

BROOKSIDE CONDOMINIUMS  
HOA Meeting – April 23, 2018

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Vic Garcia, Treasurer, Unit 6  
Brittany Rabaey, Owner, Unit 7  
Forrest Scruggs, Realty One, Inc.

The meeting was called to order at 6:59pm.

**Minutes**

Minutes from the Annual meeting and February board meeting were reviewed and approved.

**Financials**

Financials were reviewed and approved. Due to the transition from Hufford and Company to Realty One, Inc., the financial had limited information, as they took over management on March 31, 2018.

The checking account has been transferred to Realty One, Inc. Patty will close reserve account and transfer funds to the new account and Vic will be added to the account as a second signer. They made arrangements to take care of this on Wednesday, April 25, 2018.

**Maintenance**

Realty One, Inc. will request a quote from Paul, who is the contractor working with Jim Barber, to clean out the squirrels and birds nests in the attic of 8910 and install caps to prevent access in the future. They will also ask him about spraying for wasps on the roof of that building.

Our current trash company, Waste Connection, is tearing up the parking lot, so Realty One, Inc. will contact them about the possibility of changing to a dumpster that would be moved from the lot to the street to dump it into the trash truck in order to prevent additional damage. They will also see about the possibility of the trash company covering the repair related to the existing asphalt damage.

The fence adjacent to the DaVita building was damaged by the recent high winds. We are unsure if this is our responsibility or if it falls on the owners of the adjacent building, so Forrest will try to find out.

We need to get a quote to fix the hallway leak between units 15 and 16 in 8910. Realty One, Inc. has a vendor who they work with that can provide a quote for this.

Realty One, Inc. will look into the cost associated with installing 2 poop bag dispensers to encourage clean-up of pet waste.

There was discussion regarding the renewal of our current insurance policy, which will be moving from a flat rate deductible to a deductible based on 5% of the property value. Realty One, Inc. recommended getting a quote from American Family insurance, who insures some of their other properties. Forrest also mentioned that many homeowner insurance policies include coverage for special assessment fees, so we may want to encourage all owners to check their policies and add this if it is not already included.

**Next meeting**

With no other business, the meeting was adjourned at 7:39pm. The next board meeting is scheduled for 6/25/2018 at 6pm.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary

BROOKSIDE CONDOMINIUMS  
HOA Meeting – February 28, 2018

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Vic Garcia, Treasurer, Unit 6  
Colin Miller, Member-at-Large, Unit 23  
Donna Hepworth, Member-at-Large, Unit 24  
Barbara Hufford, Hufford and Company  
Doug Hufford, Hufford and Company

The meeting was called to order at 7:53pm.

**Announcements**

Barbara is retiring and Hufford and Company submitted their resignation, effective March 31, 2018. They have been in touch with Realty One, who has agreed to take on all of their HOAs. They are willing to provide this service at the same rate for the first year. Hufford and Company will assist with the transition, notices, contracts, etc., once the board has selected a new property management company.

**Maintenance**

There is still an issue with large items and trash being dumped by non-residents.

**Elections**

Officers were elected to remain as is by a unanimous vote.

**Next meeting**

With no other business, the meeting was adjourned at 8:10. An the next board meeting is scheduled for 3/19/2018 at 6pm.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary

BROOKSIDE CONDOMINIUMS  
HOA Meeting – January 17, 2018

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Colin Miller, Member-at-Large, Unit 23  
Donna Hepworth, Member-at-Large, Unit 24  
Barbara Hufford, Hufford and Company  
Doug Hufford, Hufford and Company

The January meeting was called to order at 7:05pm

**Minutes**

Minutes from the December meeting were reviewed and approved.

**Financials**

Financials from November and December were reviewed and approved.

**Maintenance**

There is still a pest issue in the attic of 8910 that needs to be addressed. Caps need to be installed to prevent pests from getting in and the space will need to be cleaned out at some point. Patty will check with Paul, Jim Barber's contractor, to see if this is something he can take care of.

