

APPROVED _____

Brookridge Quarterly HOA Board Meeting

Tuesday, January 7, 2025 @ 5:30 pm held at Russell Property Management (RPM) office.

Call to Order: Ben Dennis, Barbara Dennis, Peggy Boltes, Amy Britton, Joan Bray, Amber Whittington, present, quorum met. Meeting called to order by Benjamin Dennis at 5:35pm. Note that Bob Edwards resigned from the Board in December 2024. The Board welcomed our new member, Joan Bray.

Approval of Minutes:

Minutes Annual Homeowners Meeting Nov. 7, 2024, will be approved at 2025 Annual Homeowners Meeting. October 2024 Meeting minutes approved, with first motion to pass by Benjamin Dennis(1st), Barbara Dennis (2nd), unanimous Board agreement.

Business Reports

- Discussion: Does the Board want to explore a Interest bearing account of a portion of the reserves? Currenting using United Bank for our financial institution. Amber will contact United Bank and inquire about terms for a 6-month CD, for the amount of \$10,000. First motion to approve this action by Ben, 2nd by Peggy, unanimous board approval. Amber will obtain current interest rates on short term CD's.
- **Financial Review:** December budget report reviewed by the Board. Noted that there are 2 properties delinquent in their dues by 1 and 2 months. Amber will send a reminder letter to both parties. A budget line will be added to display monthly CD accrual interest, if CD funds are adopted. The Corporate Transparency Act approval is still pending. All required Brookridge Board member paperwork is prepared.
- **Landscaping Review: Barbara Dennis.** Discussions and quotes will be obtained for the repair of the Berm irrigating system. Barbara and Benjamin Dennis will arrange these meetings and report back to the board. Upcoming meeting with Cory (WAC) to discuss the ongoing

spread of the berm and entrance flower beds sizes. Ben would like to contain these areas with hard edging. Ben exploring new ideas for both development entrances. The bushes and trees have grown and current flower selections should be changed to accommodate this.

- **Hospitality Review.**

With the resignation (end of term) of Tammy Perdue, currently there are no volunteers to coordinate lunches and social events. If someone is interested in coordinating these events, they can contact Amber at Russell Property Management. The decision is made to suspend the Ladies Luncheons and other social events currently. The Board will now coordinate neighborhood block parties on Memorial Day and Labor Day.

- **Rules and Regs. :** As an ongoing consequence of our aging neighborhood, the board will remind homeowners of areas outside their properties that may need renovating. These items include, mailbox, light fixtures, shutters painting or garage door updates. As a reminder, home shutters can be removed vs re-painting. An email will be sent to homeowners regarding this. During the quarterly RMP drive through, properties will be noted if refreshing is needed. Ben has added addition verbiage to our Rules and Regulations regarding painting or color changes to driveways. This updated information is available on the Russellpm.com website/homeownerassociations/Brookridge/HOA documents.

- **Other Business:** Amber has developed a Brookridge HOA Renters Informational form. The addition of the coverage terms and a copy of the lease request has been added to the form. This is also available on the website.

- **Next 2024 Board meeting**, Tuesday April 8, 2025 @5:30pm at RPM Office.

- **Adjourn** 6:42 pm

APPROVED _July 2025

Brookridge Quarterly HOA Board Meeting

Tuesday, October 7, 2025 @ 5:30pm at Russell Property Management (RPM) office. Present: Joan Bray, Barbara Dennis, Amber Whittington, Peggy Boltes, Benjamin Dennis. Amy Britton.

Call to Order: 5:30pm

Approval of Minutes:

Review of the 07.15.25 Board meeting minutes. Corrected minutes approved Barbara D., 2nd Joan B.

Business Reports

Financial Review:

Review of the latest monthly financial report (September 2025). No concerns or issues noted.

