

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
January 28, 2025

Call to Order

Pat called the meeting to order at 6:02 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 were absent.

Minutes

David made a motion, which was properly seconded by Patrick, to approve the October 29, 2024 Board meeting minutes. The motion passed unanimously.

Guest Comments

- None

Financial Report

Monthly Financials

David reviewed the 2024 year-end financials. He reported the HOA had approximately \$87,000 in the bank, and the loan balance was approximately \$62,400. He reminded Board members that much of the bank balance was associated with deposits collected from owners. He discussed the various revenues and expenses and how they compared to the budget. The Board discussed the financials. Patrick made a motion, which was properly seconded by Dawn, to approve the 2024 year-end financial. The motion passed unanimously.

Collections Update

David reviewed the status of collections.

Amspacher – He is on a payment plan

Raines – E EPM demand letter had expired so this unit was sent to attorney

Gersch – EPM demand letter had expired so this unit was sent to the attorney

Mayue – She made a large payment she still owes and the unit is still with the attorney

Frye – EPM will follow-up to see if they received an email about adjusting his fees.

Walton – Kim will send her an EPM letter

Jerry Lenox – Kim will follow up with the attorney, as is not paying per the payment plan

Gomez – This unit is already with the attorney. Kim will check with attorney to see if can send a letter about collecting rental income.

Old Business

4269 Brookside Drive (oversized pets)

The owner still has not supplied all required information for her pets. Dawn reported on an incident that occurred when the dog ran towards her. All agreed it was time to push the issue with the attorney.

4269 and 4271 Brookside Drive (living fences)

Both units had received letters. 4269 Brookside Drive was with the attorney already. Kim spoke with the owner of 4271 Brookside Drive, who indicated that she did not plant the trees, that is was the owner of 4269 Brookside Drive.

Manhole Accident Lawsuit

Kim reported that EPM had depositions, which focused on the placement of the dumpster. The attorneys are moving to have EPM dropped from the suit, as there was no expectation that EPM would have been doing anything with the manhole.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
January 28, 2025

New Business

Pool

The Board discussed the quote received for repair of the coping at the pool. The Board also discussed when the pool will reopen for the summer. No decisions were made.

Lawn

Patrick reported that he had asked the vendor to start cutting the creek line. David report significant weeds and debris behind 914-916 Brookside Place. He also stated that he would reach out to Wallace about a quote for lawn maintenance.

The Board discussed the need to cut back the crepe myrtles. Some members thought they should be cut, while others did not. Patrick and Dawn agreed to meet to determine which exact one should be cut back.

Sprinklers

The Board once again was concerned that the sprinklers were off. The lawn maintenance vendor has been turning them off. David stated he would double check.

Tennis Court

The Board discussed the needed repairs, but because of the cost, no action was taken.

Other

Annual Owners Meeting – The meeting has been scheduled for March 13, 2025. All Board members present indicated that they were willing to continue serving.

Adjournment

The next meeting is scheduled for March 13, 2025, which is the Annual Meeting followed by a quick Organizational Board Meeting. With no further business, the meeting adjourned at 7:49 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
February 25, 2025

Call to Order

Pat called the meeting to order at 12:04 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 were absent.

Minutes

The minutes for were tabled.

Guest Comments

- None

Financial Report

Monthly Financials

David presented the January 2025 financials. He reported the HOA had approximately \$97,000 in the bank. He reported that the HOA was close to having positive equity. David presented to 2025 Proposed Budget. He reported pressure washing was included in the budget. The Board asked to include pest control, which was added. He reported that the loan should be paid off in late 2026. Patrick made a motion, which was properly seconded by Dawn, to approve the financials and budget. The motion passed unanimously.

Collections Update

David reviewed the status of collections. Two units which were behind were to be referred to the attorney for collection. Going forward, EPM will send David copies of the demand letters.

Old Business

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. Dawn reported that she had an incident with one of the dogs not being on a leash and running toward her. The Board discussed the attorney's recommendation of pre-suit mediation. Dawn made a motion, which was properly seconded by Patrick, to proceed with the pre-suit mediation. Motion passed unanimously.

4271 Brookside Drive (living fence)

Kim called Frances and asked about her shrubs. Frances stated that she had not planted them. Kim will contact her and ask she will have to remove them or she can authorize us to remove them.

New Business

Pool

The Board discussed the quote received for repair of the coping at the pool. Dawn made a motion, which was properly seconded by Patrick, to approve the quote for the coping repair. Motion passed unanimously.

Lawn

Patrick reported his frustration and recommend the Board seek another quote for lawn maintenance. David reported that he had reached out to Wallace for a quote.

The Board asked Kim to seek quotes for lawn spraying.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
February 25, 2025

Sprinklers

Dawn reported that she thought the sprinkler system was off. David stated he would double check. The system might have been off because of all the rain or someone may have turned the system off again. Kim indicated that she would contact Wallace if the system turned out to be on, but not working.

