

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
February 8, 2024

Call to Order

The meeting was called to order at 12:06 pm.

Approval of Minutes

A motion was made and properly seconded to approve the minutes from the December 19, 2023 Board meeting. Motion passed unanimously.

Guest Comments

Various comments were made from the following guests: Sheila Wyatt, Eddie Wells, Katrina Florez, Robert Marantea, and Frances Griffin.

Financial Reports, Collections, and 2024 Budget

Year End Financials

David presented the December 2023 year-end financials. He reported the HOA had approximately \$87,000 in the bank and the loan balance was \$92,600. Deposits collected were approximately \$37,000. Net income for the year was approximately \$25,000 was all used to pay down the road and infrastructure loan. He discussed the cost increases in insurance, legal fees, and utilities. A motion was made and properly seconded to approve the financials. The motion passed unanimously.

Collections

David discussed the account receivable report. He noted that several owners had prepaid for the entire year. The Board discussed the revised payment plan proposed by the owner of 914 Brookside Place, which would have the balance repaid within two years. This proposed plan has been approved.

2024 Budget and Dues

David once again presented the two proposed budgets, one with dues at the current level of \$120 and one with dues set at \$150. The Board discussed the budgets and the increased expenses. In lawn care, pool maintenance, and sprinkler repairs. The Board discussed the road loan payments, which are approximately \$35,000 per year. The Board agreed with maintaining dues at \$120 for normal operating expenses and adding \$30 for the costs associated with the stormwater improvements (road loan). Even at \$150 per month, the budget is expected to be breakeven. A motion was made and properly seconded to approve the 2024 Budget and set the dues at a total of \$150 per month. The motion passed unanimously. Kim stated that a letter would go out to all the owners informing them of the increase. The Board will also discuss the budget and dues level at the annual meeting, and vote again to approve them.

Old Business

The annual meeting has been scheduled for March 7, 2023 at 6:00 at St. Paul's Lutheran Church, just outside the Brookside community. A notice will be sent out to all owners, which will include the agenda, 2024 budget and dues, proxy, board member nomination, and other information.

New Business

Pool

We still have not figured out the cause of the increase in water usage. We have had plumbers, a leak detection company, and the pool company all search for leaks. They were unable to find any leaks. Kim said she would speak with the pool company to determine what else can be done.

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Lawn Maintenance

Kim stated she would sign the contract. The Board asked that the lawn maintenance company cut back the overgrown shrubs before the growing season.

Sprinklers

David gave an update on the sprinkler system repairs. After the road and curbs were completed much of our sprinkler system was damaged. We have had several sprinkler companies come out. We had the sprinkler pump replaced and it was still not enough water coming out. We finally found a well company that came out and use high-pressure air to blow out the well. After we got water flowing to the system, the sprinkler company came out to assess the system. There were multiple zones on at one time because valves were stuck open from debris. They found many valves were broken. We have a total of 20 valves. They have replaced seven of them. Once they get the water flowing that is when the real work will start. We are entering that phase now. As they go through the system they will send us updates and estimates for repair.

Tennis Courts

No news or updates.

Lights

Kim reminded Board members that if they noticed lights were out to send her the pole number and she can report it to Florida Power Light.

Abandoned Vehicle at Tennis Court

The Board discussed the vehicle, which previously belonged to Garth Kleckner. It had been reported that Mr. Kleckner had gifted the vehicle to another resident, and that resident had moved away, leaving the vehicle. Kim indicated that Etheridge would post a notice on the vehicle and have it towed if it was not removed.

Dead trees behind 914 Brookside Place and 914 Brookside Court

After a storm, a dead tree and numerous branches had fallen. The owner removed the tree, but there are still dead branches lying on the ground. David requested that Patrick ask the lawn company to provide a quote to place the branches in dumpster. The cost should not be high since the branches are on the ground.

Pets

The Board discussed the dog at 4211 Brookside Drive (large white mixed dog). The Board had received all the required information for approval of a housing accommodation for an emotional support animal. The animal is limited to the interior of the house. The Board noted that the approval can be rescinded if the rules are not followed.

ARC Request for 4283 Brookside Drive

Etheridge had received a request from the owner to build a covered porch or screen room. The Board discussed the request. They noted that not all of the required information was present, information provided was conflicting, and the project as proposed would not allow for emergency access behind the

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unit. A motion was made and properly seconded to reject the request. Motion passed unanimously. The Board asked that when notifying the owner, Kim indicate that the Board would likely approve the requested if the project was clarified, all required information was provided, and the project revised to allow for at least six feet of emergency access. The Board suggested limiting the project to the existing concrete pad and removal of a concrete planner.

Adjournment

With no further business, the meeting adjourned at 1:37 pm.

Brookside Townhomes
Board of Directors Meeting
March 7, 2024
Meeting Minutes

Call to Order

After the Annual Owners Meeting, property manager Kim Coffey called the board meeting to order at 7:45pm. Board members present included: David Bryant, Kim Coffey, Christina Dye, Dawn Hawthorne, Pat Isler, Darina Ivanova, Patrick McGraw, and Cecilia Rojas

Election of Officers

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

Schedule of Board Meetings

A motion was made and properly seconded to adopt the previously presented 2024 schedule of board meetings. Motion passed unanimously.