Other maintenance issues will be addressed and prioritized after the annual meeting on Feb. 28.

**Other business**

Vic is still researching insurance companies and will update the board once he has more information. Barbara included current policy information in the Treasurer packet.

The board voted to increase HOA dues to \$235 beginning March 1, 2018. The 2018 budget was reviewed and will be approved once discussed changes are made and Vic has had a chance to review.

Barbara will send out the property "rules" with the notice for the annual meeting as a reminder. Owners are responsible for ensuring that tenants are aware of these.

A reserve study should to be completed to established timelines and priorities for maintenance. This will be prioritized for 2018, followed by application for FHA approval in the following year.

**Next meeting**

With no other business, the meeting was adjourned at 8:00pm. The annual meeting is scheduled for February 28 at 7:00pm in Unit 5.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary

Brookside HOA meeting November 6, 2017

Members Present:

Patricia Wageman- President

Vic Garcia- Treasurer

Colin Miller- Member at Large

Doug and Barbara Hufford- Hufford and CO.

Members Non-Present:

Jenn Doe- Secretary

Donna Hepworth- Member at Large

Meeting called to order at 7:31 pm

Minutes read and approved

Financials Read and approved

Issues discussed were the pest removal in unit 18 attic and foundation issues in unit 1.

It was decided to hold off on pest remediation and repair till a special assessment can be discussed.

Unit 18 exterior will be filled and sealed with caulk to see if that fixes the problem. Vapor barrier still needs to be installed at a future date.

Vic will look into getting gutter extensions for all buildings to divert water away from foundations.

Patty will gather information on what has been spent and what needs to be fixed to discuss a special assessment to cover these and future costs.

Being no further business meeting was adjourned at 8:20 pm.

Respectfully submitted,

Patricia Wageman

Brookside HOA meeting minutes for September 25, 2017

Members Present:

Patricia Wageman-President

Colin Miller Member at Large

Vic Garcia- Treasurer

Donna Hepworth- Member at Large

Barbara Hufford- Hufford and CO

Members not present- Jennifer Doe- Secretary

Meeting called to order at 7:31 pm

Minutes of last meeting read and approved.

Financials read and approved.

There was discussion on getting a third estimate for the pest control.

Foundation repairs were also discussed and we are continuing to look for solutions for the leaking in Units 1 and 19

Unit 19 had a vapor barrier that was installed, but it is coming down because of the continued leak. Will have original company come repair or replace after leak is fixed.

Schedule set for digging trench to bury electrical wire and have electrical work done. That should happen next week.

Being no further business meeting was adjourned at 8:30 pm

Respectfully submitted,

Patricia Wageman

BROOKSIDE CONDOMINIUMS  
HOA Meeting – August 31, 2017

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Victor Garcia, Treasurer, Unit 6  
Colin Miller, Member-at-Large, Unit 23  
Donna Hepworth, Member-at-Large, Unit 24  
Barbara Hufford, Hufford and Company

The July meeting was called to order at 8:35pm

**Minutes**

Minutes from the July meeting were approved.

**Financials**

The board reviewed and approved the financials for August.

**Maintenance**

The drywall repair in Unit 21 and Unit 17 resulting from a roof leak was completed.

Marty has been paid a \$100 deposit for materials to repair the carports.

The water main leak has been repaired, as well as the asphalt surrounding it. The remainder of \$1685, plus around \$400, will be paid to Apex upon receipt of a final bill. s

The hold-up on burying the electrical wire in front of 8920 has been because the vendor was waiting on a private utility company before they can dig the ditch. Since there are no private utilities on the grounds that would be impacted, the board decided to have them use a public utility. Surveying and marking needs to be completed, but the vendor's schedule is backed up.

The quote to repair the French drain is \$1500, but the board decided to wait until we have had the foundation work done before moving forward with that. The sump pump in Gerry's unit (Unit 1) is running nonstop, but there is no water in the crawl space.

