

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting July 19, 2010 Meeting Minutes

### 1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Chris Andrews at 7:07 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Stan Zemaitaitis, Tom Leavitt, Elizabeth Hinkle and Terrence Russell 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 the prior meeting minutes. October 2009 meeting minutes were not yet available from prior Secretary Elizabeth Hinkle, but will be reviewed at a later meeting if/when available.

**On Motion:** Duly made by Tom Leavitt, seconded by Elizabeth Hinkle and carried unanimously.

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

### 3. Agenda Items

**Perimeter Fence:** Committee not available for update. Fence survey questionnaires are being returned by some homeowners. Board will review responses to judge community interest regarding fence issue.

**On-Site Personnel Job Description:** Committee not available for update.

**Neighborhood Entry Signage:** Paul Knauer not available for update.

**Trees Growing Through Fence:** Manager prepared letter to known address on Tuscanny Street where this is an issue. Chris Andrews said he would provide a photo and address for another lot(s) where this is also a problem. Manager will send same letter to each address identified by HOA.

**No Parking Signs:** Chris Andrews still needs to get with the county regarding authorization for installation of the signs along the county roadways. Chris will alert manager when county has given approval and Association is ready to proceed. Board selected Signs by Mineo as the preferred vendor to provide the signs and posts when the time comes. Additional discussion will be held regarding rules and/or reservations for use of soccer area. Additional text may need to be included on the signs regarding these rules, reservation process, etc. HOA will decide and alert manager accordingly.

**Flag Pole Light:** Staples Electric revisited the site for further review of the wiring, timers, etc. and provided additional options for lighting of the flag pole at the pool pavilion. The Board requested an additional competitive bid for the work to include similar options. Manager will provide a comparable proposal from another vendor.

**Financial & Management Reports:** Manager presented the financial and management reports and responded to questions from the board members.

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**Pool Pump Impeller Motor:** Board discussed that the pool pump impeller motor has been showing signs of imminent failure for some time now. Because no one knows exactly when the motor will fail, the Board discussed the pre-authorization for the motor to be replaced by an appropriate vendor when the time comes.

**On Motion:** Duly made by Stan Zemaitaitis, seconded by Terrence Russell and carried unanimously.

**Resolve:** To pre-authorize the replacement of the pool pump impeller motor by a qualified vendor if/when needed at a cost not to exceed \$6,000.

**Reserve Study Update:** Board discussed that the Reserve Study produced in 2006 needs to be updated to account for changes in life expectancy, pricing, etc. of the Association's assets.

**On Motion:** Duly made by Terrence Russell, seconded by Tom Leavitt and carried four (4) in favor and one (1) against.

**Resolve:** To accept the proposal previously provided by Reserve Advisors to update the Brentwood Hills Reserve Study.

**Officer Positions:** The Board discussed the officer positions.

**On Motion:** Duly made by Tom Leavitt, seconded by Terrence Russell and carried unanimously.

**Resolve:** To elect Paul Knauer to fulfill the position of Treasurer.

#### 4. Open Session for Comments:

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

#### 5. Adjournment

**On Motion:** Duly made by Stan Zemaitaitis, seconded by Tom Leavitt and carried unanimously.

**Resolve:** To adjourn the meeting at 8:50 PM.

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Prepared by Manager on behalf of Secretary