Adjournment

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

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
April 30, 2024

Call to Order

Pat called the meeting to order at 6:01 pm. The following board members were present: David Bryant, Kim Coffey, Christina Dye, Dawn Hathorne, Darvina Ivanova, Pat Lysek, Patrick McGraw, and Cecilia Rojas.

Approval of Minutes

A motion was made and properly seconded to approve the minutes from the March 7, 2024 Annual meeting. Motion passed unanimously.

A motion was made and properly seconded to approve the minutes from the March 7, 2024 Board meeting. Motion passed unanimously.

Guest Comments

- Constance Brooks (4283 Brookside Drive) – She placed some large limbs beside the dumpster. Kim will check with the lawn care company about placing them in the dumpster.
- Shelia Wyatt (4269 Brookside Drive) – She reported washout beside her unit when it rains. She has been trying to get the grass to grow and stop the washing out. She put weed and feed down. She stated the grass is growing back.

Financial Report

Monthly Financials

David presented the March 2024 financials. He reported the HOA had approximately \$92,000 in the bank and the loan balance was \$85,200. He reported that expenses were lower than budgeted, but this was a timing difference. There were no major expenses for the first quarter, but invoices for the sprinkler repairs were starting to be paid. A motion was made and properly seconded to approve the financials. The motion passed unanimously.

Collections Update

David reviewed the status of collections. There were 2-3 units that would be receiving EPM Notice of Lien letters and 2 that would be turned over to the attorney. David discussed the status of 914 Brookside Place, which was with the attorney. There has been back and forth with the attorney and the owner regarding a settlement agreement to avoid the HOA foreclosing on the unit.

Old Business

Pets

The Board discussed several matters involving pets, including the need to send out approval letters to those owners that had provided the required information for emotional support or service animal approval.

4269 Brookside Drive (2 large poodles) – This matter remains outstanding, as the owner has failed to provide all the required information to have her 2 dogs approved as emotional support animals. The Board discussed the required documentation and approval process. The Board agreed that if after receiving the required information that they felt the owner was being untruthful, the HOA would begin legal action to have a judge assess the matter.

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922 Brookside Court (large bull dog) This owner has submitted all the required documentation and the HOA needs to send the emotional support approval letter.

4215 Brookside Drive (large labradoodle) – The HOA has received a complaint that the owner was not picking up after the animal A letter was sent and it seems to have been resolved the issue.

Other

4241 Brookside Drive – The board discussed the abandoned vehicle with expired tags. The resident needs to fix the tires and register the vehicle. A board member indicated that she would speak with the resident. The board also discussed the American flag at the unit that was being displayed upside down. The board indicated that no action would be taken until it had developed a sign, flag, and banner policy.

New Business

Pool

No issues have been reported with pool.

Lawn Maintenance

Patrick reported that the grounds appeared to be improving and that he has constant contact with the lawn service company. The board discussed the crepe myrtles throughout the community. The contract with the lawn service provider states that the crepe myrtles are to all be pruned each February, however, previous boards have decided against having them trimmed. The board member discussed their thoughts on whether crepe myrtles should be cut back each year. The board agreed that it was too late this year to trim them, but would discuss the matter in December to determine if they would be trimmed in February 2025.

Sprinklers

David provided an update on the sprinkler repairs. Many of the valves were clogged. The sprinkler repair company has replaced 8 valves and 2 valve boxes. The supply line has been capped off where they were able to locate it. The sprinklers are coming on in the early morning hours. David will ask them to have the timers set to come on in the afternoon. The next step is for the repair company to provide an estimate to fix the pipes, sprinkler heads, etc. that they have identified. As repairs are made, the system will continue to build pressure, and other needed repairs will become evident.

Tennis Courts

A suggestion was made to add pickle ball lines to the court. The board members discussed the requirements to add a pickle ball “court” to the existing tennis court. Darvina stated that she would look into the matter and obtain prices.

Other

4211 Brookside Drive – ESA Request

This owner had previously stated that he would submit a request for a public accommodation for his emotional support animal. EPM nor any board member had received the request. No action was taken.

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4269 Brookside Drive - Pets Not on Leash

Multiple board members reported having witnessed the owners unapproved dogs not being on a leash and not picking up after the dogs. The owner, who was present at the meeting, stated that she never allows her dogs to roam and always picks up after them. After additional conversation, she then stated that she does allow the dogs to be without leashes on her property. The owner stated she felt like she was being singled out. The board agreed to handle all complaints when they are received or when violations are noted. The board reminded the owner that it had a fiduciary duty to enforce the covenants and that she had a legal duty to comply with the governing documents.

4269 and 4271 Brookside Drive – Barrier/Fence

Multiple board members reported that the owners had erected a barrier of bushes at the front of their units. The owner of 4269 Brookside Drive had been sent a notice regarding the barrier. EPM needed to confirm if a letter had also been sent to 4271 Brookside Drive. The board reminded the owner of 4269 Brookside Drive, who was present at the meeting that barriers and fences were not allowed and that 6 foot of access must be maintained between all units for emergency access. She stated that she had left 4 foot of access and felt like the bushes were not a barrier. She stated the bushes would not grow to block access. The board reminded the owner that she has received a violation notice in 2022 that provided her the definition of a fence/barrier. That definition stated, “a fence is generally defined as a visible, tangible obstruction or barrier that has been raised between two properties, including common property. Such an obstruction or barrier may be in the form of a traditional wood or metal fence, or may be in the form of other items, including, but not limited to, plantings, plastic fencing, mesh fencing, planters/pots, landscape timbers/blocks, and/or the placement of other items such as grills, equipment, etc. or any other object that may prohibit unobstructed access through an area.” The board agreed that the owners would be sent a violation letter requiring that a portion of the bushes be removed to allow at least 6 foot of emergency access onto each property. If the owners failed to remove the necessary bushes, the board instructed EPM to remove the necessary bushes and follow through with legal action if necessary.

