

# Brookside East Condominium Association

## Board of Directors

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### Board of Directors Meeting Minutes - May 11, 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. Present were Donna Balta, Treasurer; Mary Breier, Secretary; and Barbara Reinke, Director. Sandy Dittman was present, representing Managing Agent – SP Management.

#### Minutes

Draft minutes from the February 9, 2026 meeting were distributed to the Board and posted on the building bulletin boards. A motion to approve the minutes was made by Donna and seconded by Barbara.

#### Financial Report

Donna Balta presented, and the Board accepted the Financial Report as of May 11, 2026, showing the assets of the Association as:

|                     |                  |
|---------------------|------------------|
| First Citizens Bank | \$ 43,193.13     |
| Gold Coast MMA      | 154,224.26       |
| Gold Coast CD       | <u>79,161.04</u> |
| Total Assets        | \$276,578.43     |

#### Old Business

Secured proposals for needed work.

#### New Business

- A. Carpet cleaning of common areas in all four buildings is scheduled for May 18th.
- B. Power wash and stripe garage floors: Burrell Bros. contract approved; date TBD.

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- C. Parking lot patch and resealing: Seal-Rite contract approved; date TBD.
- D. Bruno Tuckpointing completed repairs to driveway entrance pillars on April 28, 2026
- E. Garage carbon monoxide sensor replacements in all four buildings, 16 sensors in total: Liberatore Electrical contract approved; date TBD.
- F. Bruno Tuckpointing completed repairs at 7722 garage to address rainwater leaking behind the electrical box, and repairs at 7710 to address water leaking into the hallway.
- G. The AT&T box on the east side of 7710 has been serviced, but the box is still leaning.
- H. A new website has been created: [www.brooksideeastcondoassoc.com](http://www.brooksideeastcondoassoc.com)  
The website contains some of the same information as the previous site and is still under construction. Suggestions and feedback are welcome.
- I. Further explanation regarding dryer vent cleaning: The Association will continue to schedule dryer vent cleaning services in September through its selected vendor. Unit owners who choose not to use the Association's vendor may hire their own qualified dryer vent cleaning company, provided proof of service is submitted to SP Management by the end of the year.
- J. The Board voted to approve the revision to the Rules and Regulations concerning Dryer Vent Cleaning, which establishes a \$500 fine for owners who do not have their dryer vents cleaned annually. The motion to adopt the revised policy was made by Donna and approved unanimously by Lee, Mary, and Barbara.

### **Adjournment:**

Lee motioned to adjourn the meeting and Donna seconded. Meeting adjourned at 7:18 p.m.

## **Post meeting Discussion**

### **Friendly Reminders:**

- \*Please slowdown in the parking lot and drive responsibly to keep everyone safe.
- \*Let's keep our buildings clean and safe. If something drops, please pick it up.
- \*Summer is almost here, time to get your air conditioning unit serviced.

### **Open discussion:**

Electric buzzing due to failing or dirty air conditioning units.  
County Property Tax increase.  
Service dates pending on garage power washing, parking lot resurfacing, CO sensors.  
Maintaining newer lilac and hydrangea trees trimming and securing.  
Speeders in parking lot.