

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
December 19, 2023

Call to Order

The meeting was called to order at 12:00 p.m.

Approval of Minutes

A motion was made and properly seconded to approve the minutes from the November 28, 2023 Board meeting. Motion passed unanimously.

Guest Comments

No guests present.

Financial Reports, Collections, and 2024 Budget

Monthly Financials

David presented the November 2023 financials. He reported the HOA had approximately \$92,200 in the bank and the loan balance was \$95,000. He reported to the Board that net income for the year was approximately \$4,000 more budgeted. Approximately \$12,000 more in dues had been collected, however, expenses were \$8,000 more than budgeted, including significant legal expenses. A motion was made and properly seconded to approve the financials. The motion passed unanimously.

The Board discussed the annual insurance expense for the HOA. Patrick mentioned that he had recently found reasonable coverage. The Board asked Kim to send him our policies to see if he could find the coverage cheaper.

Collections

David reviewed the status of collections. He discussed 914 Brookside Place, which owes approximately \$14,000, including unpaid dues, legal fees, late fees, and interest. The unit is currently in the final phases of foreclosure by the HOA. The owner had proposed a payment plan that would have taken 5 years to pay the balance owed. The Board agreed to reject this proposed plan and instructed David and Pat to negotiate a plan that would include a down payment, and the remaining balance to be paid within 2 years.

2024 Budget

David presented two proposed budgets for 2024. The first budget had dues remaining at \$120 per month and resulted in an estimated loss of \$30,000 for 2024. The second budget had dues set at \$150 per month and resulted in the HOA breaking even for 2024.

The Board discussed the maximum allowable increase in dues per the Covenants and the provisions of the Covenants related increasing assessments for stormwater control and environmental protection (roads, sidewalks, holding ponds, etc.). The Board discussed that a large portion of the annual budget was dedicated to repayment of the loan for the sidewalk and road replacement. The Board agreed that the HOA could not sustain losing \$30,000 a year. The Board agreed to set the 2024 dues level at \$150 per month. The Board indicated a letter would be drafted to owners, to include the 2024 budget at the \$150 per month level. The new dues amount would take effect as soon as possible after the Board's next meeting.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
December 19, 2023

Old Business

The Board discussed each of the issue on Brookside Projects and Issues summary. The summary will be updated prior to the next meeting. Of special note:

Pets

The Board members discussed the status of each of the pet violation notices.

- 4269 Brookside Drive (2 large poodles) – The HOA attorney received a letter from a nurse practitioner recommending the owner obtain an emotion support animal. The Board agreed to have the HOA attorney respond to the owner indicating what else is required. The Board discussed the matter, noting that the owner has two violating animals, and that any approval for an emotion support animal(s) would limit the animal to the owner’s residence. As with other emotional support animal approvals, if the animals were located anywhere else in Brookside, the approval would be rescinded, the owner would lose rights to all common areas in Brookside, and legal action could be taken. The Board will discuss additional actions at the next meeting.
- 922 Brookside Court (large bulldog) – The HOA attorney contacted the doctor which provided the support letter. The Board instructed the property manager to send a letter to the owner requesting the additional items necessary to approve the emotional support animal request.
- 4211 Brookside Drive (large white mixed dog) – The property manager has received the owner’s request for an emotional support animal exception. The Board instructed the property manager to contact the owner to provide the required missing components of the request.

Dead Trees Between Brookside Place and Court

The Board discussed the fallen and dead trees located in the area behind 914 Brookside Place and 913-915 Brookside Court. Kim reported that she had received a price of \$475 from the lawn service company to remove the fallen tree and place it in Brookside’s dumpsters. Dawn indicated that her son may be able to remove it for less. The Board agreed to hold off until we heard back from Dawn.

Backflow Preventer Inspection

Kim reported that the backflow preventer had been inspected and the report had been forwarded to ECUA.

Returning Board Member

The Board discussed that returning board member Cecilia Rojas needed to sign the Florida Board Member Certification Form.

New Business

The Board discussed each of the following matters.

Water Leak

The Board discussed the leak at the pool and the high water bills. The property manager believed that the pump had been inspected by the pool maintenance company, but was unsure. She would check with the company and report back to the Board.

Lawn Service

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
December 19, 2023

The Board discussed the progress the lawn service company had made over the last few months. David stated that he was surprised how good the property looked when he walked the entire property with the foreman of the lawn crew for the sprinkler company. David reported that he had not received the quote yet for lawn service. The Board agreed that there did not appear to be a need to change lawn services companies, but felt it was a good idea to review the quote once it was received. The Board instructed Kim to go ahead and sign the contract with the current lawn service company, as they were doing a good job and the contract has a 30-day cancellation clause.

