

Brookside Homeowners Association, Inc

Annual Meeting Minutes

December 22, 2020

Meeting began at 6:02 p.m.

Introduction of the Board of Directors:

Board Member: Marci Moore

Members present: Seth Krebill, Matt Allen, Kathleen Fischer, John Misak, Virginia Kirk, Jeff Hunter, Bryan Ontiveros and Marci Moore. 2 proxies were received.

- Quorum was met [6 required; 10 properties were represented in person or by proxy.]

Introduction of Heritage Property Management Team:

David Caldwell & Elizabeth Blevins

2019 Minutes were approved as written. M/S/C HPM will post approved minutes on the website.

Old/Unfinished Business:

- Kathleen Fisher from 2986 Babbling Brook requested an update on the HOA addressing the irrigation issue near her home. She and her neighbor are planning to replace the shared driveway, however they want to be sure that the irrigation issue is addressed before the repairs are made. HPM will have Peaceful Valley look at this as soon as the irrigation water is back on to assess it for repairs/adjustments.

New Business:

- Discussion on the number of rentals in the HOA. There are currently approximately 46. The HOA does not currently have a limit on the number of rentals vs owner occupied units. The CC&R's can be changed to address this issue, however it will require a vote in favor of 67% of the owners.
- Discussion on Peaceful Valley not emptying the HOA's trash cans. They are scheduled to be emptied weekly (typically on Thursday) however one owner reports that they are not emptied as agreed. Any issues should be reported to HPM for follow-up.
- Discussion on the current landscaping contract
 - A copy of the agreement will be posted to the webpage with the Board's approval.
 - The contract is through November 2021.
 - Includes a spring and fall cleanup as well as regular maintenance including mowing.
- Question if the HOA has any guidelines on rental requirements such as background checks, etc. Currently there are no such guidelines and it would be best for the HOA to seek legal advice before any changes are made to the CC&R's or policies put into place.
- Comment that there are already enough rules and regulations that are being violated - these should be addressed before any more rules are put into place.
- All of the HOA's current policies are posted on the webpage.
- Discussion on a maintenance scheduled for the irrigation system/pumphouse. There was a schedule drafted, however several Board members stepped down midyear so some tasks were not completed as planned.
- Discussion about landscaping around the HOA's sign/entrance.
 - In 2020 the dead trees/bushes were removed by volunteers.
 - The Board would like to replace these items, however there are not funds in the budget for this.
 - There is not currently any irrigation to this area - this would also need to be addressed before any new plants are added. This would be an additional cost.

Presentation of proposed 2021 Budget

- The HOA dues need to be increased as the current expenses outpace the income.
- A dues increase beyond 5% (which the Board has authority to pass without a vote) requires a 2/3 vote of the owners.
- Management fees are being increased for the HOA. This increase is to bring Brookside up to the management companies current rate of \$7/door.
- Comment that a few years ago the dues were increased to address the irrigation system and there still seem to be problems.
- Each HOA's dues are based on their individual budget and should not necessarily be compared to other HOA's as each HOA has its own specific needs.
- Board moves to increase the HOA dues by 5%. 2021 HOA dues will be \$325.50.
- The new Board can discuss additional options to close the budget gap.
- Proposed budget approved with the 5% increase by the Board. M/S/C [Approved budget will be posted on website]
- Question if anyone wants to bid out management services. This can also be discussed by the new Board.

Nomination of Board Members:

- Floor was opened for nominations.
- Marci does not want to continue.
- John Misak self nominated. Requested that Marci remain to pass along history.
- Jeff Hunter self nominated
- Seth Krebill self nominated
- Marci will remain to help
- Vote to approve the slate of candidates as presented. M/S/C. None opposed.
- HPM will sent out Board information.
- The Bylaws will detail the responsibilities of the Board.

The meeting adjourned at 7:02 p.m.

Minutes taken by
Elizabeth Blevins
Heritage Property Management