

BROOKWOOD HOMEOWNERS ASSOCIATION, INC.

A Corporation Not For Profit
11555 Central Parkway, Suite 801
Jacksonville, FL 32224

Regular Meeting of the Board of Directors

September 27, 2018

CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 7:00 p.m. by Elaine Prisby, President, at the Nocatee Welcome Center meeting room, 245 Nocatee Center Way, Ponte Vedra Beach, FL, 32081.

The following Board members were in attendance:

Elaine Prisby, President
Terry Jones, Vice President
William Fitzgerald, Treasurer/Secretary

The roll was called and a quorum of the Board of Directors was certified to be in attendance. Alice Hubbard and Jeff Edwards representing First Coast Association Management and several homeowners were also in attendance.

REVIEW OF UNAPPROVED MINUTES

Minutes from the Board meeting held on July 17, 2018 were reviewed. Following the review, a motion was made, seconded and passed unanimously to approve the minutes as recorded. (Prisby/Jones)

FINANCIAL STATEMENT REVIEW

Alice Hubbard reviewed the financial statement for the period ending August 31, 2018. The Association ended the period with an operating account balance of \$9,056.48 with a \$25,000 transfer pending for a total of \$39,058.48. Year to date income earned was \$54,859.84 and year to date expenses were \$35,529.46. Accounts receivable totaled \$649.04.

PROPERTY MANAGER'S REPORT

Jeff Edwards reviewed the most recent Property Manager's Report which included maintenance items completed and those in progress. Jeff advised that he had been in contact with R&D Landscaping to address the Board's current landscaping concerns. Jeff also advised further bids were pending for the repair/replacement of the marquis entry light on Willow Ridge Drive. Discussion regarding the irrigation watering schedule was held, following which, a motion was made, seconded, and passed unanimously to have R&D Landscaping adhere to the policies of the St. Johns County Water Management District in regards to the frequency of running the irrigation dependant on the necessity dictated by weather conditions. (Fitzgerald/Prisby)

COMMITTEE REPORTS

Property Committee

Elaine Prisby reported she and Jeff Edwards had conducted a property inspection to identify current and future concerns to be addressed with R&D Landscaping. She also reported that the previously considered projects of adding a bench to the playground area, and irrigation at the front had been put on a hold due to finances.

Communications Committee

No report.

Welcome Committee

Terry Jones reported that the committee was experiencing difficulty contacting the two most recent homeowners who had moved into the community.

Social Committee

Natalie Rooke reported that a “Trunk or Treat” Halloween social event was being planned. It is tentatively scheduled for Sunday, October 21st at a time to be determined. Natalie will prepare informational flyers to be available at the Annual Meeting and a sign-up sheet to solicit volunteers to help with the event. A motion was made, seconded, and passed unanimously to provide a budget of \$100.00 to Natalie to assist with any costs incurred. (Jones/Prisby)

UNFINISHED BUSINESS

Review of Management Transition Report

Alice Hubbard reported on the management transition and advised that:

- Vendor letters had been mailed.
- Welcome letters to owners had been mailed
- Property inspection had been conducted
- Contracts had been reviewed and meetings with vendors were under way
- 2019 Proposed Operating Budget had been drafted
- Annual Meeting date had been scheduled and the space reserved

NEW BUSINESS

Annual and Budget Meeting

Alice provided a draft of the 2019 proposed operating budget for the Board’s preliminary review and discussed in detail the underlying assumptions. Discussion was held regarding the Association not having a contingency reserve. Alice advised that she had included a line item in the proposed budget to begin funding a contingency reserve. Bill Fitzgerald provided Alice with a copy of an informal asset study he had prepared for review. Alice recommended the operating surplus of the Association be evaluated and any surplus transferred into a new contingency account.

Alice Hubbard advised the Board that the Board meeting at which the Board will vote to formally adopt the budget will be held on November 9 at 6:30 followed by the Annual Membership meeting at 7:00 p.m. The meeting will take place at the Nocatee Welcome Center, 245 Nocatee Center Way, Ponte Vedra Beach, FL 32081.

Schedule Fall Community Social Event

This agenda item was covered under the Social Committee report.

HOMEOWNER COMMENTS

None

ADJOURNMENT

With no further business to come before the Board, a motion was made, seconded and passed unanimously to adjourn the meeting at 8:20p.m. (Jones/Prisby)