Patty received two estimates for tree trimming from Majestic. The first is in the amount of \$600 and covers the 2 locusts in from of 8920. The second is in the



amount of \$1850 and covers the 2 locusts in from of 8910, a locusts by 8900, the locust on the corner of the property near the south entrance, and removal of the Russian olive tree.

Because there are several items that need to be addressed before winter, we will prioritize in the following order, taking on one each month:

- The wire burial is the most pressing issue, so that is our first priority;
- Once the wire is buried, we will take on the tree trimming;
- The foundation will be the next project to tackle, after which we can take care of the work on the French drain.

### **Pool house**

The pool house tenant has been great so far. He has even cleaned out the pool and fixed the fence where it had been knocked down. He is currently parking in the garage assigned to Unit 16, which is vacant, and cleaned out and disposed of the trash and items that were left behind by the previous tenants.

### **Other business**

Barbara will send the current insurance policy information to Vic, who will research other options for insurance.

A large item pickup is needed for Donna's couch and she will be billed for that.

### **Next meeting**

With no other business, the meeting was adjourned at 9:30pm. The next meeting is scheduled for September 25 at 7:30pm in Unit 5.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary

BROOKSIDE CONDOMINIUMS  
HOA Meeting - July 27, 2017

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Victor Garcia, Treasurer, Unit 6  
Colin Miller, Member-at-Large, Unit 23  
Barbara Hufford, Hufford and Company

The July meeting was called to order at 7:40pm

**Minutes**

Minutes from the June meeting and the annual meeting were approved.

**Financials**

The board reviewed and approved the financials for July.

**Maintenance**

A quote in the amount of \$847.75 for drywall repair in Unit 21 and Unit 17 resulting from a roof leak was approved. Patty will arrange for the repairs to be completed.

We are still in the process of burying the electrical wire in front of 8920. Surveying and marking needs to be completed, but the vendor's schedule is backed up.

Repairs to Gerry's unit (Unit 1) have been quoted but vendor is backed up so we are waiting for an opening in their schedule.

The French drain on the property is backing up and flooding the ~~deck~~ <sup>parking area by</sup> Unit 1. The landscape company recommends a catch drain be installed and the drain be blown out. Patty will get a quote to review at next meeting.

Roof Doctor is supposed to come out and check on the source of the leak in Unit 16. They think it may have resulted from something related to satellite dish installation. The board has decided that satellite dishes can no longer be installed on the roof.

There is an issue with squirrels getting in between the floors of building ????. It has been inspected but no solution has been figured out yet.

**Pool house**

The pool house has been rented to Roy Evans, who will move in on 8/1/2017, once the first month's rent of \$700 has been paid. He has signed the lease and paid the \$650 deposit in cash, which Patty gave to Barbara during the meeting.

**Other business**

Colin is trying to refinance his condo (Unit 23) and has been told it will not go through without additional insurance coverage on the property. Barbara is looking into quotes for this and Vic will send her the contact info for a broker to consider when we come up for renewal.

**Next meeting**

With no other business, the meeting was adjourned at 8:15pm. The next meeting is scheduled for August 31 at 7:30pm in Unit 5.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary

BROOKSIDE CONDOMINIUMS  
~~May~~ HOA Meeting  
June 28, 2017

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Victor Garcia, Unit 6  
Colin Miller, Member-at-Large, Unit 23  
Gus and Juanita Kokotis, Unit 19  
Barbara Hufford, Hufford and Company  
Doug Hufford, Hufford and Company

The June meeting was called to order at 7:35pm

**Minutes**

Minutes from the May meeting were approved. Barbara will send out the minutes from the annual meeting for review.

**Financials**

The board reviewed the financials for May, June. A motion was made by Patty to approve, seconded by Jenn.

**Maintenance**

Patty acquired a second quote for the burying of the loose electrical wire and installation of a new electrical panel for 8910. The quote was for \$2470-\$2810 and will bring the building up to code and accommodate the new lights that have been added. We need to get a quote from a landscaper to dig a new trench before we move forward.

