

# UNOFFICIAL MINUTES

Brookwood Homeowners Association, Inc.

---

*Board Meeting | April 18, 2018 | 7:00 PM | Crosswater Hall at Splash Park*

---

## Board Members

---

Bill Fitzgerald | Elaine Prisby | Terry Jones

---

### Item:

CALL TO ORDER	Meeting called to order at 7:00 PM
ESTABLISH QUORUM	A quorum was established with all board members present (Elaine via teleconference.)
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 2-28-17 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 to date financials and the HOA continues to be on budget.</li></ul>
Asset Study	<ul style="list-style-type: none"><li>Bill continues to work on 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>
Welcome/Communications Committee	<ul style="list-style-type: none"><li>Terry spoke about the new volunteers to keep the welcome committee active whenever a new owner buys a home in the HOA.</li><li>75 homeowners are currently signed up for the blog.</li><li>Spring event coming up in the park.</li><li>Terry has developed a "FAQ" worksheet that will be sent with the election notice this year about the rolls and responsibilities of each board of director position.</li></ul>
Property Committee	<ul style="list-style-type: none"><li>Elaine spoke about the new playground mulch which was installed through Bill using the CDDs vendor.</li><li>Irrigation usage with JEA continues to be monitored to ensure HOA stays in budget.</li><li>12 new rose bushes were installed at the Wayfare entrance</li><li>Park bench with shade outside playground fence- Matthew was able to get a price for the same exact park bench that was installed by Southern Recreation, Inc. at Timberland Ridge HOA for Elaine. A verbal of \$1,395 plus tax plus \$400 installation was given. Elaine made a motion to accept this bid once put in writing if the verbal was close, seconded by Bill, passed 3-0 to purchase a bench.</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 currently two both pertaining to street trees.</li></ul>

---

# UNOFFICIAL MINUTES

Brookwood Homeowners Association, Inc.

---

*Board Meeting | April 18, 2018 | 7:00 PM | Crosswater Hall at Splash Park*

---

Item:

- New Business**
- Terry will collect proposals for each of the three big contracts entered in by the HOA (Property Management, Lake Maintenance, and Landscaper) She will collect proposals for one of the services each year.
  - Terry will begin in 2018 with the property management contract based on a motion made by Bill requesting she collect three bids from three different companies including a list of all of the single dwelling HOAs they manage, a list of every Board President with phone numbers, and their complete contract seconded by Terry, passed 3-0.

**ADJOURNMENT**

Meeting adjourned at 8:20 PM