

Brookridge Quarterly HOA Board Meeting

Tuesday, February 20, 2024 @ 5:15 pm held at Russell Property Management (RPM) office.

Call to Order: Ben Dennis, Barbara Dennis, Tammy Perdue, Peggy Boltz, Amy Britton, Bob Edwards, Amber Whittington, quorum met Meeting called to order by Ben Dennis at 6:20pm.

Approval of Minutes:

Minutes Board Meeting (Oct. 2, 2023) Minutes approved as presented. Motion to pass minutes by Tammy Perdue (1st), Benjamin Dennis (2nd), unanimous Board agreement.

Business Reports

- **Russell RMP transition.** Discussion of communication flow and response with neighborhood members, to date. Reviewed best practices with communication. ALL emails should go to Amber W. with cc to President Ben Dennis. Therefore, the Brookridge Gmail account is not being actively monitored. Reminder of this practice and the correct address will be sent to homeowners, by Amber.
- **Discussion of Brookridge neighborhood rental to homeowner occupation rate;** Current rate is $4/71 = 5.6\%$. Is a cap necessary? Should we survey the neighborhood? Amber will provide HOA information to the board. Follow up discussion at next board meeting.
- **Financial Review;** The Board reviewed and interpreted the RPM Budget format. The delinquency rate higher than usual due to transition to property management company. Review of RPM process for delinquent dues. The current banking institution is United Bank. Amber will review all delinquent accounts to make sure that RPM payment registration wasn't missed and update the board. Brookridge Financial statement, motion to approve by Peggy (1st), Barbara (2nd), followed by unanimous Board approval.
- **Landscaping Review;**

Neighborhood weed treatment completed on 2/14/24.
Large bushes at both entrances will be radically trimmed on 3/24/24.
Annual irrigation backflow treatment planned for March. Motion to approve by Tammy (1st), Bob (2nd), and unanimous approval.

- **Hospitality Review;**
Ladies Lunch was well attended in November. Next lunch planned for 2/21/24 at CK Café. There is now a puzzle exchange at the lunches. Suggestions presented to Tammy including Potluck dinner, A church fellowship would be required for large group. No questions for discussion.
- **Rules and Regulations;**
RPM Quarterly Neighborhood inspections will occur in March, June, September, and December. Issues discovered during the drive through will be sent to the HOA Board for review before homeowner notification of violations. No questions for discussion.
- **Other Business;** None
- **Next 2024 Board meeting,** May 21, @5:15pm at RPM Office. Ben will send calendar invites.
- **Adjourn** 6:33pm

APPROVED _____

Brookridge Quarterly HOA Board Meeting

Tuesday, May 2024 @ 5:15 pm held at Russell Property Management (RPM) office.

Call to Order: Ben Dennis, Barbara Dennis, Tammy Perdue, Peggy Boltes, Amy Britton, Bob Edwards, Amber Whittington, quorum met Meeting called to order by Ben Dennis at 5:20pm.

Approval of Minutes:

Minutes Board Meeting (Feb 20, 2024) Minutes approved **pending correction on page 2, removal of "bi-annual"**. Motion to pass minutes by Benjamin Dennis(1st), Bob Edwards (2nd), unanimous Board agreement.

Business Reports

- **Discussion of Brookridge neighborhood rental to homeowner occupation rate;** Current rate is $4/71 = 5.6\%$. Is a cap necessary? Discussion of impact of LLC owners on rentals? A change to the covenants would require a 75% homeowner vote and would cost ~\$1200 in attorney fees. Amber Whittington will send a survey to homeowners next week. Motion to pass minutes by Tammy Perdue (1st), Bob Edwards (2nd), unanimous Board agreement. Follow up discussion at next board meeting.
- **Financial Review:** The Board reviewed and interpreted the RPM Budget format. Current delinquency rate is 0%! Brookridge Financial statement, motion to approve by Benjamin (1st), Bob Edwards (2nd), followed by unanimous Board approval.

Additional discussion regarding moving a portion of our Net Income to interest bearing account. Amber Whittington and Bob Edwards will research banks that offer short-term interest-bearing accounts and costs/penalties for early withdrawal. Follow up discussion at next board meeting.