A catch basin needs to be installed by Gerry's (Unit 1) to divert water from the foundation and foundation needs to be sealed. Patty will have a foundation person look at this and quote a price.

Gus has been reimbursed \$1500 for the moisture barrier he had installed. There is still water buildup and the insulation needs to be replaced.

The French drain on the property is backing up so the landscape company recommends a catch drain be installed and the drain be blown out.

Dry wall repair is still needed in Unit 17 due to the roof leak that has now been repaired.

Marcela's windows need to be re-caulked; windows possibly need to be repaired (Unit 21).

Damon in Unit 22 has a leak below the dishwasher that is causing water to leak into the unit below. The insurance companies for both units do not want to pay for the repair and are claiming it is an HOA issue. Because it is inside the unit, it is the owner's responsibility to repair the leak and the renter in the unit below need to have their renter's insurance policy cover any damage to the unit.

### **Pool house**

The pool house has been posted on Craigslist and Jenn has shown it a handful of people, received several inquiries and 2 applications. The first applicant had terrible credit and an extensive criminal record, so he was denied. The second applicant is very young, has low income, and wants to move in with his wife. The board discussed this and decided that due to the size of the unit, we will only rent to one person. This will be relayed to the applicant and the application fee will be returned. Patty says that Roy, who currently lives with Shawn, is interested and will fill out an application. The board also discussed lowering the rent, based on the showings and applications we have received, and has agreed to rent the unit for \$700, including utilities. The deposit amount will be \$650 and renter's insurance will be strongly encouraged.

### **Next meeting**

With no other business, the meeting was adjourned at 8:25pm. The next meeting is scheduled for July 27 at 7:30pm in Unit 5.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary

BROOKSIDE CONDOMINIUMS  
May HOA Meeting  
May 18, 2017

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Colin Miller, Member-at-Large, Unit 23  
Barbara Hufford, Hufford and Company  
Doug Hufford, Hufford and Company

The May meeting was called to order at 7:38pm

**Minutes**

Minutes from the January meeting were approved. Barbara will send out the minutes from the annual meeting for review

**Financials**

The board reviewed the financials for January, February, March and April

**Maintenance**

The chimney leak in 8910 was repaired. Unit 16 has a roof leak that will need to be looked at. Patty will call the company who did the roof to see what they can do.

Gus had another contract fall through on his place (19) due to mold and moisture in the crawl space. The board reviewed a quote for installation of a vapor barrier and mold remediation in the amount of \$2560.00. Gus will pay for this and the board will reimburse him in 4 installments; the first will be \$1000, followed by 3 monthly payments to pay off. Two payments will be in the amount of \$500, with a final payment in the amount of \$569.

A handrail will be installed in front of 8920 for safety reasons, which will cost \$275. Gerry's deck also needs repair, which will cost \$1750. The board approved hiring Marty who did the other decks to do this work and Donna will follow up to arrange.

A quote was also acquired for repairs to the carports in the amount of \$800. Jim Barber's tenants were responsible for the damages, so Patty will let him know the price and see if he is ok with reimbursing the board before we move forward.

Patty acquired a quote in the amount of \$3500 for burying the exposed electrical wire. This will also include adding a second box to accommodate the lights that have been added. A second quote will be acquired before moving forward.

Patty and Jenn will paint the clubhouse over Memorial Day weekend to get it ready to rent and Jenn will get it posted on Craigslist.

Trash pickup has been going ok, with the exception of large items being left outside the dumpster. Patty had to request an extra pickup for an armoire and believes tenants from the complex next door are responsible for this. She will contact a board member she knows there and ask them to put out a memo.

The owners of the CRV that has been sitting in the parking lot will be given a 30 day notice to fix it or move it, after which we will have it towed.

Patty will arrange to have the gutters cleaned again.

New cameras will be installed in the near future.

Patty will select a date for late June to hold a community cleanup and will inform all residents.

#### **Next meeting**

With no other business, the meeting was adjourned at 8:20pm. The next meeting is scheduled for June 29 at 7:30pm in Unit 5.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary