

# Brookside Homeowners Association, Inc

Annual Meeting Minutes  
December 4, 2017

Meeting began at 6:30 p.m.

## Introduction of the Board of Directors:

President:	Tyler Glassman
Vice President:	Marci Moore
Board Member:	Alan Watkins
Board Member:	Matt Allen

Members present: Perly Carrillo, Judy Ritchey, Toni Gill, Danica Anderson, John Nicola, Joseph Schwartz, Bryan Ontiveros & Thomas Casey. 7 proxies were received.

- Quorum was met [6 required; 19 properties were represented in person or by proxy.]

## Introduction of Heritage Property Management Team:

David Caldwell & Hilary Schwartz

2016 Minutes were approved as written. M/S/C HPM will post approved minutes on the website.

Old/Unfinished Business: None

## New Business:

- Discussion ensued about the irrigation pump and system.
  - There were a number of issues with the irrigation pumps and system this year.
    - In early Spring there were 2-3 breaks in the irrigation line that caused the system to be shut down for repairs. In June, one of the pumps broke down and it was determined it could not be repaired. Therefore, the Board, Peaceful Valley and HPM worked with State Farm Insurance to get a new pump installed. Towards the end of the irrigation season the programmable logic control module (PLC) and overflow electric valve kept malfunctioning causing the system to be shut down early, so no further damage would ensue.
      - It was determined the irrigation system is 17 years old and items are starting to break down. Members stated there could possibly be another line break in front of 2986 Babbling Brook. HPM will notify Peaceful Valley and have them look at it when water comes in next Spring.
    - Esco, the company who originally provided and programmed the PLC for Brookside's irrigation system, has informed Peaceful Valley they no longer want to service this equipment and unfortunately, this program is proprietary to Esco.
      - HPM has received a bid from Filter Tech Systems to replace the logic control module with a touch screen display, which could allow examination and adjustment of the system by Peaceful Valley, the Board of Directors or Filter Tech Systems.
      - It was agreed upon HPM and Peaceful Valley would contact Munro Pumps to obtain a second bid for the installation of a logic control module with a touch screen display. Once this bid is obtained HPM will provide it to the Board of Directors for review, so this issue can be resolved as soon as possible.
    - One member questioned why Brookside homeowners have to pay so much more for their irrigation system compared to nearby HOAs (Monarch Glen, Oxbow, etc.)

- Tyler Glassman reported he looked into this and stated these HOAs do not have as large of common area space, a pressurized irrigation system, or landscape contractors.
- Members questioned if State Farm would assist with the cost of making these repairs and if Brookside would have to pay their deductible again.
  - Brookside's current insurance policy runs from April 2017 to April 2018. Therefore, if the repairs can be made before April 2018 Brookside would not have to pay the \$1,000.00 deductible again.
  - Brookside's insurance policy covers equipment breakdown, so HPM will file a claim and send State Farm the estimates from Filter Tech Systems and Munro Pump for reimbursement.
- The Board requested HPM contact Peaceful Valley and have them muck out the tanks before the next irrigation system.
- Discussion regarding contracted grounds maintenance.
  - The landscape contract with Peaceful Valley goes through 2019.
  - Brookside spends nearly half of their budget on grounds maintenance. Members suggested considering xeriscaping parts of the common area to try and help save funds. The Board of Directors will consider this option.
- Members voiced frustration with Brookside's webpage and not having update information posted on the website in a timely manner. HPM acknowledged their concerns and will make sure all information/updates will be uploaded in a timely manner.
- Violations continue to be an issue in the subdivision.
  - HPM will take reports (via phone, email, or letters) from Board members, as well as other homeowners. Reports should include specific addresses, what the violation is, and pictures if possible [digital are preferred but not required].
  - Letters will be sent and/or fines will be assessed to OWNERS [not renters] based on Brookside enforcement policy and fine schedule.
    - If notifications/fines are ignored, the Brookside collection policy authorizes HPM to send owners to collections and/or place liens on the property.
    - City code enforcement can also get involved for certain violations.
  - Judy Ritchey volunteered to serve on a Violation Enforcement committee; the Board agreed to the committee and Judy will notify HPM when violations are observed and the procedures mentioned above will be followed.
  - Due to multiple violators the Board requested a newsletter be sent out with statements reminding homeowners of the Rules & Regulations.
- Members requested 2018 statements be sent out later and the due date be extended into March to give homeowners time to recoup from the holidays.
  - After some discussion it was voted on and approved that 2018 statements will be sent out January 15, 2018 and homeowners will have until March 1, 2018 to pay their annual dues; otherwise, they will be considered late. M/S/C

#### Presentation of proposed 2018 Budget

- Discussion regarding raising the annual dues from \$298.95 to \$310.00 a year to help build a reserve to ensure monies are available for major repairs in the future.
  - Members voiced concern about raising the dues. According to the CC&Rs, Article V, Section 3(a) "the annual assessment may be increased each year no more than five percent (5%) from the

previous year without a vote of the membership." The proposed increase is less than 5% (\$14.94), so the increase is approved.

- Discussion regarding the Irrigation System line item.
  - 2017 actual figure was excessive due to a couple breaks in the irrigation lines and the HOA had to replace one of the pumps.
  - Other repairs due to the age of the irrigation system are to be expected over the next several years which is why that line items remains budgeted at \$6,000.
- Approval of proposed budget. M/S/C Approved budget will be posted on the website.

#### Nomination of Board Members:

- Tyler Glassman, Marci Moore, Alan Watkins, and Matt Allen all agreed to remain on the Board.
- Floor was opened for nominations. No nominations were received.
- Vote to approve the slate of candidates as presented. M/S/C

The meeting adjourned at 7:55 p.m.

Minutes taken by  
Hilary Schwartz  
Heritage Property Management