Sprinklers

David reported that Wallace Sprinkler came out to test the system and were not getting enough pressure to assess the system. The recommended having the well contractor check the well again and flush it again if necessary. The well contractor subsequently checked the well and pump and determined they were both working fine. He indicated that the problem appeared to be that multiple zones were on at one time, and the system is only designed to have one zone on at a time. There is not enough water to operate multiple zone, which is why there appeared to be a pressure issue. Wallace will inspect the system again to determine why multiple zones are coming on at the same time, and provide a quote for the repairs.

New Bank Account for Homeowner Deposits

David reported that he had not set up the new bank account yet, but would do so prior to the annual meeting.

Annual Meeting

The Board discussed the Annual Owners Meeting. March 7, 2024, at 6:00 pm, at St. Paul's Lutheran Church near the community was selected. All current Board members agreed to continue serving.

Next Meeting

The next meeting is scheduled for January 30, 2024 at 6:00pm. The meeting will be in-person at either the church or EPM.

Adjournment

With no further business, the meeting adjourned at 1:27 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
November 28, 2023

Call to Order

The meeting was called to order at 12:01 p.m.

Approval of Minutes

The minutes from the October 24, 2023 Board meeting were tabled.

Guest Comments

Sheila Wyatt, owner of 4269 Brookside Drive was present, but made no comments.

Financial Reports and Collections:

David presented the October financials. He reported the HOA had approximately \$86,000 in the bank and the loan balance was \$97,500. He reported to the Board that a large payment had been received as a result of a foreclosure sale. A motion was made and properly seconded to approve the financials. The motion passed unanimously.

David reviewed the status of collections. The following was discussed:

- 914 Brookside Place – The owner was served with the foreclosure complaint. He owes over \$7,000 in unpaid dues and another \$7,000 in attorney's fees. He contacted the HOA attorney and offered a payment plan of \$300 a month. It would take 4 years to pay the amount owed. The Board discussed the offer. The Board does not traditionally accept offer of payment that are greater than 2 years. The Board authorized the President to contact the attorney and negotiate a payment plan that includes a down payment and a more reasonable length of time. If no agreement could be reached, the attorney is to proceed with the foreclosure.
- 4274 Brookside Drive – The owner owes approximately \$1,000. He contacted the property manager and offered a payment plan which would have the balance paid within 5 months. The Board discussed the offer and agreed to the terms. The Board instructed the property manager to contact the owner and accept the payment plan offer.
- 4278 Brookside Drive – This unit has been turned over to the attorney for collection.
- 922 Brookside Place – The Board instructed the property manager to send the demand letter.
- 913 Brookside Court – The Board instructed the property manager to send the demand letter.

The Board once again had additional discussion on financial matters and the dues level for 2024. David indicated that we would determine the amount of revenue needed for regular operating expenses and the amount of revenue needed for stormwater control and environmental protection system (road loan).

Old Business

The Board discussed each of the issue on Brookside Projects and Issues summary. The summary will be updated prior to the next meeting. Of special note:

Pets

The Board members discussed the status of each of the pet violation notices.

- 4269 Brookside Drive (2 large poodles) – The HOA attorney had reached out to the owner's attorney but not received a response back. The Board instructed the property manager to contact the HOA attorney again to see if any progress had occurred. If not, the Board agreed that the

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
November 28, 2023

attorney should move to the next step, including filing a lawsuit against the owner. The Board will discuss additional actions at the next meeting.

- 922 Brookside Court (large bulldog) – The HOA attorney contacted the doctor which provided the support letter. The Board instructed the property manager to send a letter to the owner requesting the additional items necessary to approve the emotional support animal request.
- 4211 Brookside Drive (large white mixed dog) – The property manager has received the owner's request for an emotional support animal exception. The Board instructed the property manager to contact the owner to provide the required missing components of the request.

Returning Board Member

The Board discussed the status of previous Board member Cecilia Rojas, who wished to rescind her resignation. The president had discussed the matter with Ms. Rojas. The Board agreed to accept the rescission of the resignation if Ms. Rojas completed the statutorily required board member certification form.

New Business

The Board discussed each of the following matters.

Water Leak

The Board discussed that the water bill was continuing to fluctuate. The leak detection company found no leaks in the pool, but suggested there may be a leak in the pool pump mechanics. The property manager believed that the pump had been inspected by the pool maintenance company, but was unsure. She would check with the company and report back to the Board.

Backflow Preventer Inspection

David reported that he had been contacted by ECUA regarding the annual backflow preventer inspection. The property manager was going to call the inspection company and schedule the inspection.

Lawn Service

Patrick had spoken with the lawn service company about various matters. Patrick felt things were improving. The company had also begun addressing the overgrowth along the creek line. The company staged the debris near the dumpster and would gradually place it in the dumpster. The Board discussed the fallen and dead trees behind 914 Brookside Place. The Board requested the property manager to obtain a quote from the lawn service company to remove the fallen trees.

