

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.

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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.

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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.