- Review quotes for landscaping services for coming year. To date only 2 quotes have been received by RPM. WAC, our current landscaping contractor, have not responded. Quotes from *Pirate Lawn Enforcement* and *Diamond Landscaping*. The Board will complete the final review and approval via email, when all quotes are available.
- RPM has prepared a tentative 2026 budget with increase in Landscaping applied. 2025 CPI anticipated to be ~3%. Potential 2026 dues increase yet to be determined. Per Amber, there will be no increase in RPM fees in 2026.

Landscaping Review:

- Review quote for landscaping See above.
- Backflow damage repair charged via WAC invoice 42245 for \$350. Completed
- New preemergent treatment expected in early October. Homeowners to be notified.

Hospitality Review:

- Neighborhood event in Spring/Summer 2026 TBA

Rules and Regs:

- Where do we stand with outstanding shutters and door paint refreshes?
- . Approved black shutters and doors.
- garage door replacement approved.
- gray shutters approved.
- lamp post replacement approved.
- roof replacement approved. Black Moire.
- new front door white approved.
- exact wood fence replacement (no stain submitted yet) approved.
- . front door not yet completed.
-

The Board plans to address home items including windows, garage doors, lamp post and mailboxes updates in 2026-2027. This is in adherence to the HOA Rules and Regulations.

Other Business:

Annual Meeting scheduled for November 11th, 2025. Agenda and ballots will be mailed soon.

Adjourn: 6:25pm

◆ Amendment on October 13th, 2025

The Board received and approved the landscaping contract with WAC on October 10, 2025. WAC was the most comprehensive and financially acceptable landscaping contractor. The new contract will serve for years 2026 and 2027.

The HOA dues will be increased by \$1.00 starting in January 2026. This was approved by the board on October 13, 2025.

APPROVED _____

Brookridge Quarterly HOA Board Meeting

Tuesday, October 7, 2025 @ 5:30pm at Russell Property Management (RPM) office. Present: Joan Bray, Barbara Dennis, Amber Whittington, Peggy Boltes, Benjamin Dennis. Amy Britton.

Call to Order: 5:30pm

Approval of Minutes:

Review of the 07.15.25 Board meeting minutes. Corrected minutes approved Barbara D., 2nd Joan B.

Business Reports

Financial Review:

Review of the latest monthly financial report (September 2025). No concerns or issues noted.

- To date only 2 quotes obtained for landscaping services for 2026. To date only 2 quotes have been received by RPM. WAC, our current landscaping contractor, has not responded. Quotes from *Pirate Lawn Enforcement* and *Diamond Landscaping* obtained and reviewed. The Board will complete the final review and approval via email, when all quotes are available.
- RPM has prepared a tentative 2026 budget with increase in Landscaping applied. 2025. The CPI is anticipated to be ~3% this year.
Potential 2026 dues increase yet to be determined.
Per Amber, there will be no increase in RPM fees in 2026.

Landscaping Review:

- Review quotes for landscaping See above.
- Backflow damage repair charged via WAC invoice 42245 for \$350. Completed
- New preemergent treatment expected in early October. Homeowners to be notified.

Hospitality Review:

- Neighborhood event in Spring/Summer 2026 TBA

Rules and Regs:

- One outstanding front door, painting pending. Homeowner will be given a final deadline for completion by RPM.
- . Approved black shutters and doors.
- garage door replacement approved.
- gray shutters approved.
- lamp post replacement approved.
- roof replacement approved. Black Moire.
- new front door white approved.
- exact wood fence replacement (no stain submitted yet) approved.

In adherence to the HOA Rules and Regulations.

The Board plans to address homeowner lamp post and/or mailbox maintenance in 2026. Garage door upkeep will be addressed in 2027

Other Business:

Annual Meeting scheduled for November 11th, 2025. Agenda and ballots will be mailed soon.

Adjourn: 6:25pm

◆ Amendment on October 13th, 2025

The Board solicited 3 quotes for landscaping services. The Board received and approved the landscaping contract with WAC on October 10, 2025. WAC was the most comprehensive and financially acceptable landscaping contractor. The new contract will serve for years 2026 and 2027.

The HOA dues will be increased by \$1.00 starting in January 2026. This was approved by the board on October 13, 2025.