David reported that the sprinkler company also had a large lawn service division and were interested in providing a quote for service. The property manager stated that the company serviced the lawn of another property she manages. While the Board was generally happy with the progress of the current company, the Board asked if David would solicit a lawn service quote from the sprinkler company.

Sprinkler Pump

The Board discussed the sprinkler system once again. Wallace Sprinkler Company was set to conduct the system-wide inspection the following day. David would report back on the results.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
November 28, 2023

New Bank Account for Homeowner Deposits

David reported that recently passed legislation required the HOA to place deposits into a separate account from other HOA funds. A motion was made and properly seconded to open a new account. The motion passed unanimously.

Bylaws Changes

The Board discussed potential bylaws changes which would allow for clearer authority for late fees, fines, and restrictions on short-term rentals. The Bylaws can be amended by a majority of members present at a properly called meeting with a quorum. David would research the matter further and discuss the changes with the HOA attorney if necessary.

Parking

A Board member reported a car belonging to Garth Kleckner, a prior resident, had been parking in visitor parking for an extended period of time. Another Board member reported that the car had been gifted to a current resident and was scheduled to be removed in mid-December. No action was taken.

Annual Meeting

The Board discussed the Annual Owners Meeting. March 7, 2024, at 6:00 pm, at St. Paul's Lutheran Church near the community was selected. The property manager will confirm the church's availability.

Next Meeting

The next meeting is scheduled for December 19, 2023 at 12:00pm. The meeting will be an online meeting.

Adjournment

With no further business, the meeting adjourned at 1:19 pm.

Brookside Townhomes
Board of Directors Meeting
October 24, 2023

MINUTES

Call to Order: The meeting was called to order at 6:00 p.m.

Approval of Minutes: The minutes from August 22, 2023, A motion to approve. Motion seconded. Passed.

Guest Comments: No guests

Financial Report: David reviewed the financial reports through September \$88,000 in bank. Loan is under 100,000. made about 17,000 this year. Income statement about \$2000 over for the year. A motion to approve the financials. Motion seconded. Motion passed.

Collections: Spangenberg's have paid.

Ampacher: He was finally served. This will get the ball rolling.

Civelli: Sold for then what was owed. The attorney filed the paperwork and we should be getting about \$7,700.00.

913 Court Check and see if we have an email.

Old Business: Water continues to fluctuate. Email the report from the leak company to Vicki with Aqua pools

New Business

Lawn Maintenance: Talk with Chris about removing the dead trim limbs and put in dumpster. We need to fine tune it. We want him to work on removing vines that are on the building and work on trimming of the shrubs. We will not be signing the contract right now.

Sprinklers: Wallace came out. They can basically come and inspect the systems and identify any broken pipes and broken heads. The cost for this is \$1500.00. The next step would be for them to provide an estimate to fix repairs that they find. David makes a motion to approve for them to come out and walk through the property. \$1500.00 Patrick seconded. Motion passed.

Tennis Courts: No report.

Other: Pet: Sheila Wyatt the attorney sent a letter to her attorney but has not heard back.

Katrina Shultz: Attorney verified with the doctor that needs it for emotional support. She needs to provide EPM proof of the dog being licensed and update to date on vaccinations. Once we receive it will be subject to the rules. Kim will send a letter.

4211 Edward Wells: Check and see if we have sent a second letter.

New Business: Cecilia made a request to be back on the Board. She formally resigned. David proposes Pat to speak with her about what being on the board's expectations are. We will leave it up to Pat as President to speak with her about rescinding her resignation. Everyone agrees.

Air BNB bringing dogs in. They do not know if you do we will send a letter.

The next board meeting is November 28th. This meeting will be during the day.

Adjournment: There was no further business meeting adjourned at 7:21 p.m.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
August 22, 2023

Call to Order

The meeting was called to order at 6:01 p.m.

Approval of Minutes

A motion was made and properly seconded to approve the June 27, 2023 minutes. The motion passed unanimously.

Guest Comments

No guests were present.

Financial Reports and Collections:

David presented the July financials. He reported the HOA had approximately \$87,167 in the bank and the loan balance was \$104,701. He pointed out that the cost of pool expenses was up because of paying for chemicals in advance. A motion was made and properly seconded to approve the July financials. The motion passed unanimously.

David reviewed the status of collections. The following was discussed:

- 913 Brookside Court – EPM to send a demand letter
- 4239 Brookside Court – EPM sent a demand letter on August 17, 2023
- 4243 Brookside Drive – EPM sent a demand letter on August 17, 2023
- 4268 Brookside Drive – Foreclosure sale scheduled. Board may recover some proceeds.
- 4274 Brookside Drive – EPM sent a demand letter on August 17, 2023.
- 4278 Brookside Drive – Will have the attorney serve a demand letter to the tenant.
- 4219 Brookside Drive and 4288 Brookside Drive – Both behind. Will have the attorney serve demand letters to the tenants.

