

# Brookside Homeowners Association, Inc

Annual Meeting Minutes

December 10, 2019

Meeting began at 6:00 p.m.

Meeting minutes were approved at the  
December 22, 2020 Annual Meeting.

Introduction of the Board of Directors:

President: Judy Ritchey  
Vice President: Marci Moore  
Treasurer: Kirsten Eppler  
Secretary: Matt Allen

Members present: Judy Ritchey, Kirsten Eppler, Seth Krebill, Matt Allen, Pearly Carrillo, Toni Gill (tenant of Danica Anderson), Bryan Ontiverus, Tom Casey, Kathleen Fischer and Marci Moore. 9 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 & Elizabeth Marvin

Landscape and Irrigation Discussion:

- Craig from Peaceful Valley was in attendance to be available for questions and comments.
- Discussion on dog waste bags and trash cans. Peaceful Valley is contracted to take care of this every other week (around the 1st and 15th of each month). One of the services in the October/November timeframe was missed. Trash cans are often overflowing and may need service more often. It is likely that residents from the surrounding area are also using these trash cans. It was also observed that the HOA may need to replace these trash cans as they have holes in the lids.
- Comment that leaves are an issue in some of the grassy areas and need to be addressed.
- Comment that the irrigation system is often cut off early - this year it was due to an issue with the irrigation district's equipment, so therefore out of the HOA's hands. The irrigation water will typically be off towards the end of October.
- Peaceful Valley suggests a weekly service for the HOA vs the every other week service that they are currently contracted for. Peaceful Valley will provide an updated bid.
- A bid was provided to spruce up the area around the sign. The bid was more extensive than originally discussed and out of the HOA's budget at the moment. Peaceful Valley will provide a pared down bid to remove the dead trees/bushes and clean up the area. The other items such as rock replacement will be addressed as the HOA has funds.

2018 Minutes were approved as written. M/S/C HPM will post approved minutes on the website.

Old/Unfinished Business: None

New Business:

- Discussion on trailers and RV's
  - The CC&R's currently do not prohibit the storage of trailers in driveways, only on the street. Some owners have voiced that they would like this to be changed to indicate that trailers must be screened from view.
  - The CC&R's also do not currently address size.
  - It would be difficult to amend the CC&R's to be more clear on this topic. An affirmative vote of 67% of the homeowners would be required. The HOA attempted to amend the CC&R's to change the fence requirements and was unsuccessful.

- Comment that none of the current trailers seem to be eyesores, however if the HOA continues to allow this that some could become unsightly and more will likely follow.
- The HOA/Board of Directors will need to decide how to address this issue in order to maintain property values.
- The CC&R's do indicate that all property within the subdivision is to be kept in a clean and sanitary condition.
- The Board also has discretion to violate properties that are a nuisance.
- Concern about trash cans being left out was voiced. The HOA has 4 different trash services all with various pickup days. The Board has been checking for violations on the weekend, which should allow plenty of time for them to be put away.
- Landscaping
  - HPM will gather 3 bids to remove the trees/bushes from the area around the sign.
  - Board would like to see an itemized list of services offered as well as cost of those services.
  - The HOA would benefit from a volunteer to learn about the irrigation system.
  - Board has implemented a maintenance schedule for the pumphouse to maintain the equipment.

#### Presentation of proposed 2020 Budget

- Discussion on possibly adjusting the watering schedule to allow owners to have access to water all weekend.
- Comment that the increase to \$310 was originally to address the pump repairs. Will this decrease now that the pumps have been repaired? The current budget reflects that the HOA's expenses match the income (if all owners pay. There are currently 6 delinquent accounts). The Board will evaluate the option of decreasing the HOA dues moving forward.
- Collection and Lien process discussed.
- The Postage and mailing has increased due to extra mailings such as newsletters, special meeting notices, etc.
- Proposed budget approved as written. M/S/C [Approved budget will be posted on website]

#### Nomination of Board Members:

- Judy Ritchey, Marci Moore, Kirsten Eppler, and Matt Allen all agreed to remain on the Board.
- Floor was opened for nominations. Seth Krebill was nominated, but declines at this time. No additional nominations were received.
- Vote to approve the slate of candidates as presented. M/S/C. None opposed.

#### General Discussion:

- Discussion on the asphalt issue near 2986 Babbling Brook. This shared driveway belongs to the individual owners and is their responsibility to repair, however the HOA's common area may have caused some of the issue. The owner would like this mitigated before the repairs are made so that the issue does not persist. HOA will gather bids to replace the grass in this area with gravel. The drainage grate in this area also needs to be maintained free of weeds and debris.
- Peaceful Valley will need to walk the property with the Board to ensure that they have a good understanding of what is expected regarding the property maintenance. If the Board does not feel comfortable with the level of service this will be put out for bids. The current service contract goes through November 2021.

The meeting adjourned at 7:25 p.m.

Minutes taken by  
Elizabeth Marvin  
Heritage Property Management