

Brookside Homeowner Association

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

**Homeowners Annual Meeting Minutes**  
**September 29, 2016**  
**5 PM Mountain Time**  
**Offices of Grand Teton Property Management**

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**1. Attendance**

Brookside

GTPM

In person

Gail Jenson and Dave Coon

Tina Korpi

Mary and Fred Peightal

Julie Hamby

Ali Cohane

Ariela Schreibis (proxy for Valerie Schreibis- 2 units)

Rachel Ravitz

Cheryl Sawyer

Via Phone

Larry Salomone

Tim Bradshaw

Doreen Goldyn

By Proxy

Michael Bruck- 2 units

Kirsten Rue

Al Rennison

Diane Knetzger

Raymond Keegan

Lynn Ward

**2. Call to Order**

The meeting was called to order at 5:06 PM

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### 3. Determination of Quorum

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

### 4. Approval of 2015 minutes

The members present reviewed the 2015 annual meeting minutes draft and agreed to the following changes:

5 (a) add *Rachel stated that the two bedrooms units have paid an additional \$20,000 in dues over the past 10 years, with fewer maintenance benefits than the one bedroom units.*

9 add *Legal options were discussed to appeal the building inspector's requirement. Rachel wanted to install the sprinklers. It was discussed how it would be difficult to install sprinklers for some units since it involved common area, and in order to improve common area it would need to be in the best interest of all units.*

Dave made a motion to approve the 2015 minutes with the revisions. Rachel seconded the motion. The vote was all in favor.

### 5. Board of Directors' Report

Mary gave the board of director's report.

- The board has created a maintenance checklist to aid the maintenance person who checks the property.
- TLC is the lawn and snow removal company.
- A storage questionnaire was sent out and received very little response.
- A capital reserve study was completed. It outlines projected maintenance expenses and the funding that is projected to be needed.
- Landscaping was done behind building 340. Sod and irrigation was installed. Planters for flowers was also added.
- Stone was added to the bike area next to building 340. A containment strip was also added there.
- Exterior windows were cleaned.
- The fire pit was removed and a propane fire pit was added.
- The cottonwood trees along the north fence will be removed. This should help with snow storage, drainage, room in a parking space and prevent the roots from buckling the pavement.
- A stone walkway was added in the common area lawn between building 350 and building 360.
- Fence replacement is being planned for the future.

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

### **a. Review of 2016 financials**

Julie reviewed the 2016 financials thru 8.31.16. The income is \$49,221.87. The expenses are \$44,819.45. Thru 8.31.16, the HOA has a net income of \$4,402.42. As of 9.28.16, the HOA has \$21,393.53 in the operating account and \$42,366.30 in the maintenance reserve. The maintenance reserve expense thus far has been \$4,440.00 for parking lot sealing and striping and \$6,954.50 for landscaping behind building 340.

### **b. Discussion of Proposed Dues Increase**

The 2017 proposed budget calls for a dues increase of \$10.36 per one bedroom units and \$13.10 for two bedroom units. The dues increase is to add additional funds to the maintenance reserve, to add funds for annual tree and shrub maintenance, to increase the annual parking lot expense, and there has been an increase in the property management fees. The members present discussed the capital reserve study, which will help the association plan for the funding for future capital expenditures. Mary made a motion to approve the 2017 proposed budget with the dues increase. Dave seconded the motion. The vote was all in favor to approve the 2017 proposed budget with the dues increase.

## **7. Other Items**

- A member asked about earthquake insurance and how the premium is determined and if the structure of the building is taken into consideration. GTPM will check with the insurance carrier.
- A member mentioned that the water and sewer lines are not included in the capital reserve study. Julie will contact Paul with Club Capital Partners and have this added to the study.
- The members present discussed the short-term rentals. The appeal with the town is still on hold and legal options were discussed. Installing sprinklers is very expensive and currently the issue is on hold.

## **8. Election of Board of Directors**

All three positions are up for election for a one-year term. Dave nominated Mary Peightal, Gail Jensen and Ali Cohane to be the board of directors. Larry seconded the motion. The vote was all in favor.

## **9. Adjournment**

With no further business, Cheryl motioned to adjourn the meeting. Gail seconded the motion. The vote was all in favor. The meeting was adjourned at 6:12 PM.

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*Respectfully Submitted,*

*Julie Hamby  
Grand Teton Property Management*

\*\*\*Approved at 2017 annual meeting

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