Tennis Court

No report.

Other Matters

- Pressure Washing – The Board agreed that pressure washing should be discussed by the new Board and scheduled appropriately.
- Tenant Disturbances – Dawn reported on multiple instances with a tenant that was evicted or in the process of being evicted. The Board discussed the matter and recommended calling the police if necessary.
- Neighborhood Watch – The Board discussed the possibility of starting a neighborhood watch program again. No action was taken.
- Camera System – The Board once again discussed the need for cameras in the community. Patrick agreed to research the issue and report back to the Board.

Adjournment

The next meeting is scheduled for March 15, 2025, which is the Annual Meeting followed by a quick Organizational Board Meeting. With no further business, the meeting adjourned at 1:24 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
March 13, 2025

Call to Order

Pat called the meeting to order at 6:43 pm. The following board members were present: Connie Brooks, David Bryant, Kim Coffey, Dawn Hathorne, Pat Lysek, Patrick McGraw, and Chris Stephens. No board members were absent.

New Business

Election of 2025 Officers

David made a motion, which was properly seconded by Dawn, to nominate the 2025 officers. Additional nominations were sought. The following slate was presented:

President - Pat Lysek

Vice President: Patrick McGraw

Treasurer: David Bryant

Secretary: Kim Coffey

Director: Chris Stephens: (253) 394-4953 joncstephens@mac.com

Director: Connie Brooks: (941) 518-9709 ccbrooks63@yahoo.com

Motion passed unanimously

2025 Board Meeting Schedule

The Board agreed that meetings would continue to occur on the last Tuesday of each month, with meetings both in person and virtual.

Adjournment

The next meeting is scheduled for April 29, 2025, which will be in-person at EPM. With no further business, the meeting adjourned at 6:56 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
April 29, 2025

Call to Order

Pat called the meeting to order at 6:04pm.

Approval of Minutes

Patrick made a motion, which was properly seconded by David, to approve the following meeting minutes:

January 28, 2025, Board Meeting

February 25, 2025, Board Meeting

March 13, 2025, Owners' Meeting

March 13, 2025, Board Meeting

The motion passed unanimously.

Guest Comments

No Guests

Financial Report

Monthly Financials

David reviewed the March 2025 financials. He reported the HOA had approximately \$104,000 in the bank. The HOA owed approximately \$54,000 on the loan and deposits were approximately \$39,000. The HOA has made about \$25,000 so far for this year. He discussed the major differences between the budgeted amount and actual amounts. There were large differences in dues because of owners paying for the entire year. This difference will even out as the year progresses. He reported large differences in legal fees because one owner paying legal fees associated with collections. He also reported common area maintenance was approximately \$500 less the budgeted so far for the year. Overall, expenses are about \$1,300.00 less than budgeted for the year. Dawn made a motion, which was properly seconded by Connie, to approve the financials. Motion passed unanimously.

Collection Update

David reviewed the status of collections.

914 Place (Amspacher) – This unit has payment plan, which has been deferred until May 15

914 Brookside Court (Mayeur) – This unit has been reported to the attorney for collection

4264 Brookside Drive (Walton) – This unit has been reported to the attorney for collection

4274 Brookside Drive (Lenox) – This unit has been reported to the attorney for collection

Old Business

4269 Brookside Drive (oversized pets and living fence)

Kim stated that she had spoken with the attorney and the HOA is moving forward with required pre-suit mediation.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
April 29, 2025

4271 Brookside Drive (living fence)

The Board discussed the situation. Kim will reach out to the owner and let her know that the shrubs y need to be removed or the owner needs to authorize the HOA to remove them. Is the owner does not take action, this unit will be included in the pending lawsuit. Kim will check with Wallace on the cost to remove the shrubs. If the owner gives permission for the shrubs to be removed, the Board agreed pat can approve the cost.

4274 Brookside Drive (visitor's gold SUV illegally parked)

Dawn reported the vehicles continues to park in visitors spots. Kim will speak with attorney about towing the vehicle. Kim will also check with the towing company on who can tow.

Pressure Washing

Kim indicated that she had received the Aqua Tech bid for \$4,200.00 The Board discussed providing timely notice to residents prior to the pressure washing and that the contractor would being using residents' water. The Board also discussed developing a standard pressure washing contract and/or scope off work. David made a motion, which was properly seconded by Patrick, to accept the quote and schedule the pressure washing for May 19th. Motion passed unanimously.

New Business

Pool

The pool will be open May 1. Kim reported the broken tiles would be repaired within the next two weeks. Kim reminded the Board that the chemicals need to be checked and recorded each day that the pool company is not servicing the pool. The Board agreed to ask Edward Wells to perform this task at a rate of \$20.00 per visit to read the chemicals. Kim will ask him to take a picture of the recorded reading each visit and send them to Kim.

