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**BROOKSIDE HOMEOWNER ASSOCIATION**  
**GRAND TETON PROPERTY MANAGEMENT**  
**PO Box 2282 Jackson, WY 83001**  
**307-733-0205 Fax 307-733-9033**

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**Homeowners Annual Meeting Agenda**  
**Monday, September 14, 2020**  
**5:00 PM Mountain Time**  
**Zoom Meeting**

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**1. Attendance**

Brookside:

*Attended:* Mary Peightal, Ariela & Ron Schreiber (2 units), David Coon & Gail Jensen, Ian Barwell, Tatsiana Kachuk, Ray Polito, Diane Knetzger, Tim Bradshaw, Robin Maffei, Casey Cook, Cheryl Sawyer, Shawn Seligman  
*By Proxy:* Joe & Jenny Andrews, Judith Clifton, Annette Seligman, Raymond Keegan, Lynn Ward,  
*GTPM:* Tina Korpi, Edye Sauter

**2. Call to Order**

The meeting was called to order at 5:14 PM.

**3. Determination of Quorum**

With 17 members present in person, via conference call or by proxy, it was determined there was a quorum

**4. Approval of 2019 minutes**

Ian Barwell made a motion to approve the 2019 annual meeting minutes as presented. Robin Maffei seconded the motion. The vote was all in favor.

**5. Board of Directors' Report**

Mary gave the board of directors' reports. Mary reported on some of the various items that have been completed since the last annual meeting.

- The designated smoking area
- Gutters were installed
- Trimmed large trees by building 340
- Stained walkways
- Purchased new BBQ grill
- Recycling has resumed
- The Exterior window was cleaned in May

Mary also pointed out that the board has met several times to discuss the erosion/drainage project that will be coming up and is working on prioritizing that list.

**6. Review of Financials and Proposed 2021 Budget**

Edye reviewed the 2020 year to date financials. As of 7.31.20, the HOA had an income of \$51,903.48 and expenses of \$45,683.41 for a net income of \$6,220.07.

The maintenance reserve expenses as of 7.31.20 had an expense of \$6,312.50 for staining the walkways.

As of 9.14.20, the association had a balance of \$9,636.85 in the operating account and \$62,475.29 in the maintenance reserve account.

Edye presented the proposed 2021 budgets. The Board has recommended a 5% increase in homeowners dues for the increase in insurance and adding funds to the maintenance reserve deposit. Mary discussed the importance of building the maintenance reserves and following the capital reserve study that was written for Brookside. Robin Maffei made a motion to approve the proposed 2021 budget with a 5% dues increase. Ian Barwell seconded the motion. The vote was all in favor of the 2021 budget with the 5% dues increase and was approved.

**7. New Business**

Ariela Schreibeis discussed there is erosion happening around the buildings. She noted water is moving under buildings. The Board has discussed areas of concern and proceeded in getting two estimates from contractors to help eliminate erosion issues. The Board is looking at the budget and being pragmatic in design solutions. The Board has a few questions for the contractors and is prioritizing the items in the estimates. The Board hopes to select a contractor and scope of the project in their next board meeting.

**8. Election of Board of Directors**

All three board seats are up for election for one-year terms. Homeowners nominated Tim Bradshaw, Ariela Schreibeis, and Ian Barwell. There were no other nominations made. Mary Peightal made a motion to elect the 3 nominations and Robin Maffei seconded the motion. The vote was all in favor to elect Tim, Ariela, and Ian as the board of directors. The board of directors is:

Tim Bradshaw	Term expires 2021
Ariela Schreibeis	Term expires 2021
Ian Barwell	Term expires 2021

**9. Adjournment**

*Respectfully Submitted,*

*Edye Sauter  
Grand Teton Property Management*