- **Landscaping Review:**

Fertilizer application was completed last week. WAC will remove weeds from bushes this week. Positive comments about friendliness of the lawn workers

- **Hospitality Review;**

Ladies Lunch has paused for the summer. Recent Potluck dinner was a success. Thank you, Karen and Greg Gagnon. No additional events are planned currently. Tammy Perdue notified the Board that she will leave this position January 2025. The Board thanks her for her commitment to this committee. Ben asked all Board members to talk to neighbors about this opening and other Board positions opening in 2025.

- **Home Improvement Requests:**

RPM Quarterly Neighborhood observational inspection in March resulted in multiple letters being sent to homeowners. Most homeowners complied with the request. There are a few that did not. The next inspection will be in June. Noncompliant homeowners will be sent a certified letter at that time. Ben requests the RPM send these letters to renters and homeowners, if applicable.

Tammy requests that additional colors for new roofs be considered. She will provide a sample of additional grey colors at the next meeting. RPM will provide a comprehensive review of all applications for Improvement, at the end of the year.

- **Other Business:** Discussion of cars that frequently park on the street. The neighborhood rules and regs outlines this policy. Amber will send a note to the homeowner whose family is parking on a narrow and curvy part of Brookridge.

- **Next 2024 Board meeting**, Tuesday Aug. 20, @5:30pm at RPM Office. Ben will send calendar invites.

- **Adjourn** 6:33pm

APPROVED _____

Brookridge Quarterly HOA Board Meeting

Tuesday, October 8, 2024 @ 5:30pm held at Russell Property Management (RPM) office.

Call to Order: Ben Dennis, Barbara Dennis, Tammy Perdue, Amy Britton, Amber Whittington, quorum met with four. Peggy Boltes and Bob Edwards were unable to attend. Meeting called to order by Ben Dennis at 5:41pm.

Approval of Minutes:

Board Meeting August 20, 2024 Minutes. Minutes approved with small edit to the Perdue spelling. Motion to pass minutes by Benjamin Dennis(1st), Tammy Perdue (2nd), unanimous Board agreement.

Business Reports

A. 2025 Budget

Reviewed two scenarios---one with no change in dues and one with CPI increase. Board elected to go with no increase in dues option. Motion to approve Ben. Seconded Barbara. Unanimous approval no increase in dues.

B. Annual Meeting Packet

First annual meeting packet created by RPM. Reviewed. Amber to add email option to proxy. Tammy motion to approve (1st). Amy (2nd). Unanimous approval.

- **Financial Review:**

Bob Edwards was unable to attend. Ben led discussion about financials. RPM is still actively looking at MM or CD options for the board to consider. Truist and other options being explored. Unanimous agreement that discussion to resume in Q1 of 2025.

In lieu of Bob not being able to attend meeting, Amber shared financials on projector. We are on track. No home is past due.

There were no unexpected expenditures.

- **Landscaping Review: Barbara Dennis**

We will be exploring estimates for potential repair of irrigation on berm. Will likely be presented in 2025.

Trimming will begin the week of November 4th on the berm, and then the homes. Pine straw and mulch will be put down once trimming is completed.

We may get a chemical treatment (preemergent and winter weed control) before the EOY. Waiting on Corey's direction on best time to apply.

- **Hospitality Review: Tammy Perdue**

Just had a Ladies Luncheon in September at Japan Inn. Ladies Luncheon is scheduled for October 24th at GK Café. Plan to also come up with a date in early December for evening Christmas caroling.

- **Rules and Regs:**

Last inspection was in September 2024.

Three homes in violation. Letters sent to all three. If these are still open in December, they will be asked to come to the meeting in January.

Violation letter will be sent regarding unauthorized overseeding of lawns with a variety of annual winter grass.

Architectural Maintenance

Ben shared pictures of a trend in a similar neighborhood of driveways being stained white. Board decided to update rules and regulations to include specific verbiage about no changes to driveway or sidewalk. Tammy motioned (1st). Amy (2nd). Unanimous approval.

Discuss in Q1 2025. Maintenance of lampposts and shutters in the community.

- **Other Business:**

Will review rental application in Q1 25. We need to add coverage terms and a copy of lease.

Next 2025 Board meeting. *Schedule Q1 board meeting after annual.*

- **Adjourn 6:50 pm**