

Brookside Condominium Association  
Board of Directors Meeting  
Monday, October 22, 2018

There are no meeting minutes for the Monday, October 22, 2018 Board of Directors Meeting. The meeting was cancelled.

BROOKSIDE CONDOMINIUMS  
HOA Meeting – August 27, 2018

**Brookside Condominiums Members Present**

Patricia Wageman, President, Unit 5  
Jenn Doe, Secretary, Unit 15  
Vic Garcia, Treasurer, Unit 6  
Donna Hepworth, Member-at-large, Unit 24  
Rose???, Owner, Unit 10  
Amber ???, Unit 13  
Forrest Scruggs, Realty One, Inc.

The meeting was called to order at 6:14pm.

**Minutes**

Minutes from the April board meeting were reviewed and approved.

**Financials**

Financials from April through July were reviewed and approved. Realty One, Inc. agreed to create a separate line item for rental income from the pool house.

**Maintenance**

Bids were reviewed for asphalt repair of damage from dumpster and installation of a concrete pad to prevent future damage. It was determined that new bids are needed with modification of the area.

Discussion was had regarding parking spots, including the need for additional designated handicapped spots and the possibility of issuing parking permits for residents and visitors using the parking lot. Follow up discussion will be had at a future meeting.

**Other business**

A lengthy discussion was had regarding a possible limited amendment to the bylaws, which would require new buyers to live in their unit for 2 years prior to being allowed to rent and/or limit the number of rented units to a percentage of the properties. Current owners with tenants would be grandfathered and all owners would have to be notified and given the opportunity to vote on this. The cost for an attorney to draft the amendment would be \$995, with an additional \$195 to draft and send notice to all owners. It was decided that prior to taking this step, the HOA will increase enforcement of existing rules and regulations and additional feedback should be gathered from the board and owners. This will be revisited and possibly added to the agenda for the next annual meeting.

**Next meeting**

With no other business, the meeting was adjourned at 7:45pm. The next board meeting is scheduled for 10/22/2018 at 6pm in Unit 5.

Respectfully submitted,

Jennifer Doe  
Brookside Condominium Secretary

Brookside Condominium Association  
Board of Directors Meeting  
Monday, June 25, 2018

There are no meeting minutes for the Monday, June 25, 2018 Board of Directors Meeting. The meeting was cancelled.

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