Next Meeting

The next meeting is scheduled for May 28, 2024 at 12:00pm. The meeting will be an online/telephone meeting.

Adjournment

With no further business, the meeting adjourned at 7:39 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Director Meeting
Minutes
May 28, 2024

Call to Order

Pat called the meeting to order at 12:01 pm. The following board members were present: David Bryant, Kim Coffey, Christina Dye, Dawn Hathorne, Pat Lysek, Patrick McGraw, and Cecilia Rojas. Darvina Ivanova was absent.

Approval of Minutes

A motion was made and properly seconded to approve the minutes from the April 30, 2024 Board meeting. Motion passed unanimously.

Guest Comments

- Constance Brooks (4283 Brookside Drive)

Financial Report

Monthly Financials

David presented the April 2024 financials. He reported the HOA had approximately \$91,000 in the bank and the loan balance was \$83,000. A motion was made and properly seconded to approve the financials. The motion passed unanimously.

Collections Update

David reviewed the status of collections.

- 914 Brookside Place (Amspacher) – The attorney and owner reached a settlement agreement which called for a \$2,000 initial payment, monthly payments of \$710 per month on the balance owed, and payment of monthly assessments. David will update the Board once the initial payment has been received.
- 4278 Brookside Drive (Gomez) – The balance was approximately \$1,300. A check for \$1,200 has been recently received.
- 4239 Brookside Drive (McDowell) – The balance owed is \$470. The EPM demand letter was sent, but no response was received. The account will be referred to the attorney for collection action.
- 914 Brookside Court (Mayeur) – The balance owed is \$860. The EPM demand letter was sent, but no response was received. The account will be referred to the attorney for collection action.
- 4281 Brookside Drive (Ivanova) – The balance owed is \$360. She made a large payment, but still has a balance. EPM will send a statement.
- 4274 Brookside Drive (Lenox) – The balance owed is \$1,312.50. The owner requested a received a payment plan, but has not made the payments as agreed. The account will be referred to the attorney for collection action.

Old Business

Pets

The Board discussed several matters involving pets, including the need to send out approval letters to those owners that had provided the required information for emotional support or service animal approval.

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4269 Brookside Drive (2 large poodles) – This matter remains outstanding, as the owner has failed to provide all the required information to have her 2 dogs approved as emotional support animals. Since the owner has an attorney, the Board agreed that the HOA attorney will send the owner another letter.

Other

4269 Brookside Drive – The owner has constructed a barrier of bushes on the property. A violation letter was sent and the time to remedy has expired. The owner has indicated that she had constructed the barrier to address washout on her property. She had contacted the Department of Environmental Protection, who indicated that the placement of sod on the area could help prevent the washout. As the washout was occurring on the owner's property, was the result of modification made to her property, and no common area were located near the washout, it would be the owner's responsibility to address the washout with sod. Dawn agreed to research language used in letters sent to other owners. The owner would be sent a letter demanding she address the washout.

4271 Brookside Drive – The owner has constructed a barrier of bushes on the property. Kim will verify that EPM sent a violation letter.

4241 Brookside Drive – The board discussed the abandoned vehicle with expired tags. Christina said she would remind the tenant to address the vehicle.

New Business

Pool

No issues have been reported with pool.

Lawn Maintenance

Patrick reported that he continues to speak with the contractor and all requests have been completed.

Sprinklers

David provided an update on the sprinkler repairs. The contractor completed their assessment and provided an estimate of \$5,550 to fix the pipes, sprinkler heads, etc. that they have identified. David made a motion and Patrick properly seconded the motion to accept the bid for the repairs. Board members discussed how much additional repairs would be needed. David estimated that the repairs would be approximately 50% complete. As repairs are made, the system will continue to build pressure, and other needed repairs will become evident. Motion passed unanimously.

Tennis Courts

Darvina was not present at the meeting to present her research on the costs associated with adding pickle ball lines and equipment to the existing tennis court. No action was taken by the Board.

Other

Stray Cats on Brookside Place – EPM has received a complaint that the tenants of 912 Brookside Place had numerous outside cats they were feeding. The cats have been jumping on cars and becoming a nuisance. Kim stated EPM would send a letter.

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4227 Brookside Drive – The owner had submitted an ARC request for the replacement of the storm door. The specifications presented were exactly as listed on the approved exterior modifications sheet, so no approval was necessary. Kim stated that she would let the owner know.

910 Brookside Place – Pat reported that the owner had significantly trimmed back the tree behind his unit. The Board discussed that the tree was located on his property, not common area. As such, the owner was within his rights to cut and/or remove the tree. No action was taken by the Board.

