

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 24, 2020

CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 7:00 p.m. by Alice Hubbard, at Cypress Trails Park Pavilion at 441 Cypress Trails Drive, Ponte Vedra, FL 32256

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.

Alice Hubbard and Anna Hornstein representing First Coast Association Management and several homeowners were also in attendance.

REVIEW OF UNAPPROVED MINUTES

Minutes from the Regular Board meeting held on July 23, 2020 were reviewed. Following review, a motion was made, seconded and passed unanimously to approve the minutes as recorded (Prisby/Fitzgerald).

FINANCIAL STATEMENT REVIEW

Alice reviewed the financial statement for the period ending August 31, 2020. The Association ended the period with an operating account balance of \$29,058.48. Year to date income earned was \$36,999.57 and year to date expenses were \$36,290.77. Accounts receivable totaled \$1,660.78. Following review, a motion was made, seconded and passed unanimously to approve the financial report (Fitzgerald/Prisby).

PROPERTY MANAGER'S REPORT

Alice reported on landscape items that are in progress such as the monitoring performance of Down to Earth mowing and edging all lake banks, the scheduling of the fertilization, as well as those completed such as the dog sign repair.

COMMITTEE REPORTS

Property Committee

Elaine reported on behalf of the Property Committee. She stated the common area landscape maintenance is improving and she will continue to monitor the improvement of Down to Earth.

Social Committee/Welcome Committee

Karen advised that she has delivered the welcome packet to several new homeowners. Anna will continue to provide an updated owner roster reflecting new homeowners to Karen. Due to COVID-19 no events have taken place or have been scheduled at this time.

Covenant Enforcement Committee

Alice reported on behalf of the CEC and advised that she has noticed that a majority of homeowners are in compliance with their properties. She advised the Committee that the Remax Nocatee meeting location is available for future CEC hearing meetings as needed.

Communications Committee

Terry Jones reported that there are 80 subscribers to the Association website to date and she will continue to post content to the website to encourage participation in the community.

UNFINISHED BUSINESS

Consideration of Slide Proposal

The Board was provided a proposal from Southern Recreation to replace the defective slide at the playground that was not covered under warranty. The proposal only included cost of the slide, freight and installation labor charges were waived by Southern Recreation. A motion was made, seconded and approved unanimously to approve the slide replacement proposal for \$1,209.10 (Prisby/Higgins)

Flag Discussion Policy

Alice advised the Board of FL Statute 720.304 with regard to flags. The statute states that the Association can not prohibit owners from displaying a U.S or Armed Forces flag on their property. Referring to Brookwood Covenants and the ARB Guidelines there are restrictions to permitted signs and political signs however it does not have any language pertaining to Flags or flag restrictions. The Board discussed if there was a desire to amend or clarify the ARB Guidelines to include a flag policy and the Board does not intend to change the current policy at this time.

NEW BUSINESS

Preliminary Review 2021 Proposed Budget

The Proposed 2021 Budget was mailed to all homeowners on September 17th. The proposed budget reflects no increase to the fee structure for 2021. Anna will provide website administrator with a PDF of the proposed budget and assumptions to be uploaded to the Association webpage.

Discuss Plan for Annual and Budget Meeting (October 8th)

The Budget and Annual meeting is scheduled for Thursday, October 8th at the Nocatee Welcome Center. The Budget meeting will begin at 6:30PM where the Board will review and adopt the proposed budget. The budget meeting will conclude, and the Membership meeting will begin promptly after the Budget meeting concludes.

HOMEOWNER COMMENTS

David Mathiesen addressed the Board to seek clarification on violation notices that were sent to his property. The Board confirmed the miscellaneous violation for prohibited flags has been removed from his account as the notice was sent in error.

ADJOURNMENT

With no further business to come before the Board, a motion was made, seconded and passed unanimously to adjourn the meeting at 7:33 p.m. (Prisby/Fitzgerald)