

**BROOKSIDE CONDOMINIUMS HOMEOWNERS ASSOCIATION  
GRAND TETON PROPERTY MANAGEMENT**

P.O. BOX 2282 Jackson, WY 83001  
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**2013 ANNUAL MEETING**

*Friday, October 25, 2013*

*12:30 PM*

*@ The offices of Grand Teton Property Management  
610 W. Broadway, Suite 203 (The Centennial Bldg.)*

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**MINUTES**

1. Attendance

Rachel Ravitz

Michael Bruck (2 units)

Gail Jensen/Dave Coon

By Proxy:

Shaun Seligman

Lynn Ward

Fred & Mary Peightal

Bridget Meyer

Cheryl Sawyer

Ian Barwell

Tim Bradshaw

Tom Hedges

Larry Dornisch

Brian Ladd

Bruce Williams

Amy Staehr

Tony Labbe

Diane Knetzger

Others present:

Rachel Block Grand Teton Property Management

2. Determination of Quorum

With 18 units present either in person or by proxy, it was determined there was a quorum.

3. Call to Order

Rachel called the meeting to order.

4. Reading and Approval of 2012 Annual Meeting Minutes

Dave Coon moved to approve the 2012 annual meeting minutes as written. The motion was seconded by Rachel Ravitz. Vote: All in favor.

5. Financial Review

**a. Review of 2012/2013 Actual Incomes and Expenses**

Rachel Block reviewed the year to date actuals with the members present pointing out that the total operating revenue was \$48,025, the total operating expenses were \$43,100; amounting to a net income of \$4,925. The operating account balance was \$37,489 and the maintenance reserve account balance was \$45,516 as of 10/9/13.

**b. Review of 2014 Proposed Budget**

The members reviewed the 2014 proposed budget. Rachel Ravitz moved to approve the budget with no increases in dues. The motion was seconded by Michael. Vote: All in favor.

**c. Review of Reserve Funds**

Rachel Block reviewed the reserve funds and the 10 year maintenance project plan. She explained that the plan is used as a tool to plan for these projects. These future projects include staining of the buildings, some siding replacement on building 340 (currently bldg 340 has vinyl that the other buildings do not have and eventually the HOA should think about siding it with the same, consistent siding) and parking lot sealing.

Another topic that was discussed was re-grading of the front lawn to be able to drain water away from the buildings (Building 350 is the worst with water accumulating close to the building) The HOA requested that GTPM get in contact with a landscape architect to develop a grading plan and landscape plan for this area.

6. Old Business

**a. Rules and Regulations**

This past summer there were some issues with residents congregating in the common area and the noise levels continue throughout the night. GTPM requested that all residents keep quiet after 10pm.

**b. Short term rental update**

Rachel Block stated that Gail Jensen and Rachel Ravitz have put in a great amount of time and effort in order to accomplish a short term rental approval through the Town of Jackson. They went through a preliminary meeting and pre-application with the Town Planning Director and decided to proceed with a Zoning Compliance Verification process which examines the Town's Land Development Regulations, present and past with regards to short term use at Brookside. An application was presented to the Town and the members were able to review the response at the meeting which was somewhat disappointing. The members agreed to hire Matt Turner, attorney with Mullikin, Larson and Swift to represent the HOA. The members agreed that there is nothing in the regulations prior to 2009 that prohibits residential short term rental in Brookside or requires approval of an Intermediate Development Plan for a "change of use".

7. New Business / Wish list

a. Exterior staining

The members requested that GTPM obtain a bid for staining all the buildings in the summer of 2014.

8. Other

- There is a tree root that is coming up in the parking lot that will need to be dealt with the next time the parking lot is sealed.

- The hose bib on the outside of unit 1 is frozen and needs to be replaced.

- Rachel stated that a few members (that were not able to attend) requested that she bring up the topic of flood insurance. Currently, only building 350 is in the flood zone and these owners are required to obtain this coverage on their own policy. There are some owners that have had trouble getting a reasonable cost on this coverage. Rachel Ravitz stated that they should get coverage only on the amount of the mortgage loan not on the unit's value. They should also contact a surveyor to obtain an elevation certificate to submit to their insurance. If these owners are still having issues, there might be a possibility that the building of owners could go in together to get the needed coverage.

9. Election of Directors

Michael moved to elect the following slate:

-Rachel Ravitz

-Gail Jensen

-Shaun Seligman

The motion was seconded by Rachel R.

Vote: All in favor.

10. Adjournment

With no further discussion, the meeting was adjourned.

Respectfully submitted,

Rachel Block

GTPM