

# **BROOKWOOD HOMEOWNERS ASSOCIATION, INC.**

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

## **Regular Meeting of the Board of Directors**

**April 30, 2019**

### **CALL TO ORDER**

The regular meeting of the Board of Directors was called to order at 7:00 p.m. by Aubrie Synan, of First Coast Association Management, at the Nocatee Welcome Center (Conference 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. Aubrie Synan representing First Coast Association Management and several homeowners were also in attendance.

### **REVIEW OF UNAPPROVED MINUTES**

Minutes from the Board meeting held on January 30<sup>th</sup> 2019 were reviewed. Following the review, a motion was made, seconded and passed unanimously to approve the minutes as recorded. (Prisby/Jones)

### **FINANCIAL STATEMENT REVIEW**

Aubrie reviewed the financial statement for the period ending March 31, 2019. The Association ended the period with an operating account balance of \$48,067.11. Year to date income earned was \$13,699.60 and year to date expenses were \$11,600.99. Accounts receivable totaled \$2,337.95.

### **PROPERTY MANAGER'S REPORT**

Aubrie reported on projects completed such as the enlarging of the front planting beds and pending items such as the installation on the message board, at which time the board agreed that Bill Fitzgerald will be responsible for updating the message board. Aubrie advised that the Remax meeting room has officially been reserved for the reoccurring ARB meetings on the 2<sup>nd</sup> Tuesday of every month at 6PM.

### **COMMITTEE REPORTS**

#### **Social Committee**

Terry Jones reported on behalf of the social committee that they have been entertaining the idea of hosting another fall event due to the success of last year's event. Details are still being discussed. There was also discussion of the potentially hosting a community yard sale to coincide with Willowcove's yard sale on May 18<sup>th</sup>. Terry advised that when the date and time was finalized she would post to the website and the notification would also be posted to the message board once installed.

#### **Covenant Enforcement Committee**

Aubrie reported on behalf of the CEC and advised that the last inspection was held on April 11<sup>th</sup> and the next inspection would be held on May 14<sup>th</sup> as well at the CEC Hearing.

### **Property Committee**

Elaine Prisby reported on behalf of the property committee that the landscape the installation of annual flowers to the entrance has been completed and the next rotation would be scheduled for some time in July. Additionally, Elaine reported on several items such as the turnover of Landscape foreman in the community and the irrigation.

### **UNFINISHED BUSINESS**

#### **ARC Review Protocol**

The Board reviewed the duties, and procedures of reviewing the Architectural applications as well as the roll and responsibility of First Coast Association Management in this process. The Board established all Architectural Review Applications will be reviewed at the monthly meeting on the second Tuesday of every month at 6PM. The Board also established that the deadline for submittals will be one week prior to the regularly scheduled meeting. Aubrie stated she would update the Application form to reflect this date and submit to Terry to update the website.

There were 3 applications for review, the results are as follows:

**373 Wayfare Lane** – A motion was made seconded and passed unanimously to deny the application for retractable awnings as the style did not conform to the aesthetics of the community and there are none other like it within the community (Prisby/Jones).

**325 Willow Ridge** - A motion was made seconded and passed unanimously to approve the application for installation of a screen enclosure as well as a paver patio (Prisby/Fitzgerald).

**40 Vestavia Court** - A motion was made seconded and passed unanimously to approve the application for installation of pavers along the left and right side of the driveway, with the stipulation that the owner provide a photo sample of the exact material to be used that proved to be deeper in tone than the photo shows on application (Prisby/Fitzgerald).

### **NEW BUSINESS**

#### **Consideration of Proposals for Tree Felling in Preserve**

The Board reviewed proposals from Odom's Beaches Tree Services and Tree Co. for the felling of several dead trees located in the preserve behind multiple properties. After discussion of the two bids a motion was made seconded and passed unanimously to approve the proposal from Odom's Beaches Tree Services due to the competitive rate. (Jones/Prisby)

#### **Homeowner Comments**

Inquiries were made in regards to the speed limit sign being installed in the community as well as the golf cart activity within the community. Aubrie advised she would contact the city to get

more clarification on the limitations and ordinances in this community and the owners advised they would petition if required to lower the speed limit. Additionally, owners inquired about the maintenance requirements for trimming trees and Aubrie advised that they will be addressed through the Covenant Enforcement Procedures. Lastly, owners inquired about the potential of having a dog park in the neighborhood and Elaine advised that it would be a very detailed cost involved project and is something the Board would need to take a more in depth look at specifics and evaluate if there is enough desire for this project.

### **ADJOURNMENT**

With no further business to come before the Board, a motion was made, seconded and passed unanimously to adjourn the meeting at 8:25 p.m. (Prisby/Fitzgerald)