The Board had additional discussion on financial matters and the dues level for 2024. David indicated that we would determine the amount of revenue needed for regular operating expenses and the amount of revenue needed for stormwater control and environmental protection system (road loan).

Old Business

The Board discussed each of the issue on Brookside Projects and Issues summary. The summary will be updated prior to the next meeting. Of special note:

Overgrowth Along the Creek

The Board members discussed the overgrowth. Nothing new was reported.

Sprinkler Pump

The Board discussed the sprinkler system once again. The pump had been installed, but water did not appear to be pumping to the zones. The contractor stated the pump was pumping water, but no zones were coming on. He recommended that the well needed to be replaced. EPM will reach out to well companies for quotes.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
August 22, 2023

Lawn Service

We were paying \$1600.00 per month. We have hired a new company and it started at \$2300.00 and now have increased 500.00 so now its \$2800.00. There have been some learning curves. The Board agreed we needed to give the new company a chance to get accustomed to Brookside's need. The Board will address issues as they come up.

Lawn Spraying

The Board discussed the lawn spraying and agreed that until the sprinkler system was fixed, there was no need for spraying the lawn. A motion was made and properly seconded to terminate the lawn spraying contract. Motion passed unanimously.

Hanging Limbs

The Board discussed the limbs hanging over the road at the entrance to the community and behind 910 Brookside Place, and the hanging dead branch across from the pool. A Cut Above provide two quotes, one for the entrance and one for the other areas. The Board agreed to ask the City to address the limb at the entrance, as it is over City property. The quote for the other areas was \$1,500. A motion was made and properly seconded to accept the quote. Motion passed unanimously. EPM will contact A Cut Above and schedule to work.

Pets

The Board members discussed the status of each of the pet violation notices.

- 4269 Brookside Drive (2 large poodles) – Pat and David met with the attorney. The attorney will respond to the letter received from the owner's attorney.
- 922 Brookside Court (large bulldog) – EPM received a letter from a local doctor. The attorney will verify the authenticity of the letter. Once authenticated, EPM will send the owner the requirements for an ESA exception.
- 4217 Brookside Drive (black and white bulldog) – The dog had not been seen in some time. If it is seen roaming again, EPM will send a letter to the owner.
- 4211 Brookside Drive (large white mixed dog) – EPM had received no response from its first letter. EPM will send the second notice. If not response is received, the matter will be referred to the attorney

Cameras at Entrance

The Board discussed various camera options. Most require cellular service. David will continue doing research and report back to the Board.

New Business

The Board discussed the following new matters.

Speeding

Dawn reported that the resident of 4288 Brookside Drive was speeding through the neighborhood and creating a safety hazard. EPM will send a letter to the tenant.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
August 22, 2023

Roof Shingles

Dawn reported that she and her neighbor recently had their roofs replaced with the Board's approved alternate shingle, Atlas Pinnacle Pristine – Desert. She stated that she had been informed that the manufacturer would no longer be making the Desert color. David will confirm the availability of the original approved shingle, Owens Corning Oakridge – Desert Tan.

Next Meeting

The next meeting is scheduled for September 26, 2023 at 12:00pm. The meeting will be an online meeting.

Adjournment

With no further business, the meeting adjourned at 7:10 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
June 27, 2023

Call to Order

The meeting was called to order at 6:00 p.m.

Approval of Minutes

A motion was made and properly seconded to approve the May 23, 2023 minutes. The motion passed unanimously.

Guest Comments

Guests Sheila Wyatt (4269 Brookside Drive), Kathy Moran (4272 Brookside Drive), and Constance Brooks (4283 Brookside Drive) were present.

Financial Reports and Collections:

David presented the May financials. He reported the HOA had approximately \$87,000 in the bank and the loan balance was \$109,000. He indicated that the expenses included the pressure washing, but did not include the cost of installing the sprinkler pump. A motion was made and properly seconded to approve the May financials. The motion passed unanimously.

David reviewed the status of collections. The Board once again discussed 914 Brookside Place; which the attorney has been unable to serve. The attorney has filed with the court that the owner has been attempted to be served, and that the foreclosure action be served via publication. David updated the Board that the bank's foreclosure of 4268 Brookside Drive was progressing. 913 Brookside Place, 4243 Brookside Drive, and 4274 Brookside Drive would all receive EPM demand letters. 4278 Brookside Drive and 4288 Brookside Drive would be referred to the attorney, with the potential to serve the tenants.

Old Business

The Board discussed each of the issue on Brookside Projects and Issues summary. The summary will be updated prior to the next meeting. Of special note:

Overgrowth Along the Creek

The Board members discussed the overgrowth. Patrick stated he would speak to the lawn contractor.

Sprinkler Pump

The Board discussed the sprinkler system once again. The pump had been installed, but water did not appear to be pumping to the zones. The contractor stated the pump was pumping water, but no zones were coming on.

