

**BROOKRIDGE HOMEOWNERS' ASSOCIATION (BRHOA)
ANNUAL MEETINGS**

**Sunday, November 5, 2023, 4:00 PM
Red Bud Circle**

BOARD PRESENT: Ben Dennis, Barbara Dennis, Sue Deaton
BOARD ABSENT: Tammy Perdue, Peggy Boltes

The meeting was called to order by President Ben Dennis. Ben welcomed the attendees and asked to start the meeting with a prayer. Dennis Adams volunteered, took the initiative, and conducted the prayer. Ben then introduced the HOA board members, present and absent, and thanked them for their services. Ben also introduced two Russell Property Management (RPM) company members who were in attendance: Rocky Russell and Amber Whittington. Motion was made and seconded to accept the agenda as presented.

ELECTION OF NEW BOARD MEMBERS:

Ballots were received from 64% (bylaws require at least 50%) in favor of electing the members who agreed to serve on the 2024 BRHOA Board: Ben Dennis, Barbara Dennis, Tammy Perdue, Peggy Boltes, Bob Edwards, and Amy Britton.

FINANCIALS: Sue Deaton, interim Treasurer, presented the financial report. In keeping with the BRHOA by-laws, a statement of the last fiscal year (2022) was provided to the homeowners prior to the meeting. Sue discussed the current financials, including the balance sheet and financial summary as of September 30, 2023, noting that the retained earnings and net income (or equity) is at \$39,000 and this will be reduced by approximately \$20,000 by the end of December 2023 due to pending landscaping and utilities expenses. This leaves the HOA with roughly \$20,000 in retained earnings or reserve or 20% of our total

expenses. It is considered a best practice to maintain at minimum 20% of the budget in reserves for contingencies and unbudgeted expenses.

Overall, the financials are on track with the 2023 budget due to the board's efforts to keep landscape expenses (which account for over 90% of the budget) stable through December of this year and effective management of other expenses. There is a slight positive variance in revenue/dues because of 4 members paying dues for the entire year. All members are current with their dues, there are no suits or judgments pending, and insurance coverage remains active. The board plans to engage a CPA to conduct an audit after completing the transition to the property management company.

The 2024 budget was drafted, vetted, and approved by the Board and includes dues increase to \$125/month to cover the expenses related to management services (which will be 8% of total budget) and landscaping (now 89% of total budget)/ The remaining 3% of the budget covers account management, liability insurance, utilities, and maintenance. An explanation of changes from prior year was provided on the 2024 budget distributed to members in the annual meeting packet. Note that the budget does not include costs of major berm improvement or repairing the entire berm irrigation.

LANDSCAPING: Barbara Dennis presented the landscaping report. Barbara started by sharing that four different weed treatments were conducted in 2023. A pre-emergent was applied on February 23rd, and a second treatment (granular fertilizer) was applied on May 4th. Barbara shared that Corey (landscaping company owner) sprayed the third liquid spray control on May 29th, and the fourth treatment was conducted on October 18th. Barbara reported that WAC completed the repairs of Metronet damage on May 3rd, 2023. Barbara reported that after receiving

quotes for a berm tree removal (quotes ranged from \$850 to \$1750) the tree was cut down on October 23rd for \$850.

Barbara also shared that fall trimming is expected to begin the week of November 14th on the homes and then move into the berm. Trimming is expected to be completed before Thanksgiving. Barbara also shared that mulch and pine straw refresh will take place a few weeks after the trimming after the majority of leaves have fallen. The refresh is expected to be completed before the holidays. Barbara also shared that the HOA signed a two-year contract with WAC. Barbara noted that our current landscaper, WAC, met or exceeded expectations and delivered on the contract as executed. Barbara wrapped up her presentation by sharing her and the board's gratitude to the homeowner who donated the flowers for the entrances in 2023.

HOSPITALITY: Ben Dennis presented the Hospitality report in Tammy Perdue's absence. Even though 2023 is not quite over, the social committee events for the year have been a successful way to help Brookridge residents spend time together.

1. Ladies' Lunch Bunch- Alternating between Wednesdays and Thursdays, the monthly Ladies' Lunches have been well-attended. Between 10-20 women have attended on any given date. Restaurants frequented have included G&K Café, Parker's BBQ on Memorial, and Olive Garden. Attendees have their choice of menu items and pay individually for their lunch. Lunches were suspended for summer months due to travel plans of many residents.
2. Walking Wednesdays – 10 am. Organized as a way to get Brookridge neighbors walking and meeting each other, Walking Wednesdays was held for several months in the winter and early Spring months of 2023. The group met at the corner of Loblolly Ct at 10 am, and walked together depending on speed and distance desired.

3. St. Patrick's Day Gathering- On Friday, March 17, 2023 from 5-7 pm, a St Patrick's Day Gathering was held on Loblolly Court. Nancy Medlin volunteered her driveway area and her garage when weather turned inclement. There were approximately 25 Brookridge residents in attendance. Small party favors fitting with the St. Patty's Day theme were available for men and women. Attendees were encouraged to wear green, BYOB and bring a folding chair. Many guests also brought an appetizer to share.
4. Advanced Care Directives Seminars- Seizing upon an opportunity to have an expert in Advanced Care Directives and End-of-Life planning share their expertise, Brookridge held four neighborhood seminars. Seminars were held at residents' homes at a time convenient to the host. Brookridge residents were invited to sign up for a seminar that was convenient to their schedule. During the two-hour seminar, speaker Mary Lou Infinito touched on a variety of topics related to the importance of thinking ahead and preparing legal documents for one's end-of-life care. In addition, the importance of clear communication with one's family, medical team, and close friends was emphasized.
5. Oktoberfest Gathering- On Friday, October 6, 2023, from 5-7 pm, the Brookridge neighborhood celebrated Fall with an Oktoberfest gathering. Approximately 30 residents attended the party held on Loblolly Court and the driveway of Nancy Medlin. Attendees were encouraged to BYOB, bring a folding chair, and bring an appetizer or dessert to share. Decorations and party favors added to the Oktoberfest theme.

PRESIDENT UPDATE:

Ben addressed the board decision to partner with Russell Property Management beginning in January 2024. He pointed back to the

announcement that was shared with the annual meeting packet distributed in September. The announcement was two pages long and included both the rationale for the decision and the membership benefits. The board sought proposals from four property management companies but only two responded. The board chose to partner with RPM because of their maturity as a company and outstanding references. Ben also pointed out that the board had worked hard to update the rules and regulations and shared those as part of the annual meeting packet.

OTHER BUSINESS:

The community shared feedback around the decision to partner with RPM. Two actionable items identified were making board meeting minutes (a summary) and the quarterly board meeting schedule available to the membership. An additional benefit was uncovered during this portion of the meeting---that partnering with RPM would provide the board with the bandwidth and ability to conduct electronic surveys for feedback.

ADJOURNMENT

The meeting was adjourned at 5:04 pm.