

MEETING NOTES

Brookwood Homeowners Association, Inc.

Annual Meeting | November 10, 2015 | 7:00 PM | Crosswater Hall at Splash Park

Board Members: Bill Fitzgerald | Elaine Prisby | Kira Ramjohn

Item:

CALL TO ORDER

Meeting called to order by Elaine at 7:09 PM

ESTABLISH QUORUM

No quorum established

PROOF OF NOTICE

Notification of meeting in compliance; Mailings in compliance with Florida statutes

BOARD MEMBERS PRESENT

Elaine Prisby, William Fitzgerald, Kira Ramjohn

MANAGEMENT PRESENT

Denise Wallace, Callie Poole, Darlene Harris

ELECTION

Since a quorum was not established, Board Members will remain on the Board until the next official election.

COMMITTEE REPORTS

FINANCE

- Bill Fitzgerald provided a 2015 finance update.
 - The HOA is currently under budget \$6K.
 - There are no outstanding receivables.
 - The annual assessments will remain the same for 2016.
 - The HOA is building a contingency fund for the community ponds.
 - There are not currently any reserves. Once a reserve is established, the money in that reserve can only be used for that designated purpose.
 - Water is the largest expense for the HOA.

PROPERTY

- Elaine Prisby provided an update on the property committee.
 - The landscaping company also handles irrigation and fertilization.
 - Some grass will need to be replaced due to weeds and cinch bugs.
 - There is a dead palm tree on Wayfare Lane that needs to be replaced.
 - Aquatic Systems has been contracted to handle the ponds and lake banks once a month.
- Holiday decorations
 - Instead of the HOA purchasing decorations, contributions towards decorations will be accepted.
 - The two entrances will need to be decorated.

LAKE LEVEL

- This committee has not held a meeting recently, as the pond levels are rising.

IT & COMMUNICATION

- Terry Jones manages the HOA website and provided an update on the status of the website.
 - The HOA has a domain name.
 - The HOA website was previously maintained by the Parc Group and the current design template cannot be altered to fit the HOA's needs.
 - Terry suggested the HOA establishing a mission statement that could be added to the website.
 - A photo gallery from community events will be added. Anyone that has photos from previous community events is encouraged to submit them for the website.
 - The Board of Directors thanked Terry for her efforts towards creating a user friendly website for the HOA.
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Item:

DOCUMENT REVIEW

- Bill Fitzgerald stated that reviewing the HOA documents will be an ongoing process.
 - The Document Review Committee will explore adding to the HOA's Rules & Regulations.
 - The fines and fine procedures will be reviewed.
 - Renting procedures will be reviewed.
 - Any suggested changes to both the documents and procedures will be presented at an official meeting.

COMMUNITY UPDATE

- Elaine Prisby reminded the membership that volunteers are needed from time to time to clean the parks and do other activities throughout the community, and anyone interested should provide their contact information to either Denise Wallace or herself.

OPEN FORUM

- A Homeowner stated that per the Covenants and Restrictions, a Nominating Committee should have been established for the election of Officers. The Board of Directors elected not to form the committee and instead opened the election to anyone that was interested in running for a position on the Board of Directors.

ADJOURNMENT

There being no further business, Elaine Prisby adjourned the meeting at 8:04 PM.