

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting February 15, 2010 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Ken Belsley at 7:20 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Stan Zemaitaitis, Chris Andrews, Lisa Prather, Elizabeth Hinkle and Dan Lasher were also present. It was determined that a quorum was established. Doug Pinner from McNeil Management also attended.

2. Reading of Unapproved Minutes

The Board reviewed prior Board Meeting minutes from December 7, 2009 and from January 22, 2010. October 2009 meeting minutes were not yet available from prior Secretary Elizabeth Hinkle, but will be reviewed at a later meeting.

On Motion: Duly made by Elizabeth Hinkle, seconded by Chris Andrews and carried unanimously.

Resolve: To waive reading of the minutes and approve them as presented.

3. Agenda Items

Financial & Management Reports: Manager presented the financial and management reports and responded to questions from the board members. Manager indicated that the Association, via lien foreclosures occurring during the collection process, may shortly be taking title to one or more properties within the neighborhood. In the event that the Association takes title to a property, the Manager inquired as to the Association's desired course of action following acquisition of title. Manager briefly explained that the Association, in order to recoup unpaid assessments, interest, late fees, etc., would be able to rent the property to generate income or could immediately seek to sell the property to an investor. The Board discussed the possibilities.

On Motion: Duly made by Chris Andrews, seconded by Dan Lasher and carried unanimously.

Resolve: To adopt the general policy that the Association seek to transfer title of a property acquired via lien foreclosure to an investor in consideration of the investor paying the outstanding assessments, late fees, interest, attorney fees, costs, etc.

Community Flyer: Manager recommended that the Association send another community wide flyer regarding areas requiring attention on a large number of lots within the community. Specifically noted, were discolorations that need to be removed from homes, mailboxes, etc. HOA plans to include flyer or newsletter within 2nd Annual Meeting mailing, if possible, in order to reduce cost.

On Motion: Duly made by Chris Andrews, seconded by Lisa Prather and carried unanimously.

Resolve: To proceed with community-wide notice regarding widespread issues.

Irrigation Repairs: Ken Belsley presented the irrigation repair proposals from Golden Sun Landscaping. Ken explained that these remaining issues were leftover from prior landscaper and not the responsibility of the current contractor. These repairs are needed to bring the irrigation system into proper working order so Golden Sun can assume responsibility per their contract going forward.

On Motion: Duly made by Elizabeth Hinkle, seconded by Dan Lasher and carried 5 in favor and 1 (Stan Zemaitaitis) against.

Resolve: To authorize Golden Sun Landscape to proceed with irrigation repairs totaling approximately \$2,070 as represented by their repair quotes.

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Reserve Study: Manager presented the Reserve Advisors' proposal to update the Associations' Reserve Study previously completed in 2006. Manager described the general intent of a reserve study and why it is considered important to have the study updated every several years.

On Motion: Duly made by Chris Andrews, seconded by Stan Zemaitaitis and carried unanimously.

Resolve: To postpone updating the reserve study for now and reevaluate next year.

Reserve Expenditures: Manager indicated that via visual inspection, homeowner complaints and/or board member statements, various portions of the perimeter fence located throughout the community require maintenance and/or repair. Several board members confirmed that the fence has been largely neglected for some time. Manager recommended that the Association immediately begin formulating a plan to address the current issues with the perimeter fencing and to provide for its routine maintenance thereafter.

On-Site Personnel Job Description: Chris Andrews indicated that the Personnel Committee has not yet completed its revisions to the onsite personnel job description(s). The Board and the Personnel Committee are aware of recent concerns raised by homeowners and are seeking to remedy any potential issues or confusion by clearly documenting the job description(s). Once the committee has completed its process, they will present their recommendations to the Board for final approval and implementation.

Board Member Classes & Terms: Manager presented an information sheet/chart which clearly illustrates the classes of board members, the associated terms and the succession of board members in each class since 2006. Per request of the Board, this information sheet/chart was populated using prior meeting minutes and the prior board member tracking sheet kept by the Secretary. This action was taken merely to improve the format and/or readability of the information. Manager asked that the Board review the information in its new format and confirm its accuracy.

On Motion: Duly made Chris Andrews, seconded by Elizabeth Hinkle and carried unanimously.

Resolve: Confirmed the accuracy of the board classes, terms and succession of board members as illustrated by the new information sheet/chart.

Official Records Request Policy: Manager presented the current records request policy and suggested that it be updated to represent the new mailing address of the Association. The board members discussed the policy and suggested that the Association's legal counsel should review the policy for completeness and/or to ensure conformity with Florida Statutes.

On Motion: Duly made Dan Lasher, seconded by Lisa Prather and carried unanimously.

Resolve: To approve the records policy contingent upon final review by legal counsel and mailing address change.

Resignation of Officer: Ken Belsley tendered his resignation from the officer position as President of the Association and asked to serve instead as director. The board members discussed which of the remaining members should step into a role as President of the Association.

On Motion: Duly made Ken Belsley, seconded by Stan Zemaitaitis and carried unanimously.

Resolve: To appoint Chris Andrews to fulfill the role of President for the Association.

On Motion: Duly made Elizabeth Hinkle, seconded by Lisa Prather and carried unanimously.

Resolve: To appoint Dan Lasher to fulfill the role of Vice President for the Association.

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4. Open Session for Comments:

The Board and Manager responded to general questions from owners in attendance.

5. Adjournment

On Motion: Duly made Lisa Prather, seconded by Dan Lasher and carried unanimously.

Resolve: To adjourn the meeting at 8:35 PM.

Prepared by Manager on behalf of Secretary