

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting September 20, 2010 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:10 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 prepared by Manager.

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

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

3. Agenda Items

Landscape Committee: Committee Chair Terrence Russell provided a brief update regarding community landscaping. There have been at least 20 sprinkler heads broken by vandalism and/or vehicle damage. Various pests are invading the turf areas and causing damage, even to the new sod. The contractor is working with different chemicals to determine the best solution. HOA is temporarily halting sod replacement until pests can be eliminated. Relationship with contractor is a work in progress.

Architectural Committee: Committee Chair Miguel Viruet indicated that the committee is considering new color schemes for homes with clay roofs and will adjust standards as needed. The committee has noticed some inconsistencies between certain approved requests and the actual changes being conducted. The committee will follow up with the Board and Manager as needed to pursue any violations.

Appointment of Directors: Tom Leavitt presented the notice to homeowners regarding board member appointment procedures for vacancies and the requirements for owners to be considered viable candidates. The Board then reviewed and discussed the current candidate submissions and information. Terrence Russell shared his comments regarding the negative tone of the submission provided by one of the candidates and that it does not seem to indicate a "team" mindset but instead seemed more subversive regarding the HOA or Board in general. Paul Knauer offered his comments in support of what Terrence had shared.

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

Resolve: To appoint Chaplain Celerin to fill the Class I vacancy on the Board of Directors.

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

Resolve: To elect Chaplain Celerin as the Vice President of the Board of Directors.

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Perimeter Fence: Manager provided hardcopies of the fence proposals received thus far by the fence committee to Tom Leavitt. Manager will tally the survey results ASAP and email them to the Board for review along with any additional comments provided by homeowners.

On-Site Personnel Job Description: Committee provided final draft of job description(s) to Board of Directors for consideration and review. Paul Knauer will also email them to the Board for individual review/input. The Board discussed the creation/inclusion of an employee handbook to indicate holidays, procedures, etc. The Board also discussed other factors of employee positions.

Neighborhood Entry Signage: Paul Knauer indicated that most of the sign repair work has been completed but several corrections and/or further efforts will be required before invoice is approved for payment. In addition to those signs being repaired/repainted, there are at least three (3) signs which are too far gone and will need to be replaced entirely, plus an additional eight (8) new signs that will need to be installed where they do not currently exist. Paul is recommending that the new signs at all locations be of a uniform style and size.

No Parking Signs: Tom Leavitt and Elizabeth Hinkle are working with HCSO resource officer (who has been helpful in the past) in an attempt to eliminate some red tape and expedite the installation of the signs near the soccer pitch.

Flag Pole Light: Manager to follow up with selected contractor regarding scheduling and completion of the approved work.

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

Mass Mailed Enforcement Memo: Manager and Board discussed that a few owners have been taking steps to correct maintenance issues on their lots based on the recent mass mailing. As indicated, Manager will initiate the process of official enforcement notifications on October 1, 2010. The HOA may use a "phased" approach to address those neighborhoods with the highest volume of violations first so the Association can cope with the total volume of lots requiring legal enforcement action at any given time.

Card Access to Amenity Area: Several issues have occurred recently regarding pool access privileges being revoked. Board discussed the details of each incident and agreed that pool access is only allowed to non-residents if/when they are accompanied by a Brentwood Hills resident in good standing. Residents who allow their pool access cards to be used by non-residents will have their privileges revoked.

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

Resolve: To allow the full six (6) month HCSO trespassing citation to expire before once again granting pool access to the female resident minor at unit 6749 with the stipulation that the minor only be allowed to visit the pool if/when accompanied by her parent.

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

Resolve: To reinstate the pool access for unit 7298 with the stipulation that the tenant/resident be present with their guests who wish to use the facilities.

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

Resolve: To adjust the pool hours as needed to allow for extended seasonal usage.

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