Visitor Parking – Dawn reported that owners and tenants were continuing to park in the visitor spots located at the end of Brookside Drive. She requested that owners and tenants be sent a reminder about the utilization of visitor spots. Kim stated that she would look at the letters previously sent by EPM.

Suspension of Voting Rights and Common Area Access – The Board discussed what actions it could take against owners who were significantly behind in paying their assessments. David reported that the Board could suspend the voting rights of owners and the common area use rights of the owner, tenants, and their guests. Florida Statutes allows the Board to take these actions without a hearing or notice for owners that are more than 90 days delinquent in paying any monetary obligation to the association. The Board reviewed the list of units which were greater than 90 days delinquent. David made a motion to suspend the voting rights and common area use rights of the owners, tenants, and guests for the following units: 4239 Brookside Drive (McDowell), 914 Brookside Court (Mayeur), and 4274 Brookside Drive (Lenox). Patrick properly seconded the motion. The Board discussed the suspensions, which would be lifted once the owners paid the amounts owed. David indicated that he would work with Kim to draft the appropriate notice to the owners.

Next Meeting

The next meeting is scheduled for June 25, 2024 at 6:00pm. The meeting will be an in-person meeting at Etheridge.

Adjournment

With no further business, the meeting adjourned at approximately 1:20 pm.

Brookside Townhomes Homeowners Association, Inc.
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June 25, 2024

Call to Order

Pat called the meeting to order at 6:00 pm. The following board members were present: David Bryant, Kim Coffey, Dawn Hathorne, Darvina Ivanova, Pat Lysek, Patrick McGraw, and Cecilia Rojas.

Minutes

A motion was made and properly seconded to approve the minutes from the May 28, 2024 Board meeting. Motion passed unanimously.

Guest Comments

- Shelia Nichols (4269 Brookside Drive)
- Constance Brooks (4283 Brookside Drive)

Financial Report

Monthly Financials

David presented the May 2024 financials. He reported the HOA had approximately \$86,000 in the bank and the loan balance was \$80,600. David indicated that most expenses were in line with the budget. He reported that the annual insurance was approximately \$1,400 less than budgeted. He stated that dues paid were less than budgeted, as several owners were behind. A motion was made and properly seconded to approve the financials. The motion passed unanimously.

Collections Update

David reviewed the status of collections.

- 914 Brookside Place (Amspacher) – The attorney has received the \$2,000 initial payment on the payment plan. David will continue to update the Board as payments are received.
- 4278 Brookside Drive (Gomez) – A large payment of \$1,200 was received. The balance still is \$300. The account is still with the attorney.
- 4239 Brookside Drive (McDowell) – The balance owed is \$510. After no response was received from the EPM demand letter, the account was referred to the attorney for collection action.
- 914 Brookside Court (Mayeur) – The balance owed is \$1,100. After no response was received from the EPM demand letter, the account was referred to the attorney for collection action.
- 4274 Brookside Drive (Lenox) – The balance owed is \$870. The owner failed to make payments as agreed to in the payment plan. The account was referred to the attorney for collection action.
- 4281 Brookside Drive (Ivanova) – The balance owed is approximately \$510. The owner, who is a Board member and was present at the meeting, stated that she had made a large payment and that her balance should be zero. She claimed she had never received a welcome letter, had never received any notices that she was late, and that EPM had not returned her phone calls. David stated that he would review her account and provide her a breakdown of all amounts owed.

The following units were 2 months behind and would be sent an EPM demand letter: 913 Brookside Place (Bounds), 920 Brookside Place (Raines), 4219 Brookside Drive (Spangenberg, III), 4273 Brookside Drive (Lord), and 4288 Brookside Drive (Spangenberg, Jr.).

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Old Business

Pets

4269 Brookside Drive (2 large poodles) – This matter remains outstanding, as the owner has failed to provide all the required information to have her 2 dogs approved as emotional support animals. The HOA attorney will take the necessary action with the owner's attorney.

Other

- 4269 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner. The Board will discuss the matter at its next meeting, including whether to instruct EPM to remove the barrier.
- 4271 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner. The Board will discuss the matter at its next meeting, including whether to instruct EPM to remove the barrier.
- 4241 Brookside Drive (abandoned vehicle) – The board discussed the abandoned vehicle with expired tags. Christina was not in attendance at the meeting. Kim stated that she would check the vehicle during her next inspection.
- Stray Cats on Brookside Place – EPM sent a letter to the owner reporting that tenants were feeding the stray cats. The owner responded denying that they were feeding the cats. Kim stated that the complaint letter included pictures of the food bowls in front of the unit. Kim would follow-up with the owner.
- Visitor Parking – The Board discussed the gold SUV parked at the visitor space at the end of Brookside Drive. The owner is a long-term guest or resident of 4274 Brookside Drive. This owner has lost use of common areas, including visitor parking, for failure to pay dues. Kim stated that she would tag and remove the vehicle next time it was reported. The Board also discussed the jeep being stored under a cover at the visitor parking in front of the tennis court. No one is sure of the owner. Kim stated that she would tag the jeep.
- Lawn Treatment – The Board discussed when to return to treating the common area lawns. The treatment previously included fertilizer, weed control, and minor insect control. Once the sprinklers have been repaired, the Board will discuss restarting the treatments.

