

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.

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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.