

BROOKWOOD HOMEOWNERS ASSOCIATION, INC.

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

Regular Meeting of the Board of Directors

October 7, 2021

Nocatee Welcome Center

CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 6:30 p.m. by Anna Hornstein, Property Manager from First Coast Association Management.

The following Board members were in attendance:

Bill Fitzgerald, President
Karen Higgins, Vice President
Ty Blake, Treasurer/Secretary

The roll was called and a quorum of the Board of Directors was certified to be in attendance. Several homeowners were also in attendance.

REVIEW OF UNAPPROVED MINUTES

Minutes from the Regular Board meeting held on April 15, 2021 as recorded (Fitzgerald/Higgins).

FINANCIAL STATEMENT REVIEW

Anna reviewed the financial statement for the period ending August 31, 2021. The Association ended the period with an operating account balance of \$28,667.21. Year to date income earned was \$37,011.37 and year to date expenses were \$34,934.49. Accounts receivable totaled \$2,57.25 Following review, a motion was made, seconded and passed unanimously to approve the financial report (Fitzgerald/Blake).

PROPERTY MANAGERS REPORT

Anna reported that the community common areas are in excellent shape. Anna informed the Board that Down to Earth completed the mulch installation in the areas where it was sparse. The irrigation system will be monitored and schedule adjusted as needed for the dormant season and cooler temperatures.

COMMITTEE REPORTS

Social/Welcome – Karen Higgins reported that 3 new homeowners moved in since May 2021. She will deliver welcome packets to the new owners. Natalie Rooke will present request to the Board for \$200.00 budget on Halloween event for bounce house and candy.

Website/Communication – Terry has been committed in posting to the community website as necessary.

UNFINISHED BUSINESS

None

NEW BUSINESS

Review Pending ARB Applications

An application for landscape modification in the drainage easement behind 408 Wayfare was reviewed by the Board. The discussion with the homeowner was that the Board would not approve any application without proper certification from a Licensed Engineer and required county permits and any other applicable permits included for consideration with the application. The application was denied.

Discuss Leasing Restrictions

Anna shared with the Board that she reached out to a Homeowners Association Attorney about the governing documents of Brookwood related to leasing or short-term rental policies. The Declaration does not have any restrictions on leasing a property. If the Association were interested in considering amending the Declaration, this would require 2/3 vote of approval by the membership. Section 11.6. The Board is not considering this amendment currently.

Review and Vote to Adopt the 2022 Operating Budget

The Board having preliminarily reviewed the proposed 2022 Budget and having no changes, a motion was made, seconded and passed to approve the budget as presented which reflected no change to the assessments from 2021. (Fitzgerald/Blake)

HOMEOWNER COMMENTS

Homeowner Richard Schlafer requested a Reserve Study be conducted for the Association Infrastructure so that the owners will be informed on how much money is necessary to be kept in the Reserves Account.

ADJOURNMENT

With no further business to come before the Board, a motion was made, seconded and passed to adjourn the meeting at 7:11 p.m. (Fitzgerald/Higgins)