

## **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 (1<sup>st</sup>), Benjamin Dennis (2<sup>nd</sup>), 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 (1<sup>st</sup>), Barbara (2<sup>nd</sup>), 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 (1<sup>st</sup>), Bob (2<sup>nd</sup>), 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