New Business

Pool

The pool drain was replaced per the code and the required paperwork has been submitted to the Health Department. A report has been received that the back gate was not locking correctly. Kim will check the gate during her next inspection.

Lawn

Patrick recently spoke with the lawn contractor, who had reported an issue with people dumping trash in the parking lot. If Patrick sees it occur he will report it and contact the police. The contractor also reported that dog waste continues to be a major issue.

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Sprinklers

David gave a small update on the repairs. He stated that he would get a more detailed report from the sprinkler company,

Tennis Court

Darina discussed the estimated cost of installing pickle ball lines. The matter was tabled until the fall.

Other Matters

- 4269 Brookside Drive (erosion) – The owner reported to DEP the erosion on her property. DEP responded with a recommendation to plant grass or other vegetation on the eroded area. The owner's planting of the barrier of bushes in violation of the covenants and the installation of gutter pipe by the current or previous owner are large contributing factors to the erosion. The Board informed the owner that there was no common ground in the area and the erosion was her responsibility.
- Holding Ponds – The Board discussed that it had been several years since the holding ponds had been dug out. Kim stated that she would discuss the matter with the lawn contractor and seek out a quote from a vendor she uses for holding pond maintenance at other properties.
- Anonymous Email – The Board discussed the contents of an anonymous email sent to the HOA's attorney and Kim. The email contained significant inaccurate information about dues, the annual meeting, and other matters. Kim responded to the email, including notifying the sender that the attorney does not and would not respond to requests directly from individual owners.
- HOA Law Changes – Kim provided information on the upcoming HOA law changes, including the requirement for 4 hours of annual continuing education for Board members.
- Curb Appeal – The Board discussed comments received regarding the curb appeal, including sidewalks, steps, and entryways of various units. The Board stated that the HOA could take little action except sending request letters to owners.
- Oily Residue in Grass – Cecilia discussed the oily residue she has noted behind the units on the east side of Brookside Drive. The Board discussed previous soil inspections done by the city, contractors, DEP, etc. The Board also discussed the previous class action settlement of the lawsuit related to the Agrico-Conoco contamination of the area.
- Overgrown Vegetation at Entrance – The Board discussed the overgrown vegetation at the house on the east side of Euclid Road at the entrance to Brookside. Kim stated that she would call the City and/or Code Enforcement.

Adjournment

With no further business, the meeting adjourned at 7:51pm.

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Minutes
July 30, 2024

Call to Order

Pat called the meeting to order at 12:01 pm. The following board members were present: David Bryant, Kim Coffey, Dawn Hathorne, Pat Lysek, Patrick McGraw, and Cecilia Rojas. Darina Ivanova was absent.

Minutes

Dawn made a motion, which was properly seconded by Patrick, to approve the minutes from the June 24, 2024 Board meeting. Motion passed unanimously.

Guest Comments

- None

Financial Report

Monthly Financials

David presented the June 2024 financials. He reported the HOA had approximately \$85,000 in the bank and the loan balance was \$78,126. David indicated that most expenses were in line with the budget. Patrick made a motion, which was properly seconded by Dawn, to approve the financials. The motion passed unanimously.

David reported that he is in the process of gathering the required information to open the new money market account for owner deposits.

Collections Update

David stated the total amount owed was approximately \$15,000. He reviewed the status of collections.

- 927 Brookside Place (White) – Balance owed is \$330. EPM demand letter sent.
- 914 Brookside Place (Amspacher) – Balance owed is \$8,111, plus attorney fees. Is on a payment plan and is complying with the terms.
- 920 Brookside Place (Haines) – Has been sent an EPM demand letter. Will be turned over to attorney when time is up if he has not paid.
- 4278 Brookside Drive (Gomez) – The balance owed is \$475. With the attorney for collection action.
- 4239 Brookside Drive (McDowell) – The balance owed is \$685. With the attorney for collection action.
- 914 Brookside Court (Mayeur) – The balance owed is \$1,185. With the attorney for collection action.
- 4274 Brookside Drive (Lenox) – The balance owed is \$1,045. With the attorney for collection action.
- 4278 Brookside Drive (Lord) – The balance owed is \$500. EPM demand letter sent.
- 4281 Brookside Drive (Ivanova) – The balance owed is approximately \$200. David provided the Board with a detailed timeline of the owner's assessments and payments. The owner requested a waiver of all her late fees. It is the Board's policy to waive one late fee per year. David made a motion, which was properly seconded by Patrick, to waive a total of \$50, \$25 for 2023 and \$25 for 2024. Motion passed unanimously.

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Old Business

Pets

4269 Brookside Drive (2 large poodles) – This matter remains outstanding, as the owner has failed to provide all the required information to have her 2 dogs approved as emotional support animals. The HOA attorney will take the necessary action with the owner's attorney.

Other

- 4269 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner.
- 4271 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner.
- 4241 Brookside Drive (abandoned vehicle) – Kim reported the vehicle had current tags and the tires have been inflated.
- Stray Cats on Brookside Place – The Board discussed the stray cats. The bowls are no longer being put out in front of 912 Brookside Place.
- 4283 Brookside Drive – Dawn reported that the owner had installed a small fence/barrier.

