

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting August 16, 2010 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Chris Andrews at 7:02 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Tom Leavitt, Paul Knauer, 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 as well as the October 2009 meeting minutes provided by Elizabeth Hinkle.

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

Resolve: To waive reading of the July 2010 minutes and approve them as presented.

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

Resolve: To waive reading of the October 2009 minutes and approve them as presented.

3. Agenda Items

Perimeter Fence: Committee not available for update. Chris Andrews will email a copy of the fence proposal summary to all board members and the manager. Fence survey questionnaires are being returned by some homeowners. Survey will remain open through 8/31/10. Board will tabulate results and review responses to judge community interest regarding fence issue.

On-Site Personnel Job Description: Committee provided draft of job description(s) to Board of Directors for consideration and review. The Board discussed various aspects of the language and recommended a number of changes. Paul Knauer will update the document according to the Board's recommendations and resubmit for final review/discussion at next meeting.

On Motion: Duly made by Paul Knauer, seconded by Elizabeth Hinkle and carried unanimously.

Resolve: To table the Personnel Job Description matter pending proposed changes and/or further discussion.

Neighborhood Entry Signage: Paul Knauer provided updates regarding sign repair quotes from several vendors. Paul provided recommendations regarding the vendors who responded. Terrence Russell is seeking bids from qualified vendors regarding replacement signage for the Clarion neighborhood within Brentwood Hills.

On Motion: Duly made by Paul Knauer, seconded by Tom Leavitt and carried unanimously.

Resolve: To accept the entry signage repair proposal from Hanson Homes.

No Parking Signs: Chris Andrews explained the complexity of the process to obtain county authorization for installation of the signs along the county roadways. 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.

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Flag Pole Light: Manager presented competitive proposals from multiple vendors for the lighting repairs/installation needed at the amenity area.

On Motion: Duly made by Elizabeth Hinkle, seconded by Paul Knauer and carried unanimously.

Resolve: To accept the proposal from Staples Electric for repair of the flag light, installation or related timer and installation of additional low voltage landscape lighting.

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

Mass Mailed Enforcement Memo: Manager indicated that the vast majority of homeowners have failed to cooperate with the Association's request that each owner maintain their lots appropriately. The vast majority of lots within Brentwood Hills require some form of maintenance to remain in keeping with the deed restrictions. Manager has asked that the Association proceed to send a FINAL, mass-mailed notice giving all owners a final opportunity to self-correct the issues on their lots. The Association will then be prepared to begin sending violation notices to individual owners and following up with legal action as needed for those owners who remain in non-compliance.

On Motion: Duly made by Chris Andrews, seconded by Terrence Russell and carried unanimously.

Resolve: To authorize Manager to prepare and send a mass-mailed memo to all owners on September 1, 2010 giving all owners until September 30, 2010 to self-correct any/all remaining issues on their lots before specific enforcement actions are initiated.

Official Records Access Policy: In February 2010, the Association approved the Brentwood Hills Records Access Policy pending final review by legal counsel. Manager presented the attorney reviewed/updated policy for ratification by the Association.

On Motion: Duly made by Terrence Russell, seconded by Elizabeth Hinkle and carried unanimously.

Resolve: To ratify the February 2010 Brentwood Hills Records Access Policy as presented following attorney review/update.

Resignations: Chris Andrews passed along communication received from Dan Lasher (via email) and Stan Zemaitaitis (verbally) that they have both resigned from the Brentwood Hills Board of Directors effective immediately. Chris Andrews also personally tendered his resignation from the Brentwood Hills Board of Directors verbally to the other members.

Officer Positions: The remaining board members discussed the open officer position of President.

On Motion: Duly made by Terrence Russell, seconded by Elizabeth Hinkle and carried unanimously.

Resolve: To elect Tom Leavitt to fulfill the officer position of President.

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

4. Open Session for Comments:

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

5. Adjournment

On Motion: Duly made by Elizabeth Hinkle, seconded by Terrence Russell and carried unanimously.

Resolve: To adjourn the meeting at 9:15 PM.

Prepared by Manager on behalf of Secretary