

# MINUTES

## Brookwood Homeowners Association, Inc.

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*Board Meeting | August 10, 2015 | 6:00 PM | Welcome Center Conference Room*

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**Board Members:** Bill Fitzgerald | Elaine Prisby | Kira Ramjohn

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### Item:

<b>CALL TO ORDER</b>	Meeting called to order by Elaine at 6:00 PM
<b>ESTABLISH QUORUM</b>	Quorum established
<b>PROOF OF NOTICE</b>	Notification of meeting in compliance; signs placed at both entrances
<b>BOARD MEMBERS PRESENT</b>	Elaine Prisby, William Fitzgerald, Kira Ramjohn
<b>MANAGEMENT PRESENT</b>	Denise Wallace, Callie Poole
<b>HOMEOWNERS PRESENT</b>	21 Homeowners Present
<b>REVIEW/APPROVE MINUTES</b>	The 4/9/2015 Board Meeting Minutes were approved. Motion by Bill and second by Elaine, Approved 3-0.
<b>COMMITTEE REPORTS</b>	
<b>FINANCE</b>	<ul style="list-style-type: none"><li>• Bill gave a finance update.</li><li>• The biggest expenses are water and landscape.</li></ul>
<b>DOCUMENT REVIEW</b>	<ul style="list-style-type: none"><li>• Bill has reviewed the CCRs. A sign-up sheet was sent around for volunteers to be on the Document Review Committee.</li><li>• Right now violations can be issued, but liens cannot be filed.</li><li>• Annual Meeting will be moved from spring, to no later than the end of November. Motion by Bill and second by Elaine, Approved 3-0.</li><li>• Elections: The Board Member with the most votes will hold a 2 year term, while the other 2 Board Members will each hold a 1 year term. Motion by Bill and second by Elaine, Approved 3-0.</li></ul>
<b>PROPERTY</b>	<ul style="list-style-type: none"><li>• New landscaping company as of Jan. 2015</li><li>• Elaine and Denise walk the property with the landscaping company once a month.</li><li>• There is dead grass at one of the entrances and it will be replaced when the weather is cooler.</li></ul>
<b>IT &amp; COMMUNICATION</b>	<ul style="list-style-type: none"><li>• Terry Jones will begin managing the Brookwood HOA page and setting up a blog.</li></ul>
<b>ARB REVIEW</b>	<ul style="list-style-type: none"><li>• Elaine outlined how the ARB process works, which will remain the same until further notice.</li></ul>
<b>NEW BUSINESS</b>	<ul style="list-style-type: none"><li>• Michael O'Steen (Developer) and Zach Brecht (England-Thims &amp; Miller) explained the reasons for the water levels in the ponds, as well as how they are permitted and work. They will explore interim solutions.</li></ul>

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**Item:**

**OPEN FORUM**

- A sign-up sheet was sent around for the formation of the Water Level Committee.
- Discussed invalid fence guidelines distributed by a Builder during initial construction
- Black silt fence/covering left by construction companies
- Pest control signs being taken down
- Cart path- Duval County has to approve

**ADJOURNMENT**

Meeting adjourned by Bill at 7:45 PM