

BROOKWOOD HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP MEETING MINUTES
October 8, 2020

MEETING MINUTES

CALL TO ORDER

Alice Hubbard of First Coast Association Management LLC, called the Brookwood Homeowners Association Annual Membership meeting to order at 7:05 p.m. Alice introduced herself and the Board members.

ESTABLISH QUORUM

Alice stated a quorum of the membership had been obtained with at least 30% (32) of the members in attendance. There were a total of 35 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 August 26, 2020 and September 17, 2020.

REVIEW & DISPOSAL OF UNAPPROVED MEMBERSHIP MEETING MINUTES

Alice presented the minutes from the November 14, 2019 Annual Membership Meeting. After review, a motion was made seconded and passed to approve the minutes as recorded (Schroder/Muser).

PRESIDENT'S REPORT

Elaine Prisby resigned from the Board effective October 1, 2020. Alice provided an overview of projects and actions taken by the Board and First Coast in 2020 including the replacement of the defective playground slide and the removal and installation of palm trees at the Willow Ridge entrance. The Board also worked with the county and was able to reduce the speed limit throughout the community and installed new speed limit signs

TREASURERS REPORT AND REVIEW OF 2020 OPERATING BUDGET

Alice reviewed the Association's financial status as of August 31, 2020 noting that the Association had ended the period with an Operating Account balance of \$29,058.48, year to date income earned of \$36,999.57, and year to date expenses of \$36,290.77. The Association ended the period with a reserve account balance of \$9,714.31. Alice reviewed the adopted 2020 operating budget and supporting assumptions and reported that the budget reflected no increase in fees from 2020.

ELECTION OF DIRECTORS

Alice reported that an election would be conducted as the number of candidates exceeded the number of vacancies. There were three positions available and four candidates submitted their names.

Appoint Inspectors of Election

Justin Gicalone volunteered to assist in tallying the votes submitted.

Introduction of Board Candidates

Ty Blake, Bill Fitzgerald, Karen Higgins and David Mathisen submitted their names as candidates to fill the open positions. Following a tally of the votes, Alice announced that Ty Blake, Karen Higgins and Bill Fitzgerald would be seated to the Board for one-year terms. An organizational meeting will be held immediately following the Annual meeting to determine officer positions.

General Discussion by Owners

No comments to report.

ADJOURNMENT

With no further business to come before the Association the meeting a motion was made seconded and passed unanimously to adjourned at 7:45 p.m. (Fitzgerald/Higgins)