

**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 3, 2023
5:00 PM Mountain Time
Zoom Meeting**

1. Attendance

Brookside:

Attended: Chris Brady, Ariela, Valerie & Ron Schreibeis (2 units), Tim Bradshaw, Mary Lynn Callahan, Casey Cook, David Coon, Tatsiana Kachuk, Robin Maffei, Thomas Mikkelsen, Cheryl Sawyer, Richard Waters

By Proxy: Andrew & Kristin Harwood, Ray Keegan, Lynn Ward

GTPM: Tina Korpi, Edye Sauter

2. Call to Order

The meeting was called to order at 5:09 PM.

3. Determination of Quorum

With 15 members present via Zoom or by proxy, it was determined there was a quorum.

4. Approval of 2022 minutes

Mary Lynn Callahan motioned to approve the 2022 annual meeting minutes as presented. David Coon seconded the motion. The vote was all in favor.

5. Board of Directors' Report

Ariela reported on various items that were completed since the last annual meeting.

- Purchased a picnic table for the courtyard.
- Planted flowers in the parking lot baskets and this year added new soil and liners.
- Trees have been fertilized.
- Stones were replaced in the smoking area that had been damaged by snow removal.
- Recycling cardboard, thank you, Mary Lynn, for taking the cardboard to the recycling center.
- The exterior windows were cleaned.
- Dryer vents were cleaned in each unit.

Ariela discussed items for upcoming projects.

- Gutter cleaning after the leaves fall.
- 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 adding flagstone to mitigate erosion in the south end of the courtyard.
- Replace and repair broken boards in the parking lot fence.
- Juniper removal and replacement.
- The Board has asked the landscaping company to replace the torn plastic downspout from the gutters.
- Mary Lynn asked if weed control around the parking lot and utility box and trimming bushes could be addressed and added to the regular landscaping.
- Leak in the water service line near the 362 building. Tina Korpi discussed she is working with Westwood Curtis to locate the leak. Tina will send out information regarding the leak detection and potential costs to owners once it is available.

Chris discussed with the homeowners that they have signed a snow removal contract with the same company as last year. Chris noted they are contracted to come in the morning on snow days and will use a snowblower and ice melt for the sidewalks. The contract is a flat rate contract this year.

6. Review of Financials and Proposed 2024 Budget

Tim reviewed the 2023 year-to-date financials. Tim noted that as of 8.31.23, the expenses are in line with the budget. The HOA has an income of \$70,019 and expenses of \$67,880 for a net income of \$2,139. Edye noted there are no delinquent dues.

As of 9.8.23, the association had a balance of \$5,462 in the operating account and \$66,782 in the maintenance reserve account. The members asked if a portion of the maintenance reserve funds could be put into a CD to earn interest for the HOA.

Tim presented the proposed 2024 budget. The Board has recommended no increase in homeowners dues.

David Coon asked if the owners would consider a 5% increase in dues and the increase would be for increases in costs and the cost to repair the water service line.

Casey motioned to approve the proposed 2024 budget with no dues increase. Ron Schreibeis seconded the motion. The vote was all in favor of the 2024 budget with no dues increase.

7. New Business

Mary Lynn Callahan asked the Board to consider air conditioning units for Brookside.

8. Election of Board of Directors

All three board seats are up for election for a one-year term. Casey Cook motioned to re-elect the same 3 Directors and Robin Maffei 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 2024
Ariela Schreibeis	Term expires 2024
Chris Brady	Term expires 2024

9. Adjournment 5:43 pm

Respectfully Submitted,

Edye Sauter, Grand Teton Property Management