

BROOKWOOD HOMEOWNERS ASSOCIATION
MEMBERSHIP MEETING
November 14, 2019

MEETING MINUTES

CALL TO ORDER

Aubrie Synan of First Coast Association Management LLC, called the Brookwood Homeowners Association Annual Membership meeting to order at 7:00 p.m. Aubrie introduced herself and the Board members.

ESTABLISH QUORUM

Aubrie stated a quorum of the membership had been obtained with at least 30% (32) of the members in attendance. There were a total of 36 members present in person or by proxy.

PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

Aubrie stated that the meeting was properly noticed in accordance with the Florida Statutes and the Association's governing documents. The meeting notice was sent in advance by regular first class mail to all owners of record at the mailing address provided to the association. The notices were mailed on September 24, 2019 and October 21, 2019.

REVIEW & DISPOSAL OF UNAPPROVED MEMBERSHIP MEETING MINUTES

There was not a quorum in 2017 or 2018 therefore there were no minutes to approve.

PRESIDENT'S REPORT

Elaine Prisby provided an overview of projects and actions taken by the Board in 2019 including the establishment of a Covenant Enforcement Committee, the expansion of the entry beds and the corresponding new irrigation zones in efforts to minimize water usage as well as the speed limit reduction petition directed by Bill Fitzgerald and a few volunteers, who have solicited 68 signatures.

TREASURERS REPORT AND REVIEW OF 2020 OPERATING BUDGET

Aubrie reviewed the Association's financial status as of October 31, 2019 noting that the Association had ended the period with an Operating Account balance of \$16,395.28, year to date income earned of \$47,749.24, and year to date expenses of \$45,556.08. The Association ended the period with a reserve account balance of \$8,710.24. Aubrie reviewed the adopted 2020 operating budget and supporting assumptions and reported that the budget reflected a 3% increase from 2019 primarily as a result of increases in insurance rates, office expense and irrigation repairs.

ELECTION OF DIRECTORS

Aubrie reported that no election would be conducted as the number of candidates did not exceed the number of vacancies. There were three positions available and only two candidates submitted their names (Elaine Prisby and Bill Fitzgerald) leaving one open position. Aubrie welcomed any of the owners present to submit their interest in serving to be considered for appointment to the Board at the next Board meeting.

NEW BUSINESS

Conduct Membership Vote on Expansion of Paint Colors for Front Doors and Shutters

Aubrie advised that at the last Board meeting the Board agreed that the proposed new colors would be adopted should the majority of the quorum vote yes. With a quorum established and 28 votes for yes and 3 for no, the proposed color pallet was approved. Terry Jones reported that the information on the new paint color pallet would be available on the community website as well as on the Sherwin Williams website in the near future.

General Discussion by Owners

- General discussion was held regarding the potential need for an official reserve study.
- Homeowner inquired about the policy for commercial vehicles, the Board advised they are currently working on drafting a policy to clearly define what the Association considers a commercial vehicle.
- Homeowner inquired about how the Association enforces street parking, the owner was advised the County owns and regulates the streets and they would need to contact the County for improper parking.

ADJOURNMENT

With no further business to come before the Association the meeting a motion was made seconded and passed unanimously to adjourned at 8:10 p.m. (Prisby/Jones)