Lawn

Lawn Spraying Bids

The Board discussed the multiple lawn spraying bids. David made a motion, which was properly seconded by Patrick, to accept Wallace's bid, which included an ant application. Motion passed unanimously.

Lawn Maintenance

The Board had significant discussion about the current lawn maintenance contractor and bid from Wallace. David made a motion, which was properly seconded by Dawn, to accept Wallace's bid, contingent on Kim receiving positive feedback from references of similar size and scope of Brookside. The Board discussed providing the current contractor with the required 30-day termination notice, and as such, Wallace would begin service on June . The Board also directed Kim to ensure the Brookside lawn contract was signed, not just Wallace's proposal. Motion passed unanimously.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
April 29, 2025

Sprinklers

The Board discussed the sprinklers, and a variety of repairs needed throughout the community. Kim made note of the location and would provide the information to Wallace.

Tennis Court

The Board discussed the damage to court and asked Kim to try to find vendors who could provide quotes for the needed repairs.

Other Matters

- There are a lot of big dogs on the property. We will notify.
- 4283 Brookside Drive (front retaining bricks/wall) – Connie indicated that she may need to reduce the size of her retaining wall. The Board discussed the matter and instructed her that she would need to submit an architectural approval request if there were any significant modifications to be made. No action was taken.

Adjournment

With no further business, the meeting adjourned at 7:58 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
June 24, 2025

Call To Order

Pat called the meeting to order at 6:01 p.m.

Approval of Minutes

Patrick made a motion, which was properly seconded by David, to approve the following meeting minutes:

April 29, 2025 Board Meeting

The motion passed unanimously.

Guest Comments

No guests were present for comments.

Financial Report

Monthly Financials

David reviewed the April 2025 financials. He reported the HOA had approximately \$103,000 in the bank. He stated that May was a high expense month because of paying annual insurance premiums. He reported that revenue was approximately \$8,800.00 more than budgeted because of owner prepayments. He reported expenses were approximately \$5,000 less than budgeted, which was primarily because budgeted pressure washing costs had not been paid yet. As the year progresses, revenue and expenses should fall into line with the budget. Patrick made a motion, which was properly seconded by David, to approve the financials. Motion passed unanimously.

Collection Update

David reviewed the status of collections.

914 Place (Amspacher) – This unit has a payment plan that was on pause, but payments have resumed.

914 Brookside Court (Mayeur) – This unit has been reported to the attorney for collection

4217 Brookside Drive (Gierisch) – This unit has been reported to the attorney for collection

4264 Brookside Drive (Walton) – This unit has been reported to the attorney for collection

4274 Brookside Drive (Lenox) – This unit has a payment plan, but it is unclear if they are making the appropriate payment amounts. David asked Kim to check on the status

Old Business

4269 Brookside Drive (oversized pets and living fence)

Kim stated that she had contacted the attorney, and the HOA is moving forward with required pre-suit mediation but had not heard back from the attorney yet as far as the scheduling of the mediation.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
June 24, 2025

Pressure Washing

The Board discussed the quality of the recent pressure washing of the community, which was not comparable to prior years. The Board discussed the possibility of using a different company next year. No action was taken.

New Business

Pool

Pavers Kim will be meeting a company to give us a quote. Some of the pool furniture is not in the best shape. It was suggested to wait until after hurricane season and we pay off the loan. We will table for now.

Lawn

Lawn Maintenance: Creek line needs to be done. The fence done by the pond. They need to work on the vines.

Lawn Spraying: Check and see where we are at with the spraying.

Sprinklers

The sprinklers have been repaired. If there are issues they need to send me a pic to send to Pat with Wallace.

Tennis Courts

Kim contacted American Tennis courts to be get a quote.

Other

- 4231 Brookside Drive (Stephens) damage AC line – The owner reported that during lawn maintenance, Wallace appeared to have cut electrical lines to the AC unit. The Board reviewed the supporting documentation and discussed the matter. David made a motion, which was properly seconded by Patrick, to have EPM reimburse the owner for the cost of the repairs. Motion passed unanimously.
- Fining Committee – The Board discussed the fining committee, whose members are Karen Reardon, Shelly Nightengale and Laura Schramm. The Board had previously approved the process. David stated he would resend the Board members the process. After the Board reviews the process, it will be sent to the committee.
- 911 Brookside Court (Nightengale) – The Board discussed the fence installed near the deck. Kim stated that she would contact the owner to have the fence removed.

Adjournment

With no further business, the meeting adjourned at 7:36 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
August 21, 2025

Call To Order

Pat called the meeting to order at 6:51 p.m.

