

UNOFFICIAL DRAFT MINUTES

To Be Approved at Next BOD Meeting
Brookwood Homeowners Association, Inc.

Board Meeting | October 7, 2015 | 7:00 PM | Welcome Center Conference Room

Board Members: Bill Fitzgerald | Elaine Prisby | Kira Ramjohn

Item:

CALL TO ORDER	Meeting called to order by Elaine at 7:00 PM
ESTABLISH QUORUM	Quorum established
PROOF OF NOTICE	Notification of meeting in compliance; signs placed at both entrances
BOARD MEMBERS PRESENT	Elaine Prisby, William Fitzgerald, Kira Ramjohn
MANAGEMENT PRESENT	Denise Wallace, Callie Poole
HOMEOWNERS PRESENT	11 Homeowners Present
REVIEW/APPROVE MINUTES	The 8/10/2015 Board Meeting Minutes were reviewed. Bill made a motion to approve the minutes and Kira second the motion. Approved unanimously.
COMMITTEE REPORTS	
<i>FINANCE</i>	<ul style="list-style-type: none">• Bill provided a 2015 finance update.<ul style="list-style-type: none">- The HOA is currently under budget.- There are no outstanding receivables.• The proposed 2016 budget was reviewed.<ul style="list-style-type: none">- A 5% increase for insurance is included in the proposed budget.- Grass replacement is included in the proposed budget.- Bill made a motion to approve the 2016 proposed budget and Elaine second the motion. Approved unanimously.
<i>DOCUMENT REVIEW</i>	<ul style="list-style-type: none">• Reviewing the HOA documents will be an ongoing process.• The Document Review Committee will explore adding fines to the Rules and Regulations for the HOA.
<i>PROPERTY</i>	<ul style="list-style-type: none">• Elaine continues to walk the property with the landscaping company once a month.<ul style="list-style-type: none">- The area by the park that is behind homes needs to be addressed.- The bid received to manage the landscaping in this area was \$60.00 a month, so Elaine will discuss this area with the current landscaping company the next time that she walks with them.• Holiday decorations and the possible addition of a message board at the park will be discussed at the next meeting.
<i>IT & COMMUNICATION</i>	<ul style="list-style-type: none">• Denise provided an update on this committee.• The HOA has until February 2016 to find a host for the website.• Terri Jones is currently managing the website.
<i>ARB REVIEW</i>	<ul style="list-style-type: none">• A Homeowner researched putting up a fence around his yard, but due to cost, he decided to go with a hedge instead. The Homeowner did not submit a request for the hedge through the ARB. A non-compliance letter was sent to the Homeowner. It was determined that as long as the Homeowner is able to access both sides of the hedge to maintain

Item:

it, without entering his neighbor's property, the hedge would be approved.

OLD BUSINESS

- The Developer will remove the silt fence at the lift station.
- The cart path should be installed by the summer of 2016.

NEW BUSINESS

- The annual meeting will be held on Tuesday, November 10, 2015 at 7:00 p.m.
- The Board of Directors will be accepting nominations for officers.
- The 2016 Board of Directors will consist of 3 members.
- The candidate with the most votes will hold a 2 year term on the Board of Directors, while the other 2 candidates that are elected will each hold a 1 year term on the Board of Directors.

OPEN FORUM

- Solar panels are permitted.
- There has been an excessive amount of solicitors in the neighborhood recently. Anyone that is having issues with a particular company is encouraged to inform Denise so that she can reach out to the county.
- When hedges are added to the community landscaping or added to individual yards, irrigation needs to be planned for.
- Fines can be initiated for satellites that are placed on the front of a home.

ADJOURNMENT

There being no further business, Bill adjourned the meeting at 8:10 p.m.