Lawn Service

The Board discussed a variety of concerns with the lawn service contractor. Patrick stated he would speak with him. The Board suggested posted Patrick's contact information at the bulletin board so residents can report lawn care concerns.

No Dumping Sign

Dawn reported that there were multiple signs with conflicting information at the end of Brookside Drive. Kim stated she would have the old sign removed and the new sign moved to where the old sign is currently located.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
June 27, 2023

Pool House Repairs

Kim provided the quote for the minor gutter repairs at the pool house. The quote was for \$1,080. The Board agreed the quote was excessive and the repair was not necessary at the moment.

Fences

The Board discussed all of the previously reported fences and obstructions behind the various units. All fences have been removed.

Pets

The Board members discussed the status of each of the pet violation notices. The Board agreed that following units would be turned over the attorney for legal action: 4269 Brookside Drive (2 large poodles), 922 Brookside Court (large bulldog), 4217 Brookside Drive (black and white bulldog), 4211 Brookside Drive (large white mixed dog). The Board also discussed the cat colony along Brookside Place. The resident is no longer placed food plates, bowls, and cans in the street, on islands, on the sidewalks, or in other resident's yards.

Solar Panels

The Board members discussed the allowability of solar panels. David indicated that he had researched the matter as requested. Owners are permitted to install solar panels, but the plans and designs for the placement of the panels must be submitted to the Board for approval. The are guidelines the Board must follow for approving or rejecting such requests.

2019 Manhole Accident

The Board discussed the 2019 incident where a resident fell into a broken manhole on top of the culvert at the end of Brookside Court. The resident had previously filed and settled with Brookside's insurance carrier. Kim informed the Board that the resident recently filed a lawsuit against, Etheridge Property Management, Waste Management and Escambia County. No Board action was necessary.

Hanging Siding

The Board discussed the siding repair at 4221 Brookside Drive. The color used was slightly different from the approved color. As the owner has passed away, the Board agreed that no further action would be taken at this time.

Cameras at Entrance

Kim stated that she had forgotten to bring the cameras for the Board members to see, but would text Board members the link to the products or bring the actual cameras to the next Board meeting.

New Business

Hanging Limbs

The Board discussed the limbs hanging over the road at the entrance to the community and behind 910 Brookside Place, and the hanging dead branch across from the pool. Kim will contact A Cut Above to get a quote for their removal.

Adjournment

With no further business, the meeting adjourned at 7:50 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
May 23, 2023

Call to Order

The meeting was called to order at 12:05 p.m.

Approval of Minutes

A motion was made and properly seconded to approve the April 25, 2023 minutes. The motion passed unanimously.

Guest Comments

Guest Sheila Wyatt was present.

Financial Reports and Collections:

David presented the March financials. He reported the HOA had approximately \$97,000 in the bank and the loan balance was \$112,000. He discussed the continued fluctuation in the ECUA bill. He indicated that the insurance quote was 15% more than the prior year and deductibles were increasing. A motion was made and properly seconded to approve the March financials. The motion passed unanimously.

David reviewed the status of collections. He indicated a few owners had paid. The Board once again discussed 914 Brookside Place; which the attorney has been unable to serve. The Board instructed Kim to have the foreclosure action be served via publication. David updated the Board that the bank's foreclosure of 4268 Brookside Drive was progressing. The Board discussed 4288 Brookside Drive, which despite stating that payments would be made, the owner had failed to do so. The Board instructed Kim to try to contact the owner again, and if unsuccessful to refer the matter to the attorney.

Old Business

The Board discussed each of the issue on Brookside Projects and Issues summary. The summary will be updated prior to the next meeting. Of special note:

Sprinkler Pump

The Board discussed the sprinkler system once again. The pump had been installed, but water did not appear to be pumping to the zones. The contractor spent several days trying to fix the problem.

Pets

The Board members discussed the status of each of the pet violation notices.

Pressure Washing

The Board members discussed the pressure washing project. They expressed concern about the contractor's use of individual unit owner's water and the lack of notice to owners that the project was occurring. The Board agreed that additional notice would be provided in the future and the contractor would be instructed to only use the water at the pool house.

New Business

Solar Panels

The Board members discussed the possibility of installing solar panel on the pool house roof. David stated that the Board had explored doing this several years ago, but learned that the pool house roof was not large enough to install sufficient panel to generate power for the pool pump. As such, the installation

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
May 23, 2023

would not be cost effective just to power the pool house and pool lighting. Board members also asked about owners installing solar panel on their roofs and if the HOA could limit that or set guidelines.

Owner Reminders

Board members discussed the need to develop a reminder notice to owners that would include information such as the need for them to insure their own units and providing them a copy of the Exterior Modifications Guidelines.