New Business

Pool

The water bill continues to fluctuate dramatically. The Board discussed its various actions to address what appears to be a leak. Kim noticed what appears to be a sinkhole on the north side of the pool. Kim has placed a caution cone over the affected area. Dawn made a motion, which was properly seconded by Patrick, to have another leak company come out to determine if there was a leak in the area. Motion passed unanimously. The Board will hold off on any needed repairs until after Labor Day, as any repairs would likely require the pool to be closed for a few days.

Lawn

The Board discussed at length the fact the many of the beds at the front of units were not being trimmed. The Board discussed the difference between areas with just grass and shrubs versus areas with special plantings, which would be considered personal gardens. Patrick will instruct the lawn contractor that areas with just grass and shrubs are to be maintained by the contractor, but personal gardens should not be trimmed. The Board asked Kim to put together a letter notifying owners notifying them about what areas are maintained. The Board also asked that dog walk area information and architectural exterior requirements be included in the letter.

Sprinklers

David gave an update on the repairs. He stated that the majority of the initial phase was complete. Almost all zones should be working. The controller had been replaced. Once he meets with the contractor, the timer will be set to run during the day so individual sprinkler head problems can be identified.

Tennis Court

Nothing to report.

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Other Matters

- Fining Committee – The Board discussed the need to establish a fining committee, for repeated violations of the governing documents and rules. Florida statutes requires at least three members of the association that are not board members or related to board members. David reported that he spoke with HOA ex-president Karen Reardon, who indicated she would be willing to serve. He indicated that he would ask Shelly Nightengale if she would be willing to serve. Other Board members indicated that they would inquire with other owners.
- Closed Board Meeting – The Board discussed the need for a closed meeting with the Board's attorney to discussed litigation. The Board agreed it would gather its questions and set up the meeting.
- Cecilia reported that an individual was dismantling a vehicle in front of the tennis court. She did not know if the person was a resident. Kim instructed her to call the police in the future if there was a suspicious person. Dawn agreed to assist Cecilia.

Adjournment

With no further business, the meeting adjourned at 1:55pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
August 27, 2024

Call to Order

Pat called the meeting to order at 6:01 pm. The following board members were present: David Bryant, Kim Coffey, Dawn Hathorne, Darina Ivanova, Pat Lysek, Patrick McGraw, and Cecilia Rojas. Christina Dye was absent.

Minutes

David made a motion, which was properly seconded by Patrick, to approve the minutes from the July 30, 2024 Board meeting. Motion passed unanimously.

Guest Comments

- None

Financial Report

Monthly Financials

David presented the July 2024 financials. He reported the HOA had approximately \$89,000 in the bank and the loan balance was \$75,593. David indicated that most expenses were in line with the budget. He anticipated that we would end the year with less income than budgeted. David made a motion, which was properly seconded by Patrick, to approve the financials. The motion passed unanimously.

Collections Update

David stated the total amount owed was approximately \$15,700. He reviewed the status of collections.

- 913 Brookside Place (Bounds) – Balance owed is \$350. Kim to check to see if EPM demand letter was sent.
- 927 Brookside Place (White) – Balance owed is \$285. EPM demand letter sent. They have only been paying \$110 a month. Kim will check to see what address and email they have to contact the owner.
- 914 Brookside Place (Amspacher) – Balance owed is \$8,086, plus attorney fees. Is on a payment plan and is complying with the terms. It is almost all going to previously paid legal fees.
- 4239 Brookside Drive (McDowell) – The balance owed is \$810. With the attorney for collection action.
- 914 Brookside Court (Mayeur) – The balance owed is \$1,310. With the attorney for collection action.
- 4274 Brookside Drive (Lenox) – The balance owed is \$1,170. With the attorney for collection action.
- 4278 Brookside Drive (Lord) – The balance owed is \$350. EPM demand letter sent.
- 4281 Brookside Drive (Ivanova) – The balance owed is \$150. The owner stated that she had never received any correspondence at all. David had previously provided the Board with a detailed timeline of the owner's assessments and payments and copies of the correspondence.
- 4278 Brookside Drive (Gomez) – The balance owed is \$600.00. With the attorney for collection action.

Old Business

Pets

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
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August 27, 2024

4269 Brookside Drive (2 large poodles) – This matter remains outstanding, as the owner has failed to provide all the required information to have her 2 dogs approved as emotional support animals. The HOA attorney will take the necessary action with the owner's attorney.

Other

- 4269 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner.
- 4271 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner.
- 4283 Brookside Drive – Dawn reported that the owner had installed a small fence/barrier.
- Gold SUV Parking – Kim stated that she has not been able to see the vehicle. Dawn stated that she would call when she sees it again.
- Letter to Owners – Kim has prepared the letter and will send it to the Board members to look at prior to sending it.

New Business

Pool

Kim reported that Aqua Pool will be replacing the tanks and sealing the pool pump box. Kim also requested that they look at the loose coping to see what can be done. It was reported that there was algae around the pool. The Board discussed pressure washing the pavers, but agreed not to take any action as Fall was approaching.

Lawn

Patrick reported that overall, he felt the contractor was doing a good job. The holding ponds and areas behind the pool are significantly overgrown. Patrick would speak with the contractor. The Board also discussed the need for mosquito control in the holding ponds.

