

APPROVED MINUTES

Brookwood Homeowners Association, Inc.

Board Meeting | July 17, 2018 | 7:00 PM | Crosswater Hall

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

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

Bill made a motion to approve the 4-18-18 board meeting minutes, seconded by Elaine, passed 3-0.
Bill made a motion to approve the 6-29-18 special meeting to interview members of First Coast Management, seconded by Elaine, passed 3-0.

OLD BUSINESS

Finance Committee

Water use was discussed as over budget. Elaine has been watching the JEA bills and is trying to stay on top of how many times the irrigation runs each week. Bill advised to put more specific language in the contract with R&D about what we want done. Lightening caused a \$700 unexpected charge to water timers. Elaine caught a \$717 legal landscape contract charge that should have been charged to Austin Park. BCM will fix the charge.
Bill is continuing on the asset study and will get the new management company involved with it.

Communications & Welcome Committee

Website subscriptions are up to 79. Only 1 new family since April's meeting.

Property

It was discovered that putting in a bench outside the park costs more than expected, so we will hold off on that for now.
Elaine will get a quote from R&D to find out how much adding extra zones of irrigation at the entrances will cost per homeowners' interests.

CCR Reports

A number of items that were identified on the May report were not identified on the June report and yet the items do not appear to have been addressed. Board members will request follow up from BCM.

**Management Company
Options**

Elaine received a compromise email from BCM that they will let us out of our contract with only 30 days' notice as long as we pay 2 month's management fees. Terry got agreement from First Coast that the first month's management fee will be waived. Terry also confirmed that there will be no \$1000 transfer fee. The cost to transfer to First Coast will be \$580. The monthly fee will increase \$58 per month plus slightly higher administrative charges (e.g. copies and storage). After the two-year contract expires, it will renew at 3% higher fee if not canceled.

Terry made a motion to cancel the contract with BCM giving 30 days' notice to expire August 31, 2018, and also to enter into a contract with First Coast to begin September 1st. Elaine seconded. Passed 2-1 with Bill disagreeing based on concerns that the contract will cost too much.

Bill moved to hire an attorney to review First Coast's management contract. Motion failed.

Bill moved to hire an attorney to review all of First Coast's documentation regarding their fining policy. Motion failed.

NEW BUSINESS

The board members will email each other to start the process to find a date for the annual meeting in early October.

Terry will follow up with Natalie Rooke to head up a Social Committee to hold a fall get-together for homeowners.

ADJOURNMENT

Meeting adjourned at 8:30 PM