

Minutes were approved
at the December 4, 2017
Annual Meeting.

Brookside Homeowners Association, Inc

Annual Meeting Minutes

December 7, 2016

Meeting began at 6:30 p.m.

Introduction of the Board of Directors:

President: Joe Schwartz-resigning
Vice President: Alan Watkins
Secretary: Matt Allen
Member at Large: Marci & Jeff Moore

Members present: John & Diane Hutchins, Steven McDowell, Judy Ritchie, Tyler Glassman.
5 proxies were received.

2015 Minutes were approved as written. M/S/C HPM will post approved minutes on the website.

Presentation of proposed 2017 Budget

- Discussion of the actual mailing costs for 2016--includes payments sent to vendors, violation letters, newsletters and other notifications, certified mailings for collections/liens, annual meeting packets, and statements sent throughout the year to homeowners who pay late.
- Discussion regarding the Irrigation System line items.
 - 2016 actual figure was excessive due to a major break in a vault that the HOA had to repair.
 - 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 \$5,500.
 - Silt build up in the pump house needs to be cleaned on a yearly basis to prevent damage to the pump.
- Discussion regarding the need for regular contributions to a reserve account to ensure monies are available for major repairs--such as broken irrigation lines. CCIOA [the law governing HOAs] states that an HOA should have a 'prudent amount' held in a reserve account.
 - Small increase in dues was suggested as a possibility to ensure funds go into the reserve/savings account.
 - HPM advised that because of legal notification requirements, an increase in dues not be considered until the next annual meeting. The Board will monitor the amount in the savings account over the next year and will make a recommendation prior to the next meeting.
- Approval of proposed budget. M/S/C Approved budget will be posted on the website.

Old/Unfinished Business: None

New Business:

- Irrigation
 - Ken Majury and Chuck Clarkson of Peaceful Valley Irrigation discussed the availability of irrigation water. Watering of the common areas is strictly limited by the Highland ditchrider [Craig] and is restricted to midnite-5am. It was suggested that a meeting with the Board and a Highland Ditch representative be set up to discuss the ever-changing limitations put on Brookside water and to clarify how those limitations are determined.

- Watering times for individual lawns has been set on a timer on the pump and are in accordance with the city of Grand Junction guidelines. Use of a timer has decreased the costs of operating the pump as well as wear and tear on the pump. The Board will revisit these times before the 2017 irrigation season.
- If homeowners want to put a spigot in that would allow use of city water to irrigate their individual area, there is no restriction on that. Contracting with a licensed plumber to have that done is strongly recommended. Homeowners need to be aware that they would be fully responsible for such installation and payment of the city water they use.
- Snow removal--must be done within 24 hours after snow stops and there is more than 2" accumulation. The city of Grand Junction can assess fines if public sidewalks are not cleared according to those guidelines.
 - Brookside HOA is responsible for snow removal from the sidewalks along F ½ Rd from 30 Rd west to where it intersects with Broken Spoke Rd and along 30 Rd north to the boundary of Brookside. These are along the exterior of the HOA.
 - The HOA will also remove snow from the sidewalks around the park/common area and the mailbox areas.
 - Homeowners/residents are responsible for removing snow from the sidewalks in front of their homes, from their individual driveways, and their private walks.
- Violations and enforcement
 - HPM will take reports--telephone, e-mail, letter--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].
 - If a non-Board member makes a report, HPM will have a Board member verify it.
 - 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.
 - HPM does not respond to the person who reported the violation.
- 2017 statements were sent with annual meeting packets. Dues can be paid at any time and are not considered late until Jan 31.

Nomination of Board Members:

- Joe S is resigning.
 - A BIG THANK YOU to Joe for the work he did while serving on the Board!!
- Alan Watkins, Matt Allen, and Marci & Jeff Moore all agree to remain on the Board.
- Tyler Glassman volunteered to serve on the Board.
- Vote to approve the slate of candidates as presented. M/S/C
- HPM will send contact information to Board members via e-mail.
- Judy R volunteered to serve on a Violation Enforcement committee; the Board will take this under advisement.

The meeting adjourned at 8:02 p.m.

Minutes taken by
 Becky Jett
 Heritage Property Management