

# **BROOKWOOD HOMEOWNERS ASSOCIATION, INC.**

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

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

**March 24, 2022**

**Cypress Trails Pavilion**

### **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  
Vacant, Vice President  
Ty Blake, Treasurer/Secretary

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

### **REVIEW OF UNAPPROVED MINUTES**

Minutes from the Regular Board meeting held on October 7, 2021 were reviewed. Following review, a motion was made, seconded and passed unanimously to approve the minutes as recorded (Fitzgerald/Blake).

### **FINANCIAL STATEMENT REVIEW**

Anna reviewed the financial statement for the period ending February 28, 2022. The Association ended the period with an operating account balance of \$60,617.23. Year to date income earned was \$11,326.04 and year to date expenses were \$7,651.84. Accounts receivable totaled \$0.00 as of March 24, 2022. Following review, a motion was made, seconded and passed unanimously to approve the financial report (Fitzgerald/Blake).

### **PROPERTY MANAGERS REPORT**

Anna reported on maintenance items that have been completed and those that are still in progress. Anna and Elaine will be completing an onsite inspection with the Down to Earth supervisor to review pending items that need to be addressed. The crepe myrtles were pruned. This should be completed properly and once every few years. Yard of the month will resume from May to September 2022. Anna will purchase \$25 Lowes gift cards, inspect each month and provide a group of best-looking properties for the Board to choose from. Anna will contact Ty Blake prior to inspecting the community each month for violations and Ty will join Anna on the drive throughs depending on his work schedule. The front entrance sign will be refurbished by Matthew Broadus Advertising in May.

### **COMMITTEE REPORTS**

Covenant Enforcement Committee- No Report

Social/Welcome – No Report. Ty will reach out to Natalie Rook to coordinate the Spring Fling social event.

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

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **Review Pending ARB Applications**

There was one application submitted for retroactive consideration. 247 Willow Ridge Drive submitted a request to install a wooden trellis which is installed on the top of the existing fence to allow for more privacy between the

neighbors. The Board approved this request because the trellis can not be seen from the street because it is placed between the two homes.

### **Discuss Projects and Priorities for 2022**

Ty directed Anna to be cautious when inspecting before the spring letter is mailed to the homeowners. The homeowners were not properly notified prior to receiving lawn violations this Spring.

Anna made sure to include street parking considerations in the Spring newsletter.

The Board discussed proposing an amendment to restrict Short Term Leases in the community. Anna was directed to obtain the language necessary to draft an amendment. The proposed Amendment would be reviewed and considered by the Board in advance of sending to the homeowners.

### **HOMEOWNER COMMENTS**

None.

### **ADJOURNMENT**

With no further business to come before the Board, a motion was made, seconded and passed to adjourn the meeting at 7:40 p.m. (Blake/Fitzgerald)