

Brookside Homeowner's Association

Annual Meeting Minutes

Thursday, January 20, 2022

Zoom Meeting

- I. Call to Order
 - a. The annual meeting of the Brookside HOA was called to order at 6:06 by Becky Blackett, President
- II. Proof of Notice and Quorum
 - a. Forrest Scruggs, Managing Agent of Realty One, affirmed a quorum with 14 of 30 units represented.
 - b. Zoom attendees: Shannon Whittemore- 3716, Michelle Jordan – 3708, Cynthia Haskins – 3752, Judy Schmidt – 3700, Becky Blackett – 3788, 3772, 3756, 3748, 3744, 3740, 3736, 3724, 3680
 - c. One proxy was received from Heather Moutoux (Pecic) – 3712
- III. Minutes of January 2021 were approved, motion made by Shannon Whittemore, 2nd by Michelle Jordan, motion passed.
- IV. Homeowner Forum
 - a. Sewer clean-out update. In 2020 when sewer repair and clean out access was installed (4 clean outs installed with snaking for \$16K), it was recommended that jetted water clean out is needed regularly for all 5 buildings. This should be done in the coming spring at a cost of \$1800.
 - b. Becky updated the security issue along 38th to reduce access to the development and incidents such as car crime. A fence was added extending from the adjacent property (5 Fridges Farm) along the ditch to the first building. This has reduced access and increased security. Several residents have positively commented on the increased security of the property.
 - c. Future fencing was discussed to further increase security and decrease access to the entire development. Long term, Brookside could become a gated community.
 - i. A fence between the last building on the south (3676) and the farm fence would close off that access. The fence would be approximately 15 feet between the building and the farm fence. Agreement of all in attendance that this should be done.

- ii. Fencing between the two buildings (building 3 & 4) connecting unit 3724 and 3720 was discussed in detail. There are a couple of options for closing off this open area.
 - 1. A straight fence between the two buildings could be added. This distance is not very wide, approximately 20 feet.
 - 2. In addition to the straight across fence, a long fence between 3720 and 3724 could be added with a straight across back fence also added. This would close off the open area between the two buildings and also increase the yard space of units 3724 and 3720. The yard space of these units is currently less than other units. Both of the owners of these units are willing to absorb the cost of the fence.
 - 3. Discussion centered around this area becoming inaccessible to other residents of Brookside development if option 2 is built. An option to add the fencing between these two buildings on the Quail side could be done now to close off access between these two buildings. After observing resident use or non-use of the closed off space, it could be decided if it is important to leave the space available from the parking lot or if it could be divided between the two units. With either option, the tree between these two buildings probably needs to be removed. This tree has become too large and is too close to the building. 3724 Unit has noted dampness in the crawl space. No obvious foundation damage has occurred at this time. We may need an expert opinion regarding drainage improvement before either option can take place.
- iii. Fencing between building two and three (units 3744 and 3748) was discussed to close off this open area. Currently, visitors/nearby residents use the area as a park, use the HOA trash bins, use the hose/water, and access the next-door farm area for viewing. It was agreed that closing off this wider space between the two buildings with a fence that is flush (or even) with the front of the buildings is desirable in order to reduce damage and crime. The area from the parking lot would remain open for resident use. Further improvement to this space would depend upon how residents use the space (picnic, play etc). The cost of this fence would be the

highest of the proposed fencing. We may need to have a coded gate for residents to use for safety exit purposes (not sure).

- d. Entry doors (not security doors) need replacing in several units. In determining the style of doors meeting architectural approval, the HOA regulations would need to be amended. Instead of a solid door with no opening and reduced lighting, it was agreed that an entry door with $\frac{3}{4}$ light, full or oval lite would be an acceptable change once the owners decide on which style to adopt.

The design that would best coincide with building architecture is a rectangular opening. There was further discussion regarding acceptable colors of the door. Michelle will look at the color options and report back. The owners can then be informed of this approved architectural change. The basic door cost would be about \$500-700. With installation and adding necessary parts, it would likely be about \$1500-\$1,800 total (in estimate).

- e. Adding windows to the end units was discussed. The windows would need to be high enough to not interfere with furniture or reduce privacy and pass code. Doing this would allow more light into the unit. This is a future topic for discussion as it would be necessary to obtain permitting and specific details.
- f. Cynthia asked about adding tube lights in the upstairs bathroom. This could be explored and future discussion and more information would be needed and Cynthia offered to research options.

V. Property Management Report and Financials

- a. The 2022 budget was sent to all owners on 12/11/21. There were questions about a few items that were clarified. When dividing some of the annual items by 12 months and then 30 units, our HOA fees are reasonable.
- b. Future expenses for maintenance and landscaping may change as Steve, who has been doing this service for us for many years is retiring. His son and others will assume responsibility. Steve's fees have been very reasonable and below what we know other similar HOAs pay. In the future this may affect our budgeted costs.
- c. All owners should have HO6 insurance for their units. It is expected that insurance costs will be increased.
- d. The budget for 2022 was approved.

VI. Open Issues

- a. Louis Langdon was not at this meeting and the follow up he is to do regarding products for treating the trees for Ash/Emerald Borer still needs to be done.
- b. Cement work for sidewalks and front entry stoops remains a needed repair for the development. No action was taken at this time.
- c. Individual fencing was discussed. Units that need replacement fences will be notified. A consistent color needs to be recommended.
- d. Trash and recycle bin placement and additions are working. A reminder to place all trash in the bins to avoid additional charges will be sent with the next owner letter.

VII. Meeting was adjourned at 7:27