

UNOFFICIAL MINUTES

Brookwood Homeowners Association, Inc.

Board Meeting | June 14, 2017 | 6:30 PM | Welcome Center Conference Room

Board Members

Bill Fitzgerald | Elaine Prisby | Terry Jones

Item:

CALL TO ORDER

Meeting called to order at 6:30 PM

ESTABLISH QUORUM

A quorum was established with all board members present with Terry attending via teleconference.

PROOF OF NOTICE

Notification of meeting in compliance; signs placed at both entrances and posted online at least 48 hours in advance.

MINUTES

Bill made a motion to approve the 03-01-17 board meeting minutes, seconded by Elaine, passed 3-0

COMMITTEE REPORTS

Finance – Bill

- \$1,045 unpaid assessments
- Only one homeowner outstanding but on a payment plan with the HOA and continues to stay current.
- \$105 over budget for May, \$6,500 under budget for the year
- Must stick to the 2017 budget with any expenses this year so another deficit doesn't occur.

Property – Elaine

- Elaine continues to watch the JEA usage monthly and reports findings to Matthew and R&D Landscaping.
- Elaine has planted annuals for the front entrance recently.
- Street Trees- Very good response to the street tree letter mailed out to all homeowners earlier in the year. The HOA will continue to address those who still haven't replaced their dead or missing street trees.
- Outstanding ARB issues- one homeowner still hasn't submitted for a project that was completed in their back yard. Matthew will continue to contact them, they did promise to submit.

Communication - Terry

- 66 followers of the HOA website and the blog.
- Welcome committee will be delivering 6 new baskets in the near future to the homeowners who recently moved into the HOA.

Document Review -Bill

- New Rules and Regulations manual was tabled.
- ARB manual effective August 1, 2017 was approved based on a motion made by Bill, seconded by Elaine, passed 3-0 .

NEW BUSINESS

Bill would like for management to get a quote to perform a reserve study on the HOA for the next board meeting. Matthew will handle.

ADJOURNMENT

Meeting adjourned at 8:00 PM