

Brookside East Condominium Association

Board of Directors Minutes

I. Board of Directors Minutes – February 9, 2026 7:00pm

Call to Order

The regular meeting was called to order at 6:59 pm by Lee Reiff, President of the Board of Directors (BOD).

Roll Call

A roll call of BOD members was called by Lee Reiff, President. Present were Donna Balta, Treasurer; Mary Breier, Secretary; and Barbara Reinke, Director. Sandy Dittman was present, representing Managing Agent – SP Management.

Minutes

The minutes of the November 10, 2025 meeting were made available to the Board and posted to the website in draft. Motion to officially accept the minutes made by Donna and seconded by Barbara – PASSED unanimously by the Board.

Financial Report

Donna Balta presented, and the Board accepted the Financial Report as of January 31, 2026, showing the assets of the Association as:

First Citizens Bank	\$ 26,989.77
Gold Coast MMA	145,407.00
Gold Coast CD	79,161.04
Total Assets	\$251,557.81

Old Business

A. Non-cleaning of Dryer Vents is still a serious issue. We may need to fine unit owners who do not comply with the rules.

B. The new cleaning service Courtesy Cleaning is doing a good job- no complaints. The service is every other week. Please keep common areas tidy and clean up any spills between service days.

C. 7716 Building does not have a current elevator certificate. We will try to get an updated certificate for 2026.

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New Business

(Working to get quotes for A, B, C, E & F)

- A. Garage floors power washed and new striping.
- B. Carpet cleaning of common areas in all four buildings.
- C. Parking Lot resurfacing.
- D. Bruno Tuckpointing quoted \$4,000 to repair four entrance pillars, two at each driveway.
- E. New lawn care service. Replenish mulch where needed and mulch parkway trees.
- F. Replace Garage exhaust system sensors, 16 sensors in total.
- G. Repair west wall of 7722 garage -water behind the electrical box with rain from the west.
- H. cbcox website is ending. Considering a newsletter, new website, or emailing minutes.

Lee motioned to adjourn the meeting and Mary seconded. Meeting adjourned at 7:22 p.m.

Open Discussion

We discussed the following items:

- A. cbcox website ending:
Distribute minutes: Newsletter, New Website, US postal mail, Email, Bulletin board
Website or mass email as blind copy, invisible to others.
Additional Information and documents available on the website.
- B. 7710 Garage floor retains rain and melted snow at two spaces.
- C. Street side of 7710 electrical box exposed cable. Sandy called AT&T to tend to it.
- D. Volunteer to assist Lee with building intercom codes.
- E. Rule to charge fee for not following rules and regulations i.e.: vent cleaning.
- F. Notices for meetings posted on bulletin boards for quarterly meetings, mailed for Annual of Election of Board of Directors.