Sprinklers

David gave an update on the repairs. He stated that the initial phase was complete. The contractor was able to find and repair 15 of the 18 zones. David stated that the contractor was unable to find a few zones. One mystery zone was directly across from the pool house. The controller had been replaced. The sprinklers have been set to come on at 9am so that residents can identify any problems. There is a small leak at the sprinkler pump, but it can wait to be addressed as it does not affect the water bill. Dawn also asked that the head behind her unit be re-installed, as the contractor appears to have removed it. She had previously discussed the head with the contractor and they agreed they would replace it. David said he would remind the contractor.

Tennis Court

Nothing to report.

Other Matters

- Fining Committee – The Board discussed the establish of the fining committee, for repeated violations of the governing documents and rules. There now were three owners willing to serve:

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
August 27, 2024

Karen Reardon, Shelly Nightengale, and Laurie Shramm. David will work a proposed process for assessing fines so that the Board can approve the process and it be added to our website.

- Easement Behind Units – David reported that he had heard back from the HOA attorney about implied easements for owners to access interior units. The attorney stated that there was no right for interior owners to access their unit through another's property. Only the HOA and its contractors have right of entry.
- David and Kim reported that the HOA had been named as a third part defendant in a lawsuit related to an injury approximately 4 years ago. The injury was the result of Waste Management moving a dumpster and exposing a damaged manhole cover. A resident fell and was injured. He subsequently sued Waste Management and Etheridge. The HOA's insurance company will be handling the claim.

Adjournment

With no further business, the meeting adjourned at 7:57pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
September 24, 2024

Call to Order

Pat called the meeting to order at 12:04 pm. The following board members were present: David Bryant, Kim Coffey, Christina Dye, Dawn Hathorne, Darina Ivanova, Pat Lysek, and Patrick McGraw. Cecilia Rojas was absent.

Minutes

David made a motion, which was properly seconded by Kim, to approve the minutes from the August 27, 2024 Board meeting. Motion passed unanimously.

Guest Comments

- Cherry Perez, one of the owners of 910 Brookside Place had questions about her account. David stated that he had previously sent an email with a breakdown of all the charges and payments for the account.

Financial Report

Monthly Financials

David presented the August 2024 financials. He reported the HOA had approximately \$86,000 in the bank and the loan balance was \$73,000. He reported that the bank account for the holding of deposits had been established. The balance would be adjusted every few months as deposits were collected and returned. He indicated that most expenses were in line with the budget. He stated that Common Area Maintenance was less than budgeted, as pressure washing was not done. He also stated that legal fees could end the year at zero or in the negative, as the HOA recovered legal fees paid in prior years. He anticipated that we would end the year with less income than budgeted. Kim made a motion, which was properly seconded by David, to approve the financials. The motion passed unanimously.

Collections Update

David stated the total amount owed was approximately \$17,700. He reviewed the status of collections.

- There were several owners that owed \$250 or less that appeared to have auto payment amount set up for less than the current dues amount of \$150. EPM will send these owners letters reminding them of the new dues amount and advising them to adjust their auto payment.
- 927 Brookside Place (White/Sapp) – They have only been paying \$110 a month. EPM reached out to them and the balance should be paid by 09/30/2024.
- 4278 Brookside Drive (Lord) – The balance owed is \$525. EPM demand letter sent on 09/23/2024.
- 4278 Brookside Drive (Gomez) – The balance owed is \$750.00. With the attorney for collection action.
- 4239 Brookside Drive (McDowell) – The balance owed is \$960. With the attorney for collection action.
- 4274 Brookside Drive (Lenox) – The balance owed is \$1,320. With the attorney for collection action. Worked out a payment plan.
- 914 Brookside Court (Mayeur) – The balance owed is \$1,460. With the attorney for collection action.
- 914 Brookside Place (Amspacher) – Balance owed is \$8,086, plus attorney fees. Is on a payment plan and is complying with the terms. Payment is almost all going to previously paid legal fees.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
September 24, 2024

David stated that the number of owners behind and the balance of dues owed was having an impact on the income for the year.

Old Business

Pets

4269 Brookside Drive (2 large poodles) – This matter remains outstanding, as the owner has failed to provide all the required information to have her 2 dogs approved as emotional support animals. The HOA attorney will take the necessary action with the owner's attorney.

Fining Committee

David is working on the Fining Committee policy and procedures. He will present it to the Board at a future meeting and then get the attorney's approval.

Other

- Gold SUV Parking – Kim stated that she has not been able to see the vehicle. Dawn stated that she would call when she sees it again.
- 4269 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner.
- 4271 Brookside Drive (barrier/fence of bushes) – This matter will be discussed with the attorney and if necessary a lawsuit will be filed against the owner.
- Letter to Owners – Kim has prepared the letter and will send it to the Board members to look at prior to sending it. She will include a section on the Fining Committee and a map of the allowable dog-walking areas.

New Business

Pool

Kim reported that the repairs to the leaking tanks had been completed. She reported that a major leak had been found in the pipes under the tennis court. The leak was repaired, but a corner of the tennis court had to be dug up. As such, the tennis court had been closed until the repairs can be made. Kim stated that she is still waiting on a quote from Aqua Pools for the repair of the pool coping.

