

Brookside Townhomes Homeowners Association, Inc.
Annual Owners Meeting
St. Paul's Lutheran Church of Pensacola
4600 N. 9th Avenue, Pensacola FL. 32503
March 12, 2026
Minutes

Call to Order

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

In attendance

The meeting was led by President Pat Lysek. All current Board members were in attendance and introduced themselves to the attendees. In addition, Kim Coffey, property manager with Etheridge Property Management introduced herself.

Proof of Notice and Quorum

- Kim presented the Proof of Notice for the meeting.
- Kim stated that 13 owners represented in person or by proxy. As such, a quorum was established.

Treasurer's Report

Treasurer David Bryant reviewed the 2025 year-end financials, which were included in the meeting packets. He reported:

- Balance Sheet
 - After a \$30,000 payment, the loan balance is now zero.
 - There is approximately \$80,000 in the bank, with approximately \$40,000 restricted, as it represents deposits from owners.
 - David discussed the Deposit policy, where the HOA collects six months' worth of dues when a unit is sold, which is returned upon sale. The deposit is only "used" when an owner is significantly behind on dues or has amounts owed to the HOA.
- Income Statement
 - The HOA collected approximately \$12,000 more in dues than budgeted, which was the result of owner prepayments and payments of past due amounts.
 - Legal fees were \$3,700 less budgeted, as an owner had repaid the HOA for legal fees previously paid related to collections.
 - Common area maintenance costs were lower than budgeted.
 - Lawn maintenance costs were approximately \$1,000 lower than budgeted, as no major tree work was done in 2025.
 - An ongoing leak at the pool has resulted in \$750 monthly water bill due to a pool leak, which the Board has vigorously attempted to resolve.

2026 Budget Reserve Funds

The 2026 budget was presented, showing minimal expenses based on known costs, with an additional budget for pressure washing the community.

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- The Board decided to pay off the loan early, which would eliminate the monthly loan payments and create an additional \$24,000 more in net income.
- The HOA has \$40,000 in reserves, but this amount is insufficient for major expenses like road repairs or pool pump replacements.
- The Board is considering raising dues to build reserves, as Florida law requires the Board to budget appropriately for future anticipated expenses.

The Board discussed potential budget changes, including termite control, and the need for better enforcement of maintenance standards.

Discussion Items

The Board discussed several matters and solicited feedback from the owners present. These matters included:

Pool Leak and Water Bill Issues

David Bryant discussed the ongoing issue with the pool's water bill, which has increased significantly each month due to a leak. Various experts have been consulted, including leak detecting companies, plumbers, and engineers, but the leak has not been found. The pool is closed for the winter, and the HOA is considering different options to find and fix the leak. The Board discussed the possibility of hiring a company that guarantees to find the leak or no payment is due.

Maintenance and Enforcement Challenges

There have been concerns about maintenance issues, such as trash being left near dumpsters and items being stored on decks. The Board discussed the challenges of enforcing maintenance standards, including the need for a formal process to handle violations. The Board is considering hiring additional help to walk around the property and document violations. The importance of maintaining the community's appearance to prevent it from becoming run-down was emphasized.

Termite Control and Owner Responsibility

Owners presented discussed termite concerns. These concerns included:

- The need to have an entire building treated, not just a single unit, for the treatment to be effective and guaranteed.
- Not all unit owners in a building contributing to termite control costs, despite other owners feeling it was a shared expense.

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The Board discussed the matter at length, including:

- The possibility of adding a budget line for termite control and enforcing contributions from all owners.
- Sending notices to all owners reminding them to update or confirm termite bonds/coverage (termite season reminder).
- The HOA's role/authority in maintaining individual units versus common areas.
- The potential legal and financial implications of the HOA getting involved in termite control.

No action was taken, however, the Board agreed to arrange a legal consultation to determine whether the HOA can require or fund termite protection for individual buildings and clarify liability if termite damage occurs thereafter.

Board Member Elections

Kim had previously passed out ballots and asked for nominations from the floor. Current Board members discussed their roles on the Board and their desire to continue serving. Mr. Jeremy Gossett had previously been nominated to serve on the Board and Ms. Peachie Elsas was nominated from the floor. Both spoke briefly and were added to the ballot.

After gathering the completed ballots, Kim announced the 2026 Board of Directors: Connie Brooks, David Bryant, Kim Coffey, Peachie Elsas, Jeremy Gossett, Dawn Hawthorne, Pat Lysek, Patrick McGraw, and Jon Stephens. Officers would be elected by the Board at its Board meeting to be held directly after the Annual Meeting.

Adjournment

With no further business, the meeting was adjourned at 7:05 p.m.