

# **BROOKWOOD HOMEOWNERS ASSOCIATION, INC.**

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

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

**January 09, 2020**

### **CALL TO ORDER**

The regular meeting of the Board of Directors was called to order at 7:09 p.m. by Aubrie Synan, at the Nocatee Remax Office at 101 Marketside Ave Ste 403, Ponte Vedra, FL 32081.

The following Board members were in attendance:

Elaine Prisby, President  
Karen Higgins, 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.

### **Appointment of Board member**

Karen Higgins was nominated to fill the vacancy from the Annual meeting. A motion was made, seconded and passed unanimously to appoint Karen Higgins to the Board of Directors (Prisby/Fitzgerald).

### **REVIEW OF UNAPPROVED MINUTES**

Minutes from the Regular Board meeting held on October 10, 2019 were reviewed. Following review, a motion was made, seconded and passed unanimously to approve the minutes as recorded (Prisby/Fitzgerald).

Minutes from the Special Board meeting held on October 16, 2019 were reviewed. Following review, a motion was made, seconded and passed unanimously to approve the minutes as recorded (Prisby/Fitzgerald).

### **FINANCIAL STATEMENT REVIEW**

Aubrie reviewed the financial statement for the period ending November 30, 2019. The Association ended the period with an operating account balance of \$17,843.80. Year to date income earned was \$52,291.02 and year to date expenses were \$49,942.53. Accounts receivable totaled \$1,358.00. Following review, a motion was made, seconded and passed unanimously to approve the financial report (Fitzgerald/Prisby).

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

Aubrie reported on landscape items that are in progress such as the monitoring/treatment of yellowing of the sod and the scheduling of the fertilization, and those completed such as the irrigation schedule change to 1 time per week for the dormant season as well as the felling of the dead trees in the preserve area. Aubrie also advised that she has reached out to Southern Recreations to claim a warranty request for the slide at the playground. This request can take 6-8 weeks and she would provide an update accordingly.

### **COMMITTEE REPORTS**

#### **Social Committee/Welcome Committee**

Elaine advised that a homeowner had several Easter items to donate for an Easter event and that read she will contact Natalie Rooke to see if an Easter Social could be organized. A motion was made, seconded and passed unanimously to allocate \$100.00 of the budget to the Easter Event (Fitzgerald/Higgins). Elaine and Karen agreed that Karen take over the welcoming committee responsibilities. Aubrie will be sending an updated owner report to Karen monthly to perform the Associations welcoming of new owners as needed.

#### **Covenant Enforcement Committee**

Aubrie reported on behalf of the CEC and advised that she has noticed that a majority of the owners who receive violation notices are correcting the violation upon receipt of the first notice. She advised that the last inspection was performed on November 6<sup>th</sup> with Elaine and the February inspection is pending. Aubrie advised that a committee interest form will be mailed with the Spring flyer in February to solicit for new CEC members to serve on the committee. Elaine suggested that each board member speak to individual homeowners to encourage participation in this very important committee.

#### **Property Committee**

Elaine Prisby reported on behalf of the Property Committee and stated that the flowers at the entry were doing well and the irrigation has been set to run on 1 time per week.

#### **Communications Committee**

No report at this time.

#### **UNFINISHED BUSINESS**

##### **Update on Speed Limit Reduction Petition**

Aubrie advised that the invoice for the 50% of the signs has been paid and installation is pending in production with the county. A 6-8 week time frame was given for installation.

##### **Consideration of Board Policy Regarding Commercial Vehicles and Parking**

Aubrie presented the Board with a resolution regarding commercial vehicles and parking. Following review, a motion was made, seconded and passed unanimously to approve Resolution 001-2020 with minor grammatical corrections (Fitzgerald/Prisby).

#### **NEW BUSINESS**

##### **Appointment of Board member**

This action was taken as the first agenda item.

#### **Homeowner Comments**

Bruce Higgins advised there was a potential dead tree behind the preserve of their residence that may pose a threat to the structure. Aubrie advised she would have Odom's Tree Services address the tree as needed.

Terry Jones advised that an update to "Exhibit B" was made reflecting all the color options. After review, a motion was made, seconded and passed unanimously to approve the edits to "Exhibit B" (Prisby/Fitzgerald). Terry also advised that she added links to the notification to easily navigate owners to the approved color options on the Sherwin Williams webpage once the book was ready.

#### **ADJOURNMENT**

With no further business to come before the Board, a motion was made, seconded and passed unanimously to adjourn the meeting at 8:22 p.m. (Prisby/Fitzgerald)