

Brookside East Condominium Association

Board of Directors

Board of Directors Meeting Minutes - August 10, 2026 – 7:00 PM

Call to Order

The regular meeting was called to order at 7:00 pm by Lee Reiff, President of the Board of Directors.

Roll Call

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

Minutes

The draft of minutes from the May 11, 2026 meeting was distributed to the Board and posted on the association's website. A motion to approve the minutes was made by Barbara and seconded by Donna.

Financial Report

Donna Balta presented, and the Board accepted the Financial Report as of August 10, 2026, showing the assets of the Association as:

First Citizens Bank	\$30,241.62
Gold Coast MMA	163,148.89
Gold Coast CD	79,161.04
Total Assets	\$272,551.55

Old Business

- A. Discussed proposals for multiple repair projects.
- B. Further explanation of dryer vent cleaning requirements.
- C. Reminder: The Board approved a revision of the Rules and Regulations requiring annual dryer vent cleaning. A \$500 fine will be issued to owners who fail to comply.

Brookside East Condominium Association

Board of Directors

Board of Directors Meeting Minutes - August 10, 2026 – continuation...

New Business

- A. Building 7722 seepage near the garage electrical box is ongoing. Additional repair proposals are pending.
- B. Replacement of garage carbon monoxide sensors has been completed in all four buildings.
- C. Garage exhaust fan repairs at 7716 and 7728 are pending from Liberatore Electrical Services.
- D. A third-floor window in Building 7710 was damaged during the early July storm. The two repair proposals received differ greatly in cost, and we are waiting for clarification on the work included in each.
- E. Shutters that were damaged or lost during the late-July storms will be replaced once a lift becomes available.
- F. Mueller Roofing will replace the gutter downspouts, fix loose shingles, and repair or reinstall the aluminum fascia damaged in the July storms.
- G. JS Construction removed and disposed of trees and branches damaged by the July storms.
- H. Any screen damage from the recent storms needs to be handled by the unit owner. To make things easier, our website lists contact information for two companies that other owners have used for balcony screen repairs and new installations.
- I. The drain tile at 7710 (south lawn area) is damaged. Alberts & Sons is scheduled to complete the repairs.
- J. Parking lot patch repairs have been completed, and sealcoating is awaiting scheduling.
- K. Potential roof replacements and special assessments may be required very soon. Each building will be evaluated to determine which projects are most urgent.
- L. Brookside East Condominium Association urgently needs **three new board members**. Current members end their service at year end, leaving these seats vacant. To ensure uninterrupted operations and prevent the Association from entering **Receivership**, these positions must be filled without delay. The **November meeting** is the scheduled **Annual Election of Officers**.

Brookside East Condominium Association

Board of Directors

Board of Directors Meeting Minutes - August 10, 2026 – continuation...

Adjournment:

Lee moved to adjourn the meeting, and Mary seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:20 p.m.

Post meeting Discussion

Friendly Reminders:

- The new website: www.brooksideeastcondoassoc.com
- Summer is here. There is still time to get your air conditioning unit serviced.
- Broken windows need to be replaced within 10 days.

Open discussion:

Urgent need for new board members

Discussion continued regarding the need for additional board members. Attendees suggested sending a notice to all unit owners—by email, post mail, or hand delivery—containing the “No Board Members?” advisory. They also recommended including a short description of board member duties in the notice or on the association website. **(Next meeting, November meeting, is the Annual Election of Officers),**

Brookside East cannot be combined with another condo association.