

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting October 18, 2010 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:08 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance and the manager presented the affidavit of mailing as proof of proper meeting notice. Directors Tom Leavitt, Paul Knauer, Chaplain Celerin 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 Terrence Russell, seconded by Chaplain Celerin and carried unanimously.

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

3. Agenda Items

Landscape Committee: Committee Chair Terrence Russell provided a brief update regarding community landscaping. Irrigation system continues to be plagued by vandalism and/or vehicle damage. The contractor is proactively working to correct issues with new sod and/or replace lost areas at their own expense as needed.

Architectural Committee: Committee Chair Miguel Viruet presented the committee's report and indicated that the committee is working to improve the design standards.

Perimeter Fence: Tom Leavitt presented results from fence survey. The Board briefly discussed the results and fencing options. They determined that more research is needed before moving forward.

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.

On Motion: Duly made by Paul Knauer, seconded by Chaplain Celerin and carried unanimously.

Resolve: To approve the personnel job descriptions for the Facility Maintenance Manager and Pool Attendant positions.

Neighborhood Entry Signage: Paul Knauer indicated that phase 1 of the sign repair work has been completed. Some of the existing signs were beyond repair and must be replaced. Several neighborhood entries are missing signs entirely. He is working with local sign companies to obtain quotes for remaining work to be done. Paul will also be purchasing 3 new ACC meeting announcement signs. Paul will report his findings to the BOD for discussion/approval.

No Parking Signs: Tom Leavitt said the county is making progress on signs for soccer area.

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Attorney Meeting: Board members would like to meet with Association attorney Robert Tankel to review/discuss collection process and other legal matters. Manager will make arrangements with attorney.

On Motion: Duly made by Paul Knauer, seconded by Chaplain Celerin and carried unanimously.

Resolve: To schedule a meeting with attorney Robert Tankel to discuss collection process and legal matters.

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

Soccer Field Use: Tom Leavitt shared request from homeowner for routine use of soccer field for organized play over 5 week season. Soccer league will be signing waivers, following rules, cleaning up, etc. HOA will meet with them in advance to review all requirements, parking, etc.

Facilities Report: Miguel Viruet provided an update regarding the facilities. Flag light installed and functioning properly, new landscape low-voltage lights are installed and look great, bathroom repairs conducted, new facility lighting installed, etc. The backup irrigation well needs repair, one quote was provided, Board would like additional quotes to consider. Manager will work with Miguel to coordinate additional bids for the work.

2011 Assessment/Budget Discussion/Vote: The Board discussed the proposed 2011 budget and assessment. The community has fallen way behind in their reserve funding and has also not kept up with ongoing maintenance. The Board intends to get the Association back on track but must raise the assessment to do so.

On Motion: Duly made by Terrence Russell, seconded by Paul Knauer and carried unanimously.

Resolve: To accept the 2011 budget as proposed and set the 2011 assessment at \$141/lot/quarter.

Appointment of Director: The Board reviewed and discussed the current candidate submission and information from Adam Bilbao.

On Motion: Duly made by Paul Knauer, seconded by Chaplain Celerin and carried unanimously.

Resolve: To appoint Adam Bilbao to fill the vacant Class II board member position.

4. Open Session for Comments

The Board and Manager fielded general questions and comments from homeowners in attendance.

5. Adjournment

On Motion: Duly made by Chaplain Celerin, seconded by Terrence Russell and carried unanimously.

Resolve: To adjourn the meeting at 9:23 PM.