

**BROOKWOOD HOMEOWNERS ASSOCIATION INC**  
**BOARD OF DIRECTORS MEETING**  
**December 5, 2014**

|                                  |  |
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| <b>LOCATION</b>                  | Office of BCM Services Inc.  |
| <b>CALL TO ORDER</b>             | Meeting called to order at 10:55 a.m.  |
| <b>BOARD MEMBERS PRESENT</b>     | Elaine Prisby and William Fitzgerald<br>Kira Ramjohn – Excused   |
| <b>MANAGEMENT REPRESENTATIVE</b> | L. Denise Wallace, CAM, President, BCM Services Inc.   |
| <b>QUORUM ESTABLISHED</b>        | Quorum established with two out of three members present.  |
| <b>PROOF OF NOTICE</b>           | Notification of meeting in compliance; signs placed at both entrances.   |
| <b>APPROVE MINUTES</b>           | Minutes of 11/8/14 Board Meeting approved. Motion by Bill and second by Elaine.  |
| <b>COMMITTEES:</b>               |  |
| <b>PROPERTY</b>                  | Elaine Prisby  |
| <b>DOCUMENT REVIEW</b>           | Bill Fitzgerald  |
| <b>COMMUNICATION</b>             | Kira Ramjohn   |
| <b>PLAYGROUND ADDITION</b>       | Awaiting revised proposal from developer   |
| <b>LANDSCAPING</b>               | <ul style="list-style-type: none"><li>• Reviewed options</li><li>• Elaine wanted a listing of communities who used R&amp;D Landscaping</li></ul>   |
| <b>POND MAINTENANCE</b>          | <ul style="list-style-type: none"><li>• Bid reviewed</li><li>• Board authorized Aquatic Systems if quote revised to \$150 per month, which is budget number</li></ul>  |
| <b>CONSENT EMAILS</b>            | <ul style="list-style-type: none"><li>• Board will continue to contact owners who have not consented to email</li><li>• Form will also be sent with budget and invoice along with letter from Board</li></ul>        |
| <b>LETTER FROM BOARD</b>         | Letter will include request for owners serving on a committee to contact management company, requesting assistance with website, and Meet the Board function on January 17, 2015 (3:30 p.m. – sunset at playground). |
| <b>POND BANK</b>                 | <ul style="list-style-type: none"><li>• Has washed away again</li><li>• Re-contact developer</li></ul>   |
| <b>JEA</b>                       | Discussed slow response in replacing streetlights that are out   |
| <b>MESSAGE BOARD</b>             | <ul style="list-style-type: none"><li>• Asked management to get proposals</li></ul>  |
| <b>NEXT MEETING</b>              | To be determined after holidays  |
| <b>ADJOURNED</b>                 | Meeting adjourned at 1:05 p.m.   |