Grants

Board members discussed the possibility of requesting a grant from the City of Pensacola for installation of security cameras. David indicated that grant applications are due by June 30, 2023 and we would likely not have enough time to gather the necessary quotes, especially since we do not have a defined scope of exactly what type of system we would want to install.

Adjournment

With no further business, the meeting adjourned at 1:25 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
April 25, 2023

Call to Order

David Bryant called meeting to order at 6pm

Approval of Minutes

A motion was made and properly seconded to approve the March 16, 2023 minutes. The motion passed unanimously.

Guest Comments

None

Financial Reports and Collections:

David presented the March financials. He reported the HOA had approximately \$98,000 in the bank and the loan balance was \$114,000. He discussed the ECUA bill and seeking a credit for the sewer portion. He noted that the HOA was now being assessed a monthly bank charge. A motion was made and properly seconded to approve the March financials. The motion passed unanimously.

David reviewed the status of collections. He indicated a few owners had paid. The Board once again discussed 914 Brookside Place; which the attorney has been unable to serve. David updated the Board that the bank's foreclosure of 4268 Brookside Drive was progressing.

Old Business

The Board discussed each of the issue on Brookside Projects and Issues summary. The summary will be updated prior to the next meeting.

New Business

Meeting Minutes

David noted that the website needed to be updated to include all of the meeting minutes, financial information, and 2023 budget. He indicated that he would work with Kim and the site administrator to get the items uploaded, along with the board member information updated. This item will be added to the Brookside Projects and Issues Summary.

Lawn Service

Board members discussed several items that were not being done by the lawn contractor. The board agreed a walkthrough needed to be done so that a list could be compiled and presented to the vendor. Patrick will continue to be the contact for this matter. This item will be added to the Brookside Projects and Issues Summary.

Pets

Board members reported two additional units with pets in violation of the Covenants. 4211 Brookside Drive has a white bulldog mix that exceeds 25 pounds. 4288 Brookside Drive has a dog that is outside off-leash that has charged and gotten into fights with other dogs on leashing being walked by their owners. The owner of 915 Brookside Place has been placing food containers out on other people's property and in islands to feed a colony of cats. EPM will send violation letters to each of these owners. These items will be added to the Brookside Projects and Issues Summary.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
April 25, 2023

Adjournment

With no further business, the meeting adjourned at 7:38 pm.

Brookside Townhomes
Board of Directors Meeting
March 30, 2023

Call to Order

Property manager Kim Coffey called the meeting to order at 7:20 pm.

Election of Officers

A motion was made and properly seconded to nominate Pat Isler for President. Motion passed unanimously. A motion was made and properly seconded to nominate Patrick McGraw for Vice-President. Motion passed unanimously. A motion was made and properly seconded to nominate David Bryant for Treasurer. Motion passed unanimously. A motion was made and properly seconded to nominate Kim Coffey for Secretary. Motion passed unanimously.

Dawn Hawthorne, Marie Sanford, and Jerry Lenox, Jr. will serve as directors at large.

Schedule of Board Meetings

A motion was made and properly seconded to adopt the previously presented 2023 schedule of board meetings. Motion passed unanimously.

Adjournment

With no further business the meeting adjourned at 7:27 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
March 16, 2023

Call to Order

David Bryant called meeting to order at 12pm

Approval of Minutes

A motion was made and properly seconded to approve the February 28, 2023 minutes. The motion passed unanimously.

Guest Comments

None

Financial Reports and Collections:

No monthly financial reports were presented. David reviewed the status of collections. 7-8 owners are more than one month behind. The board agreed to turn 3 owners over to attorney, as long as the EPM letters have gone out and the 30 days is up. For the unit owned by Civelli (deceased), the bank filed Lis Pendens on February 9, 2023. The board asked EPM to make sure attorney knows.

Old Business

Outside Lighting

The only one not working is by Garth's property, which are believed to be purposely off. The one by Dawn's house powers up and off. All are working.

Sprinkler Repairs

The pump quote came in at \$3850, which was slightly more than the estimated cost. The hope is that it can be installed by mid-April.

Grounds

Entrance – EPM has contacted the City to request the installation of a no outlet sign.

Pokemon Stops – David has sent a request to the game developer for the stops to be removed.

Trash around Dumpsters – Kim checked on trash. There was no trash around or behind the dumpsters.

HillBrook Drain Pipe – Kim inspected the pipe. It is not clogged.

Leaves at Entrance – David spoke with Leon and he will make sure they are addressed.

Pool

Pool House Repairs – Everything on the inside has been repaired. Only minor gutter repairs on the exterior remain.

Pool house Cleaning – The quote is \$250 per month. Initial cleaning of \$195. \$195 is a minimum charge. David recommends for them to come once a week and we pay the \$250.00 and a one-time \$195.00. Dawn makes a motion to approve the proposal for Jan Pro. Pat seconded. Motion passed unanimously.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
March 16, 2023

Lock on Back Gate of Pool – David purchased and installed the lock. He gave Kim the code so it can be given to the pool vendor.

