

# MINUTES

Brookwood Homeowners Association, Inc.

*Board Meeting | February 8, 2018 | 7:00 PM | Crosswater Hall at Splash Park*

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## Board Members

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Bill Fitzgerald | Elaine Prisby | Terry Jones

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### Item:

CALL TO ORDER	Meeting called to order at 7:00 PM
ESTABLISH QUORUM	A quorum was established with all board members present.
PROOF OF NOTICE	Notification of meeting in compliance; signs placed at both entrances and posted online at least 48 hours in advance.
PREVIOUS BOARD MINUTES	Terry made a motion to approve the 10-26-17 annual and board meeting minutes, seconded by Bill, passed 3-0
NEW BUSINESS	
Finance Committee	<ul style="list-style-type: none"><li>Bill reviewed the year end financials and is pleased to announce the HOA finished with a \$9,000 surplus. The HOA board would like the minutes to reflect their gratitude to Elaine for keeping the irrigation under budget with JEA in 2017.</li></ul>
Asset Study	<ul style="list-style-type: none"><li>Bill created an asset spreadsheet listing a majority of all the assets in the HOA to help the board budget for future repair/replacements of said asset.</li></ul>
Communications Committee	<ul style="list-style-type: none"><li>Terry presented recommendations from the communications committee such as but not limited to: neighborhood newsletter, canvassing the neighborhood for proxies for the upcoming annual election, and canvassing the neighborhood for email addresses. See attachment for more detail.</li><li>The HOA board would like the minutes to reflect their gratitude to Terry for her hard work with this and leading the HOA's communications committee.</li></ul>
Updated ARC Manual	<ul style="list-style-type: none"><li>Bill made a motion to update the ARC manual to reflect some more exterior house colors for owners to choose from and the mailbox criteria for the HOA. Seconded by Elaine, passed 3-0</li></ul>
CCR Update	<ul style="list-style-type: none"><li>Matthew gave an update to the board of all outstanding violations in the HOA.</li></ul>
Property Committee	<ul style="list-style-type: none"><li>Live Oak Trees in Playground- Elaine along with homeowner Ms. Sandy Steiner will meet with Larry Figart- Urban Forestry Extension Agent, University of Florida in the near future to discuss the health of the live oaks in the playground and any corrective measures the HOA should take.</li><li>Community Pond Update- Elaine stated the ponds are doing well. Matthew inspected the Willow Ridge Pond where R&amp;D landscaping over seeded it with winter rye. The rye is doing really good, however, will die when the hot weather comes. The HOA is optimistic the rye will germinate some weeds in the areas that were dead.</li></ul>

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- Flowers at both entrances- Elaine will be replace the flowers at both entrances with lantana this spring.
- The board would like to have the playground equipment pressure washed, Matthew will have this done ASAP.
- The board would like for R&D to perform a soil test on the field next to the playground, cut back all decorative grasses at both entrances then have pine straw installed, and have R&D add playground mulch even with the concrete border without clogging the French drain in the playground.

**ADJOURNMENT**

Meeting adjourned at 8:30 PM