Approval of Minutes

Dawn made a motion, which was properly seconded by David, to approve the following meeting minutes:

June 24, 2025 Board Meeting

The motion passed unanimously.

Guest Comments

No guests were present for comments.

Financial Report

Monthly Financials

David reviewed the July 2025 financials. He reported the HOA had approximately \$103,000 in the bank. The loan balance was \$43,857. He stated expenses have been lower than budgeted because: 1) recovery of prior legal fees paid, 2) common area maintenance expenses are lower as a result of no major expenses, and sprinkler repairs were less than budgeted. The water bill remains significantly higher than budgeted. David made a motion, which was properly seconded by Dawn, to approve the financials. Motion passed unanimously.

Collection Update

David reviewed the status of collections that have been placed with the attorney.

- He reported on 4274 Brookside Drive (Lenox) – The balance on this unit has been paid in full through a relative. Dues were also paid through the end of the year. Kim also reported that the unit is continuing to pay monthly, although the amount being paid is less than the monthly amount owed.

Old Business

4269 Brookside Drive (oversized pets and living fence)

The Board once again discussed the ongoing situation. The Board discussed that each dog required a separate letter, and that per the attorney-approved policy the dogs must remain on a leash and confined to her property. The living fence still has not been addressed.

Fining Committee

The Board discussed the fining committee, whose members are Karen Reardon, Shelly Nightengale and Laura Schramm. The Board asked that Kim include information on the fining committee in the next correspondence that goes out to owners.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
Minutes
August 21, 2025

New Business

Pool

- Paver Repair - Kim reported the quote to repair the pavers was estimated to be \$375-\$400. The Board asked Pat to approve the final quote, assuming it comes in under her \$500 authority.
- Clean-Up – Dawn asked for permission to clean-up the overgrown vegetation at the southwestern corner of the pool. She mentioned possibly planting a sago palm. The Board agreed and thanked her.
- Pool Closing – Once the pavers were repaired, the Board agreed that the pool would be closed for the season.

Lawn

- Lawn Maintenance – Kim and Patrick walked around with Wallace to point out all of the issues that need to be addressed.
- Owner Trimming – The Board asked that in Kim's next notice to owners that she include a comment about placing trimmings into the dumpsters when owners cut their own shrubs.

Sprinklers

The sprinklers have been repaired. Ed repaired a sprinkler head near the pool. Board members discussed a few sprinklers that still needed to be addressed. Kim asked if there are needed repairs to send her a picture and the location. Wallace will be making repairs as needed.

Tennis Courts

The Board asked Kim to get two quotes: 1) To make repairs only necessary to address the safety concerns, and 2) To demolish the court. The gate to the court will remain locked until the matter is resolved.

Other

- The Board discussed a dog from 914 Brookside Court that has been off a leash. The Board mentioned that pets off of leashes needs to be included in the letter to owners and should be referred to the fining committee.

Adjournment

With no further business, the meeting adjourned at 7:32 pm.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
October 28, 2025
Minutes

Call to Order

Pat called the meeting to order 6:05 pm.

Minutes

David made a motion, which was properly seconded by Patrick, to approve the minutes from the August 21, 2025, Board meeting. Motion passed unanimously.

Guest Comments

None

Financial Report

David reviewed the September financial report:

- The operating and MMA total approximately \$67,000
- The loan balance is \$38,400
- Legal fees were less than budgeted as an owner continues to pay back legal fees the HOA previously paid for collections related to the unit
- Common area maintenance expenses are less than budgeted year-to-date because no large projects have been done.
- Overall, collections are \$9,000 more than budgeted due to prepayments and expenses are \$9,000 less than budgeted.

Patrick made a motion, which was properly seconded by Chris, to approve the September 2025 financial report. Motion passed unanimously.

Prepayment of Loan

The loan balance is approximately \$38,000. David stated that he has considered the associated risks and made a motion to use the savings to pay off the loan early. Pat properly seconded the motion. During discussion, Dawn expressed concern about not having the funds if an emergency were to occur. Motion passed with Dawn voting against.

Collections

David presented the collections, noting that all significantly delinquent accounts are with the attorney.

Old Business

Natural fence

The Board discussed the natural fence belonging to owner Sheild Wyatt. No action was taken.

Brookside Townhomes Homeowners Association, Inc.
Board of Directors Meeting
October 28, 2025
Minutes

New Business

Pool

Kim reported that the pavers had been repaired and the pool had been closed for the season.

Lawn Maintenance

Patrick discussed that he is not happy with the performance of the lawn vendor. He stated that he would contact the vendor to discuss the rotation of cutting the shrubs to have consistency.

Sprinklers

The sprinklers are up and running. Kim asked if any problems were noted that she be notified so that she could contact the vendor.

Tennis Courts

No comments

Other Matters

None

Adjournment

With no further business, the meeting adjourned at 7:07 p.m.