

APPROVED 11.09.23

Brookridge HOA Board Meeting

Monday, October 2, 2023 @ 6:00 pm held via ZOOM, due to transmittable virus risk.

Call to Order: Ben Dennis, Sue Deaton, Barbara Dennis, Tammy Perdue, Peggy Boltes. quorum met Meeting called to order by Ben Dennis at 6:20pm.

Approval of Minutes (July 18, 2023):

Minutes from last Board Meeting (July 18, 2023) Minutes approved as presented Motion to pass minutes by Sue Deaton 1st, Tammy Perdue 2nd, unanimous Board agreement.

New Business

Approval History via email during Q3

Board decided against doing an “audit” now via email on 08/01/23
Board decided to sign 2-year landscaping contract via email 08/01/23.
Budget approved by board via email on 08.21.23

Rules and Regs Updates:

Series of meetings outside of quarterly meetings along with quarterly meeting on July 18th.

June 12, 26

July 10

Final R&R approval via email on August 23

2-year landscaping contract executed on 09/06/23

RPM Contract executed on 09/13/23

Annual Meeting materials including Russell Property Management announcement, annual meeting packet, and rules and regulations approved 09/18/23

Annual Meeting materials delivered physically and electronically on 09/25/23

1. **2024 Budget** review and approval. The 2024 budget was email to all Board members prior to this meeting. There is unanimous Board approval of the budget at this meeting.
2. Contents of **Annual Meeting** packets also sent to board members, via email, prior to this meeting. Annual Meeting handouts approved unanimously. Each Board member will make a brief statement at the planned meeting.
3. **2024 Board Members**; Sue Deaton will complete her term on 12/31/2023. The 2024 the Board will include, Benjamin Dennis, Barbara Dennis, Tammy Perdue, Peggy Boltes, with elections pending for 2 new members, Amy Britton, and Bob Edwards. To date 15 of the minimum required 36 ballots have been received.
4. **Landscaping** : Barbara Dennis Landscaping Chair
3 quotes were obtained for removal of the large dead tree, located on the berm (York Road). Contractor (Billy Peadon) chosen, and plan set for the tree to be removed, and stump left. Request that tree removal invoice be submitted as soon as possible to pay out of the 2023 budget. Nandina, at 1st Brookridge entrance, will be removed due to status of the bushes and their invasive behavior. Large evergreens at both entrances will be dramatically trimmed in the spring in hopes of saving the bushes. Board agreed to these items.
Semiannual Pine straw installation is tentatively scheduled for December, following fall cutting and grass fertilization. A homeowner has requested the use Rye grass planting at the back of their home only, for erosion control for the winter. Board approves this request, and all future requests will be made on a case by case basis. Homeowners will need to submit a formal request to use Rye grass.

5. Financials review: Sue Deaton- Treasurer.

The most recent financial statements prepared by DownSouth, the HOA accounting office, are for the period ending August 31, 2023. The full statements for July and August were distributed to the board prior to the board meeting. The financials appear to be on track with the 2023

budget. The positive variance in dues is a result of 4 members paying dues for rest of year. All members are current with their dues.

Balance sheet shows total liabilities & equity @ \$37,178. Expenses pending include fall pine straw/mulch at a cost of approx. \$18,625 which will further reduce equity. The only unexpected expense since the last board meeting was a dead tree removal from berm at a cost of \$850. We have monies in the 2023 budget to cover this expense. Reminder, the board unanimously agreed to delay the audit until after the transfer has been completed with Russell Property Management Company.

6. Russell Property Management company next steps.

Ben has been in communication with Russell Property Management company(RPM). DownSouth Accounting has been notified of the changes, new management company and termination of the contract. The transfer of financial records will begin in November 2023. Anticipate the completion of the transfer to Russell PM by January 1, 2024.

Details of the contract, expectations from RPM, and new homeowner communication will be discussed at the Annual meeting. Some expected changes will include quarterly neighborhood drive through by RPM, all communication will be through RPM, new homeowner packets will come from RPM, new homeowner portal will be used for communications and payments, if homeowner desires.

7. Updated Rules and Regulations: reviewed, finalized and approved via email, by all Board members.

8. Social Calendar (Tammy): Neighborhood Octoberfest is planned, Ladies lunch will re-start in October. Recent request for Tammy Perdue to be interviewed for a Regional Advanced Planning newsletter/media, to share the planning, results of this method of community education and the positive outcome. Board approved this request.

- 9. Next 2024 Board meeting, date TBD**
- 10. Annual Meeting.** November 5th at 4pm.
- 11. Other business** None
- 12. Adjourn** 7:27pm