

---

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

---

**Homeowners Annual Meeting Agenda**  
**Tuesday, October 5, 2021**  
**5:00 PM Mountain Time**  
**Zoom Meeting**

---

**1. Attendance**

Brookside:

*Attended:* Chris Brady, Ariela, Valerie & Ron Schreibeis (2 units), Ian Barwell, Tim Bradshaw, Mary Lynn Callahan, Casey Cook, Tatsiana Kachuk, Diane Knetzger, Thomas Mikkelsen, Cheryl Sawyer, Teresa Tomaski,

*By Proxy:* Joe & Jenny Andrews, Andrew & Kristin Harwood, Lynn Ward, Raymond Keegan, Shawn Seligman

*GTPM:* Tina Korpi, Edye Sauter

**2. Call to Order**

The meeting was called to order at 5:03 PM.

**3. Determination of Quorum**

With 17 members present via zoom or by proxy, it was determined there was a quorum

**4. Approval of 2020 minutes**

Casey Cook made a motion to approve the 2020 annual meeting minutes as presented. Tim Bradshaw seconded the motion. The vote was all in favor.

**5. Board of Directors' Report**

Ariela thanked the Board and GTPM for their work this past year. Ariela reported on some of the various items that have been completed since the last annual meeting.

- The parking lot had cracks and asphalt repairs, sealed, and the parking space lines painted.
- Did work on the drainage and erosion, filling in low lining areas, install sod and installed downspouts to gutters.
- Repaired concrete and angled concrete to slope away from buildings.
- Updated the area for the firepit to a stone patio.
- Spring clean-up included removing unapproved items outside of units and the buildings. Removed old bikes that had been left by previous residents.
- The exterior windows were cleaned.

Ian discussed items for upcoming projects. Ian noted there are two categories of projects for this next year. One list is items that need to be completed and the other is a list of contingency projects that the members could decide on for 2022. Some of the maintenance items that would be on the list for 2022 are a roof inspection, exterior staining, replacing the steps at the back of the 340 building and addressing the south side of the courtyard. The south side of the courtyard is shaded and a tough area to grow healthy grass. The Board is working on ideas to improve the area by looking at adding stones or pavers similar to other areas at Brookside. The next list would be contingency items that the Board would like to consider if the money is available. Some items to consider are the flower baskets in the parking lots, improving the spaces where there are junipers by either trimming or replacing the junipers, weeding and mulching beds, new chairs for the courtyard and upgrading the fire pit.

**6. Review of Financials and Proposed 2022 Budget**

Edye reviewed the 2021 year-to-date financials. As of 8.31.21, the HOA had an income of \$61,744.02 and expenses of \$57,847.47 for a net income of \$3,896.55. Edye noted there are no delinquent dues.

The maintenance reserve expenses for 2021 are \$12,874.00 for concrete repairs, \$4,260.00 for the parking lot, and \$22,197.00 for the drainage/erosion project.

As of 8.31.21, the association had a balance of \$6,307.86 in the operating account and \$84,678.18 in the maintenance reserve account. Tina noted that is probably tough for any HOA to have a large enough maintenance reserve and that it is a good idea to look at big expenses and plan for those expenses.

Edye presented the proposed 2022 budgets. The Board has recommended a 7% increase in homeowners dues for the increase in insurance, management fees, trash removal, contingency, and adding funds to the maintenance reserve deposit.

Casey Cook made a motion to approve the proposed 2022 budget with a 7% dues increase. Teresa Tomaski seconded the motion. The vote was all in favor of the 2022 budget with the 7% dues increase and was approved.

**7. New Business**

Mary Lynn Callahan would like Brookside to work towards and receive the Trout Friendly Lawn certification. Mary Lynn also asked if a space in the trash area could be made for cardboard and she would volunteer to recycle the cardboard.

**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. Casey Cook nominated the same slate of directors. Chery Sawyer made a motion to elect the 3 nominations and Teresa Tomaski 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 2022
Ariela Schreibeis	Term expires 2022
Ian Barwell	Term expires 2022

**9. Adjournment**

*Respectfully Submitted,*

*Edye Sauter*

*Grand Teton Property Management*