Lawn

Patrick reported that he had discussed with the lawn contractor the status of the overgrown retention ponds. The contractor stated he would address the issues. Board member discussed individual beds, personal gardens, etc. Board members reported that shrubs were not being cut and vines were growing up fences and units. Board members discussed the need to hold the contractor accountable to the scope of work included in the contract.

Sprinklers

Dawn reported that the head behind her unit still had not been re-installed. Kim stated that she would add a section to the owner letter about reporting broken sprinklers.

Tennis Court

See comments under the Pool section above.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
September 24, 2024

Other Matters

- ARC Request for Gazebo – 4231 Brookside Drive – The Board reviewed the documents associated with the request for the installation of a gazebo behind the unit. Board members noted that the request did not include all of the required specifications, such as height, materials, etc., as required in Article V of the Covenants. After significant discussion, Dawn made a motion, which was properly seconded by Patrick, to deny the request as it did not maintain the current architectural and design harmony of surrounding structures and the community. Motion passed unanimously. EPM will send the owner a notice of the denial.

Adjournment

With no further business, the meeting adjourned at 1:33pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
October 29, 2024

Call to Order

Pat called the meeting to order at 6:04 pm. The following board members were present: David Bryant, Kim Coffey, Dawn Hathorne, Pat Lysek, and Patrick McGraw. Christina Dye, Darina Ivanova, and Cecilia Rojas was absent.

Minutes

David made a motion, which was properly seconded by Patrick, to approve the minutes from the September 24, 2024 Board meeting. Motion passed unanimously.

Guest Comments

- None

Financial Report

Monthly Financials

David presented the September 2024 financials. He reported the HOA had approximately \$84,000 in the bank and the loan balance was \$70,000. He stated that Common Area Maintenance was less than budgeted, as pressure washing was not done. David stated that the number of owners behind and the balance of dues owed was having an impact on the income for the year. David made a motion, which was properly seconded by Dawn, to approve the financials. The motion passed unanimously.

Collections Update

David stated the total amount owed was approximately \$17,700. He reviewed the status of collections.

- 4278 Brookside Drive (Gomez) – The balance is starting to increase again. Kim will check to see if the account is still with the attorney for collection action.
- 4239 Brookside Drive (McDowell) – With the attorney for collection action.
- 4274 Brookside Drive (Lenox) –With the attorney for collection action. Worked out a payment plan.
- 914 Brookside Court (Mayeur) –With the attorney for collection action.
- 914 Brookside Place (Amspacher) – Is on a payment plan and is complying with the terms. Payment is almost all going to previously paid legal fees. The Board was required to write-off approximately \$1,300 of the debt because of the statute of limitations. The owner's \$400 deposited was applied toward the write-off.

The Board discussed the application of late fees on overdue assessments. The Board agreed on the following:

- Late fees would not be charges on balances of less than \$150.
- Late fees would be paused in an account was under review for potential discrepancies.
- The Board still authorized EPM to waive one late fee per calendar year.

Old Business

Fining Committee

David presented the proposed Fining and Suspension Policy and Procedures. The Board discussed the process and recommended providing the information to the attorney for approval.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
October 29, 2024

Other

- Gold SUV Parking – Kim stated that the vehicle had been tagged and she had communicated with the owner. Dawn reported that it was still being parked at the end of Brookside Drive. Kim stated that she would send Jerry Lenox a letter and the vehicle will be towed if the vehicle owner continues to violate the rules.
- Letter to Owners – Kim has prepared the letter and will send it to the Board members to look at prior to sending it. She will include a section on the Fining Committee and a map of the allowable dog-walking areas.

New Business

Pool

Kim stated that she is still waiting on a quote from Aqua Pools for the repair of the pool coping.

Lawn

Patrick discussed what the contractor should be doing each visit, such as trimming the holding ponds. Kill will talk to EPM about clearing the drain at the end of Brookside Drive. The Board agreed that the contractor needed a schedule in the winter for addressing the overgrown bushes. The Board discussed the fact that the contractor was paid an additional \$1,600 to bring the restore the neighborhood, but it has gotten overgrown again. The Board discussed withholding payment until the contractor performed the requirements in the contract. that he had discussed with the lawn contractor the status of the overgrown retention ponds.

Sprinklers

The lawn contractor had turned the sprinkler system completely off, instead of setting it to be off just on Mondays, when they are there. David programmed the system to be off on Mondays. A letter needs to be sent to owners to be able to report issues.

Tennis Court

There was another leak at the tennis court, which was repaired by EPM. Kim will monitor the water bill to see if it decreases.

Other Matters

- Closed Meeting with Attorney - David, Kim and Pat had a conversation with the attorney regarding the ongoing issued at 4269 Brookside Drive (oversized pets and living fence). The owner still has not supplied all required information for her pets. The attorney confirmed the living fence is a violation of the covenants and the HOA has a strong case against the owner. The attorney will draft a letter to the owner's attorney and the matter will be referred to the Fining Committee once the Board acts to recommend a fine.
- Oversized dog at 4225 Brookside Drive - The Board received a complaint of the oversized dog and that the owner was allowing pet waste to accumulate on their property and other owners' properties. Kim will send the owner a violation letter.

Adjournment

The next meetings are scheduled for November 26, 2024 and December 19, 2024. Both meeting will be virtual. With no further business, the meeting adjourned at 7:35 pm.