

**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 4, 2022
5:00 PM Mountain Time
Zoom Meeting**

1. Attendance

Brookside:

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

By Proxy: Andrew & Kristin Harwood, Gail Jensen, Ryan Persinger, Lynn Ward,

GTPM: Tina Korpi, Edye Sauter

2. Call to Order

The meeting was called to order at 5:08 PM.

3. Determination of Quorum

With 16 members present via Zoom or by proxy, it was determined there was a quorum

4. Approval of 2021 minutes

Tim Bradshaw made a motion to approve the 2021 annual meeting minutes as presented. Casey Cook seconded the motion. The vote was all in favor.

5. Board of Directors' Report

Ian reported on some of the various items that have been completed since the last annual meeting.

- Exterior staining was completed on all four buildings.
- Purchased six Adirondack chairs for the courtyard.
- Planted flowers in the parking lot baskets.
- Replaced old faded signage.
- Replaced the back steps on the 340 building.
- Recycling cardboard, thank you Mary Lynn for taking the cardboard to the recycling center.
- The exterior windows were cleaned.
- Roofs inspected.

Ariela discussed items for upcoming projects.

- A planter box is being built and will be installed on the side of the 340 building at the end of the gutter spout.
- The Board is working on addressing the south side of the courtyard, considering adding flagstone steps to mitigate erosion.
- Ray reported that the post near the south-end courtyard has sunk a bit. Casey offered to assess and give an opinion on repairs if the post is not level.
- Replace and repair broken boards in the parking lot fence.
- Staining picnic table. Mary Lynn and Ariela offered to stain the table.
- Weed control around the parking lot and utility box and trimming bushes that have been overgrown.
- Juniper replacement. The members discussed ideas for the dead juniper bushes. Casey suggested cutting the bushes to the ground, and replacing and or adding new mulch. The members discussed the cost estimate for doing this project and noted that it is expensive.

- Replace the torn plastic downspout from the gutter. The members asked if TLC would replace it as it looked damaged from the weed whacker. The members thought it would be could to replace it with metal flex, not plastic.
- Firepit replacement. The members decided to put this on hold as other projects have priority. The current firepit is still working.
- A member asked if the building numbers could be moved to a better location so they are not blocked by trees.
- Roof inspection recommended sealing all of the pipes, and turtle vents, and removing tree branches. The roofer gave a proposal of \$6500 for all four buildings. The members agreed on the proposal.
- Dryer vent cleaning. Edye discussed that the dryer vents are scheduled to be cleaned in the last part of October by Quality Air Solutions. Quality Air will need access to each unit and dryer. They will be inspecting clamps and hoses and replacing them as necessary.

6. Review of Financials and Proposed 2023 Budget

Tim reviewed the 2022 year-to-date financials. Tim noted as of 8.31.22 the expenses are in line with the budget. The HOA has an income of \$64,608 and expenses of \$64,341 for a net income of \$266. Edye noted there are no delinquent dues.

The maintenance reserve expense for 2022 is for exterior staining.

As of 9.14.21, the association had a balance of \$11,556.94 in the operating account and \$74,538.17 in the maintenance reserve account.

Tim presented the proposed 2023 budget. The Board has recommended a 7% increase in homeowners dues for the increase in insurance, water and sewer, trash removal, snow removal, lawn care and adding funds to the maintenance reserve deposit.

Ray asked if the front doors could be repainted as they are pretty scratched and it has been a while since they have been painted.

Mary Lynn asked if watering could be reduced and work towards the trout-friendly program. This could save money on the water bill.

Tim and the members discussed a roof replacement that will be needed in the next couple of years. The members said next year they should start putting money in a reserve for the roof replacements.

Tim made a motion to approve the proposed 2023 budget with a 7% dues increase. Ian seconded the motion. The vote was all in favor of the 2023 budget with the 7% dues increase.

7. New Business

Mary Lynn Callahan asked if the courtyard lights could be replaced with dark sky-compliant light fixtures. Mary Lynn asked if the walkways could be on a motion sensor. Tina said that motion sensors are not recommended and the lights should remain on when dark for safety and HOA insurance. Casey suggested repositioning the lights by the grill to point toward the ground and not up to reduce light outwards and upwards.

Mary Lynn suggested making the garbage area bear-resistant. Tina suggested checking with the trash company to see if and when they would have bear-resistant or latching lids on the dumpster.

8. Election of Board of Directors

Ian has decided not to re-run for the election. Ariela thanked Ian for all his time and energy on the board.

All three board seats are up for election for a one-year term. Homeowners nominated Tim Bradshaw, Ariela Schreibeis, and Chris Brady. Ian Barwell made a motion to elect the 3 nominees and Casey Cook seconded the motion. The vote was all in favor of electing Tim, Ariela, and Chris to the board of directors. The board of directors is:

Tim Bradshaw	Term expires 2023
Ariela Schreibeis	Term expires 2023
Chris Brady	Term expires 2023

9. Adjournment 6:40 pm

Respectfully Submitted,

Edye Sauter, Grand Teton Property Management