Pool Bathroom Keys – Kim checked and the current keys work for both bathrooms.

Pool Shower – Pat asked Kim to check and see if the shower head was replaced.

Pool Furniture – Pat reported that there was minor damage to approximately half of the canvas on the loungers. The furniture is commercial grade. 8 lounge chairs, costing \$250 each, and 3 table sets (1 table with 4 chairs), costing \$500 each, were ordered in 2015. The board agreed there was not enough room in the budget to purchase new furniture. No action was taken.

Damaged Pool Lights – Kim reported that all bulbs had been replaced and the lights are working. She stated that replacement globes had been ordered and would be installed once they arrive.

Parking

The board discussed the parking of vehicles in front of tennis courts, which is permitted in our rules as long as vehicles are not stored there and are operational. Kim reported that the abandoned jeep had been towed.

Fences and Barriers

Kim reported that letters were sent to violating owners, If the fences/barriers are not removed, the next step will be a letter from the attorney.

Oversized and Multiple Dogs

Violation letters were sent. One has responded and the one has not. If they do not respond we will turn it over to the attorney. We will give 30 days and if they do not respond, the board can review what the next action would be.

Safety and Appearance

Hanging Siding on 4221 Brookside Drive – Kim called Guy Brothers to request a quote.

Hillbrook Fence – Kim inspected the Brookside fences and reported the hole was too small for anyone to get through the hole. Hillbrook property does have an opening in the fence. Hillbrook is going to repair the fence.

Pressure Washing – The Aqua Tech quote came in at \$3,800. The board discussed the quote, the timing of the service, and the need to give plenty of notice. Mid-April. We can check on their schedule. Pat moved to accept the bid and set date. Patrick seconded. Motion passed unanimously.

Oil Leaks – Letters were sent to all those we had problems with. Kim has not heard from anyone in regard to the letters.

Cameras at the Entrance – Kim spoke with attorney, who indicated the HOA is permitted to have cameras, as long as we do not have audio and they are only on the common areas and not pointed in windows. A

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
March 16, 2023

potential place to house the equipment would be the mailbox structure. David will look into available options. David also said he could look into and see if we could use this for grants.

New Business

Annual Meeting

Board president Karen Reardon has resigned. The board discussed the proposed agenda and who would discuss which topics. We will go over financials and go over what we have planned for 2023. Pat asked for David to run the meeting. Pat will handle the guest comments.

Adjournment

With no further business, the meeting adjourned at 1:10 pm.

Brookside Townhomes
Minutes of Board of Directors Meeting
February 28, 2023

Call to Order: Karen called meeting to order at 6 00 PM

Approval of Minutes

A motion was made and properly seconded to approve the minutes. The motion passed unanimously.

Guest Comments

None

Financial Reports

David reviewed the year end financials. The loan Balance is \$120,000. The income statement - Dues collected increased because of past due collections. Expenses: Common area maintenance was lower because we did not pressure wash last year. Lawn Maintenance was lower because one payment was not made until 2023.. Pool maintenance increased. We changed to a new pool servicing company to reduce the increase. There was a leak at the pool bathrooms so the water bill has been fluctuating. There was an Increase in the dumpster bill because of the amnesty dumpster. The big expense was the fence that was damaged from Hurricane Sally. A motion was made and properly seconded to approve the year-end financials. The motion passed unanimously.

2023 Budget

David presented to the recommended 2023 budget. Almost all expenses are expected to increase, including our monthly management fee which has not increased in five years. David advised the board that as we go forward making decisions for this year, we have a very tight budget. The Board discussed that it has been 11 or 12 years since the dues have been raised. The board discussed the allowable increase based on our covenants, which is \$120. A motion was made and properly seconded to increase association fees to \$120 a month beginning April 1. There was discussion. Motion passed unanimously. A motion was made and properly seconded to approve the 2023 budget reflecting the new dues amount. The motion passed unanimously.

Collections

David indicated that he would provide a detailed report on collections at the board's March 16, 2023 meeting.

Overgrowth Along Creek Line

We did not get the grant. The city recommended not cutting any growth. David said we can look at cutting some areas by the dumpsters. We can't ignore the bamboo.

Outside Lighting

All previously known light that were out have been reported to FPL and are believed to have been fixed. Board members will let Kim know if they see any out.

Sprinklers

Clyde's Well Service has not been responsive to the board or Kim. They previously came out and said they tested the pump. They felt the pump was functioning, but was not pulling up enough water. They recommended installing a new well, at a cost of at least \$11,000. We requested to be put on the schedule. After multiple inquiries, they did not respond. Kim sought a second opinion from another company. The new company was able to prime the pump, and the water was clear. They indicated that the pump was

Brookside Townhomes
Minutes of Board of Directors Meeting
February 28, 2023

not pulling enough water, but because the water was clear, the problem is not likely the well. They recommended replacing the pump, at a cost of approximately \$3,000-\$4,000. The board members had significant discussion on which option to choose. A motion was made and properly seconded to try installing a new pump first before committing to the cost for a new well. The motion passed unanimously.

