David Bryant
Dawn Hawthorne
Pat Isler
Jerry Lenox
Patrick McGraw
Karen Reardon
Cecilia Rojas
Marie Sanford
Mary Jane Soule

Kim Coffey, Association Manager

CALL TO ORDER

The meeting was called to order at 7:19 PM.

ELECTION OF OFFICERS:

David nominated Karen Reardon for President. Pat seconded the nomination. Nomination passed.
Jerry nominated Mary Jane Soule for Vice President. Nomination failed for lack of support.
David nominated Pat for Vice President. Jerry seconded nomination. Nomination passed.
Karen nominated Patrick for Secretary. Mary Jane seconded. Nomination passed.
Patrick nominated David for Treasurer. Karen seconded. Nomination passed.

Next meeting is scheduled for Tuesday, March 22, 2022. This will be a call-in meeting.

ADJOURNMENT

The meeting adjourned 7:28 PM

BROOKSIDE TOWNHOMES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 22, 2022

ATTENDANCE

David Bryant
Karen Reardon
Pat Isler
Patrick McGraw
Mary Jane Soule

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Cecila Rojas
Pat Isler
Jerry Lenox
Marie Sanford

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 12:02 PM.

Karen went over what is expected on the new board members. You take on projects, meet with contractors, you represent the entire board, even though there may be a time that you do not agree. When reporting issues, avoid any undocumented statements. Everything must be in writing. All board members should set an example. Reimbursement for items purchased must be voted on at a meeting.

GUEST COMMENTS

None

APPROVAL OF MINUTES

March 1, 2022, Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

March 3, 2022 Annual Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

March 3, 2022 Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported there is approximately \$36,000.00 in the operating as of the end of February and 94,000 in the Money Market account. We have a balance of \$147,000.00 on the loan.

Collections:

Amspacher: with attorney.

4278 - EPM Letter

COMMITTEE REPORTS

POOL: No issues. Working on hiring someone to clean the bathrooms. EPM will clean and stock in the meantime.

LAWN MAINTENANCE: Patrick talked with Leon on the garbage and the stuff behind the dumpsters on Brookside Drive.

SPRINKLERS: Clyde's well service has been out to look at and we need to get more clarification on what needs to be done. We received a quote for \$10,000. Working on getting resolved.

TENNIS COURTS: No issues.

OLD BUSINESS:

Fence Repairs: David working on getting quotes. He should have later this week.

Amnesty Dumpster: Will check on the dates for April 1. They will pick up on April 18th.

4283 Fence: A letter needs to be sent removing the fence and the dogs.

Potholes at Entrance: Kim stated she called 311 and she was told that we have to repair. Maintenance will be to repair.

Minutes on the Website: Davis will send to Aeiko to post on the website.

NEW BUSINESS:

Trash behind Dumpster: Leon will be taking care of.

Entrance Signs: We will be working on getting quotes to spruce up.

LED Lights: Will be checking with Gulf Power on what cost would be to change out

Visitor Parking: We have been having multiple issues

ADJOURNMENT

The meeting adjourned 1:06 PM

BROOKSIDE TOWNHOMES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
June 21, 2022

ATTENDANCE

David Bryant
Karen Reardon
Pat Isler
Patrick McGraw
Mary Jane Soule
Dawn Hawthorne

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Cecila Rojas
Marie Sanford

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 12:05 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

March 22, 2022, Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported there is approximately \$135,000.00 in the accounts as of the end of May. We have a balance of \$139,000.00 on the loan. A motion was made to approve the May financials. Motion seconded and passed.

Collections:

Amspacher: with attorney.
Gailina and Civelli passed away.
4219, 4278 and 4288 were sent EPM Notices

COMMITTEE REPORTS

POOL – No issues. Working on hiring someone to clean the bathrooms. EPM will clean and stock in the meantime. Working on getting estimate for pressure washing. We are seeing trespassers. Dawn will be the person to call the police if she sees trespassers. Patrick and Pat stated they would as well.

LAWN MAINTENANCE – Patrick stated he spoke with Leon about trimming the crepe myrtles asap.

SPRINKLERS – David reported we are going to have to get a new well system. We are on the schedule but we are 14 weeks out. This is as soon as they could get it scheduled.

TENNIS COURTS – Someone has placed a basketball goal in the tennis courts. Dawn stated she things she may know who placed it there she will send Kim the addresses. Kim will send a letter to remove.

OLD BUSINESS

Fence Repairs – David presented the estimates. After discussion. David recommended using Tidal Bays. A motion was made to accept the quote from Tiday Bay. Motion seconded and passed. It will be a couple of weeks before they are able to start. Phase 1 and 2. Phase 3 option is the 4 area down by Hillbrook. David will get a separate cost estimate for that phase.

Amnesty Dumpster – We had it on the property for 2 weeks.

NEW BUSINESS

Entrance Sign – Kim stated she is waiting on the proof to come. We want it to be the same size and shape that we have now. David reported someone took it upon themselves to spray paint the sign.