Entrance

Board members inquired about the possibility of installing a "No outlet" sign at the entrance. Kim stated that she would check with the city.

Trash Around Dumpsters

Board members reported trash around the dumpsters, which may have already been cleaned up. Check dumpsters and see if there is an issue with the one at the end of Brookside Drive.

Drain from Hillbrook

Pat questioned if the drain from Hillbrook into the north hold ponding was clogged. Kim stated she would check the drain.

Pool House Repairs/ Cleaning

Board members discussed what repairs had been done, such as the soap dispenser and towel holders. Pat reported that some globes and lights are broken, there was no hose at the pool, and the lock on the back gate had been removed. Kim stated she would inspect the area to determine what repairs had been done and what repairs remained. Kim stated that she also had a meeting scheduled with a company to get estimates for the pool house cleaning.

Pool Signs

Pat questioned if the signs at the pool needed to be revised. Kim stated that we had already replaced the signs recently.

Pool Furniture

Pat indicated that some of the furniture may be damaged and need to be replaced. Kim stated that she would look at the furniture and report back at our next meeting.

Parking at the tennis courts

Patrick asked about vehicles that continue parking in front of the tennis courts. The board stated that we had discussed this issue before, and that our rules state that if a resident has more than 2 vehicles and only two spots, the additional vehicle can be parked in front of the tennis courts. This is stated the rules and regulations. Vehicles cannot be stored at the tennis court. Patrick reported that a jeep has been abandoned there and needed to be towed. Kim agreed to look and have it towed if necessary.

Other Matters:

Fences/barriers

Fences and barriers were reported at 4263, 4281 and 4275. The attorney advised against the board removing the barriers. He stated that violation letter should be sent, and legal action should be taken if they were not removed.

Brookside Townhomes
Minutes of Board of Directors Meeting
February 28, 2023

Pets

Large dogs

A board member reported 2 large poodles at 4269 Brookside Drive, which were running around without a leash and bark constantly. In addition, the owner does not pick up after the pet. Kim stated Etheridge would send the violation letter.

A board member reported a large bulldog at 922 Brookside Court. Kim stated Etheridge would send the violation letter.

Board members discussed having owners register their pets. Kim stated that she had sent the pet privilege form she uses for some of her condo associations.

Board members discussed the hanging siding on 4221 Brookside Drive. David stated that perhaps the owner could contact Guy Brothers Roofing, who had recently done siding repairs in the neighborhood. Kim stated that she would contact the owner and follow-up with the letter.

Shutters

Board members discussed painting or replacing the shutters. These elements are each owner's responsibility. It was agreed that the board would not take on this responsibility on behalf of the owners.

French Doors

Patrick reported that there are two units that had replaced their sliding back doors with white French doors. This is not a violation, as it is allowed per the HOA's Exterior Modification Guidelines.

HillBrook Fence

Patrick and Dawn questioned if there was an opening or unfinished part of the fence which would allow people to go through HillBrook to access 9th avenue. Kim stated that she would check and see if there is an opening.

Pressure Washing

Board members discussed the timing for the annual pressure washing of the units. Kim stated that she would contact Aqua Tech and request a quote and get a timeline. David indicated that the pressure washing was included in the budget. If the quote is received in time it will be emailed to the board.

Asphalt Deterioration

Various board members reported deterioration of the asphalt because of oil leaks from cars. Units reported included 4274, 4278, 4286, 4253, 4257 and 4260. Kim stated that she would send letters to the units.

Community Security

Board members discussed the possibility of installing an electric gate. It was generally agreed that it was a good idea, but the cost of installation and maintenance is too high, especially given the current budget. Patrick suggested installing cameras. Kim discussed camera systems at other communities that she manages. She stated she would check with the attorney about the liability.

Limitations on short-term rentals

Brookside Townhomes
Minutes of Board of Directors Meeting
February 28, 2023

Board members discussed the possibilities of limiting short-term rentals, including charging those owners more. David stated that a change of the covenants would be necessary, and is unlikely to pass. Etheridge does provide a warning to potential buyers that the covenants could change. During the meeting, David emailed a copy of the warning language to board members.

Dumpster Use

Board members discussed somehow restricting residents from allowing non-residents to use the dumpster. No action was taken as it was generally agreed that it would be too hard to enforce any restriction.

Meeting Dates

A schedule of proposed meeting dates for all of 2023 was presented and agreed to by the board.

Adjournment: There was no further business meeting adjourned at 8:11 pm.