Towing Signs – We need to look at replacing the towing signs.

Annual Dues – David reported that we will not be able to get by another year without raising the association fees. He is going to recommend to raise to \$120.00. Dues have not raised in 14 years.

Short-Term Rentals – Board members expressed concerns with short-term rentals, such as AirBnBs. The Board agreed to start the process of amending the Covenants and Rules to limit or disallow short-term rentals. The Board agreed to poll owners for their thoughts.

City of Pensacola Grant – David discussed the grant for the restoring the tree line along Carpenter's Creek. He reminded the Board of the grant requirements, including the 2 to 1 match. The Board discussed the grant and unanimously agreed to continue moving forward with applying for the grant when the next grant cycle opens.

ADJOURNMENT

The meeting adjourned 1:32 PM

BROOKSIDE TOWNHOMES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
August 25, 2022

ATTENDANCE

David Bryant
Karen Reardon
Pat Isler
Patrick McGraw
Dawn Hawthorne
Cecila Rojas
Marie Sanford

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

None

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 12:02 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

June 21, 2022, Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David Bryant reported there is approximately \$120,000.00 in the accounts as of the end of July. We have a balance of \$137,000.00 on the loan. A motion was made to approve the July financials. Motion seconded and passed.

Collections:

Amspacher is with the attorney.

Gallina paid

920 Place, 4219, 919 Court and 4243 EPM Notices to be sent

COMMITTEE REPORTS

POOL

Pool Maintenance Price increase: Johnson Pools increased their monthly cost to \$760.00. We received a quote from Aqua Pools for \$560.00 per month, this does not include chemicals. A motion was made to accept the quote from Aqua Pools. Motion seconded and passed unanimously.

Pool Repairs: Many items need addressing with the pool house. Kim stated she has reached out to a contractor to get a quote.

Pool House and Area Cleaning: Kim has reached out to a few companies but have not been able to get someone. Still working on getting someone to clean. EPM has been going over as needed. Pat stated she knew someone and would reach out to see if they were interested.

Pool Deck and Furniture Pressure Washing: EPM is not able to provide a quote. David reached out to the former lawn service that does pressure washing. They quoted \$400-\$450. A motion was made to accept the proposal and get scheduled. Motion seconded and passed unanimously.

Pool Access without a Key: There is an issue with the gate not locking. Kim stated she would have EPM check and see if they can repair the gate. We are having people access the pool late at night. Once the gate is fixed We will address getting lanyards made for each unit.

LAWN MAINTENANCE: There was a complaint made about leaving leaves. Etheridge needs to be notified as soon as there is an issue so we can contact Leon right away to get handled. Some trimming was done to the tree line and it looks a lot better.

SPRINKLERS: We are still waiting for them to come out.

TENNIS COURTS: Kim stated she sent letters to find out who the basketball belonged to, but received no response. EPM will remove the goal and donate it to Teen Challenge.

OLD BUSINESS

Fence Repairs: David stated Phase 1 and 2 have been completed. Phase 3 should hopefully be completed within the next 2 weeks, weather permitting.

Creek Line Overgrowth: David reported he is working on the grant. He has reached out to get bids. Everything has to be submitted by August 31, 2022. It normally takes a few months to hear back. David stated he will let the Board know once he hears back.

Entrance Sign: Kim stated she went back and requested to make sure its two dimensional as the proof they provided did not show this. We want the same size and shape we have now.

Towing Signs: The towing signs need replacing. We were waiting on towing signs form the company

Potholes at Entrance: Kim stated she was working on getting a quote for a more permanent solution as we are constantly having the same issue with the pothole. Maybe looking a putting a speed bump aright at that spot.

Outside Lighting: Kim reported that we have reported the lights out several times to Gulf Power. We will try and get an update.

Unauthorized Fences: 4263, 4269, 4281: A motion was made to remove if they are still there. Motion seconded and passed unanimously.

4283 Brookside Drive: The fence has been removed and the dogs have also been removed as she is selling her unit.

931 Brookside Place: Oversized dog. Kim sent a letter. They sent in a request for the dog to stay until their lease is up in February. The Board denied her request and directed Kim to send a letter the dog must be removed by October 31, 2022.

4283 Brookside Drive Emotional Support Animal: The potential buyer sent in a request for an emotional support dog. David stated the Board can't deny her request due to it being an emotional support dog. There are restrictions that can be put in place such as restrictions of wear she can take the dog on the property. Dawn made a motion to approve this waiver request. Karen seconded. Motion passed unanimously.

4221 Brookside Drive Siding: This unit has siding that is hanging and needs to be repaired.

Kim stated she reach out to the owner, she is aware and is trying to get repaired.

NEW BUSINESS

Feral Cats: Cats roaming the neighborhood are becoming an issue again. Marie stated she would look into trap and release. We did have an owner that helped with this in the past.

Dog Waste Bags: The doggie bags need replenishing.

ADJOURNMENT

The meeting adjourned 1:38 PM

BROOKSIDE TOWNHOMES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
September 29, 2022

ATTENDANCE

David Bryant
Pat Isler
Patrick McGraw
Dawn Hawthorne
Marie Sanford

Kim Coffey, Association Manager

BOARD MEMBERS NOT IN ATTENDANCE

Cecilia Rojas
Karen Reardon

HOMEOWNERS IN ATTENDANCE

Vicki Hutto

CALL TO ORDER

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

GUEST COMMENTS

None

APPROVAL OF MINUTES

June 21, 2022, Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David reviewed balance sheet \$97,000 in the bank which will drop more because of the remaining fence invoices. The loan balance is approximately \$130,000. David also provided a collections update. A motion was made to approve the August financials. Motion seconded and passed.

COMMITTEE REPORTS

POOL :

Pool House and Area Cleaning. EPM has been going over as needed.

Pool Deck and Furniture Pressure Washing: pressure washing has been completed; pool maintenance to start October 1

Pool Access without a Key: EPM has repaired the gate. Pool policy will be revised by the spring.

LAWN MAINTENANCE: The clean-up at the entrance has been completed. Kim called the city about this. Vines growing on fence need to be removed.

SPRINKLERS – We are still waiting for them to come out. Kim will reach out to Clyde's for an update.

TENNIS COURTS – Basketball goal has been removed

OLD BUSINESS:

Fence Repairs: The fence repairs have been completed. Dawn complained about some nails sticking out. Her son, Chris will see if can nail them.

Creek Line Overgrowth: David reported the lowest bid came in around \$7,100,00. David submitted the grant to the City and responded to a couple questions. Once David hears back from the city he will let the Board know.

Entrance Sign: The total cost will be \$1,700, including the wood piece that makes the wave. They should begin begin working on the sign soon.

Towing Signs: The towing signs have been replaced.

Potholes at Entrance: The city came out and repaired.

Outside Lighting: Kim reported multiple times now it's says they are on hold due to south Florida storms

Unauthorized Fences: 4263, 4269, 4281: 4269 has moved planters. Kim will verify the others fences have been removed.

931 Brookside Place – Letter was sent to remove dog by October 31, 2022.

Unsightly Conditions and needs repairs: 4221 Brookside Drive, the siding is hanging and needs to be repaired. Kim stated she reached out to the owner. The owner is aware and is trying to get the siding repaired.

Garbage dumpster: Have Waste Management move the dumpster at the end of Brookside Drive back to the pad to the right of the dumpster.

NEW BUSINESS:

Safety: Someone stole a bicycle off someone's patio. Be on the lookout.

Doggie Bags: EPM ordered them. Dawn will have her son take care of the receptacle down by her house. Pat will take care of the two others

Parking notices: David has a few. EPM has ordered some but they have not come in yet. The board needs to revise its parking policy.

NEXT MEETING

The next meeting will be a virtual/telephone meeting on October 25, 2022 at noon.

ADJOURNMENT

The meeting adjourned at 7:29 PM.

BROOKSIDE TOWNHOMES ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
October 25, 2022

ATTENDANCE

David Bryant
Pat Isler
Patrick McGraw
Kim Coffey, Association Manager

Marie Sanford
Karen Reardon
Cecelia Rojas

BOARD MEMBERS NOT IN ATTENDANCE

Dawn Hawthorne

HOMEOWNERS IN ATTENDANCE

None

CALL TO ORDER

The meeting was called to order at 12:01 PM.

GUEST COMMENTS

None

APPROVAL OF MINUTES

September 29, 2022, Board Meeting – A motion was made to accept the minutes as prepared. Motion seconded and passed unanimously.

FINANCIAL REPORT

David reviewed balance sheet as of 9/30/22 is 87,686.60. Collections update: We have two owners at the attorney. EPM letters have been sent to two owners.

A motion was made to approve the September financials. Motion seconded and passed.

COMMITTEE REPORTS

POOL: Kim tried to contact the contractor and he is still out of town. She is having a hard time getting a quote. Repairs are caught up.

LAWN MAINTENANCE: Patrick talked with Leon to discuss the items that were brought up at the last meeting. Will clean up the creek line

SPRINKLERS: We are still waiting for them to come out.

TENNIS COURTS: No issues reported.

OLD BUSINESS:

Creek Line Overgrowth: Still waiting to hear back from city.

Entrance Sign: Should be completed any day.

Potholes at Entrance: The city came out and repaired.

Outside Lighting: Reported again.

Unsightly Conditions and needs repairs: 4221 Brookside Drive, the siding is hanging and needs to be repaired. Kim stated she reach out to the owner, she is aware and is trying to get repaired. Contractor is still in Chicago.

Garbage dumpster: This has been moved.

ADJOURNMENT: Meeting adjourned at 1:00