

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting November 15, 2010 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:09 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, Chaplain Celerin, Adam Bilbao 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 Chaplain Celerin and carried unanimously.

Resolve: To waive reading of the prior meeting minutes and approve them as corrected to show that the county had completed the install of no parking signs at the soccer field.

3. Agenda Items

President's Comments: Tom Leavitt explained that this is a Board Meeting for the purpose of Board discussions, business and voting only. However, the Board is willing to allow visitors to interject as appropriate based on the current discussion as long as is done in a respectful and well intentioned manner. If behavior of visitors becomes improper, the Board will restrict further visitor comments until the open session at the end of the meeting.

Landscape Committee: Committee Chair Terrence Russell provided a brief update regarding community landscaping. Continuing to iron out issue with the irrigation system, improvements continue. Board reviewed pricing increase from current provider. Adam Bilbao asked that the Board clarify the benefits of the current landscape contract over the proposals of other bidders. Tom Leavitt and Terrence Russell indicated that they had thoroughly compared all proposals submitted during the most recent bidding process and found that the current provider is still more cost effective because they are including many items (i.e. mulch, flowers, irrigation repairs, etc.) that other vendors would charge extra for.

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

Reserve Study: Tom Leavitt presented information and summary of the Reserve Study update that was recently completed. He spoke to the fence repairs/replacement and indicated that he would like the Association to consider a 5 plan for replacement of the current fencing. He also pointed out the other assets which are detailed within the report and asked that each board member review the Reserve Study to become familiar with what is required.

Perimeter Fence: Tom Leavitt shared the general timeline for moving forward on the fence project. He wants some initial information available by the December meeting and potentially some of the major replacement started in the first quarter of 2011. Other minor repairs to current fencing will continue as needed. Tom prepared a letter to fence companies to determine their interest in working with the Association on this project. Adam Bilbao will chair the Fence Committee and work with Miguel Viruet, Chaplain Celerin and Ron Goeddaeus to move this project forward.

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On-Site Employee Handbook: Paul Knauer is working toward the creation of an employee handbook to indicate holidays, procedures, etc and will provide to the board members for review.

Neighborhood Entry Signage: Paul Knauer indicated that phase 1 of the sign repair work has been completed, the ACC meeting signs have been ordered and should arrive soon and is working with a Brentwood Hills homeowner to have the Swim & Tennis sign repainted. Paul presented bids from local sign companies for replacement of damaged/missing signs with signs made from high-density sign foam which should last for many years with proper maintenance. Paul recommended that the board strongly consider the bid provided by Signs by Mineo because they are a local firm and offered the lowest pricing.

On Motion: Duly made by Paul Knauer, seconded by Adam Bilbao and carried unanimously.

Resolve: To accept the proposal provided by Signs by Mineo.

Secondary Irrigation Well Repairs: Manager arranged meetings between Miguel Viruet and several well drilling firms to review the work required and provide related pricing for comparison to proposal received from preferred vendor Tampa Well Drilling. Results will be provided to Board for review at upcoming meeting.

Soccer Field Use: Tom Leavitt shared update regarding recent usage by local soccer league. There were a few issues related to parking and traffic during the first event, but the Board and onsite staff responded quickly and made adjustments to ensure that all subsequent events have gone smoothly. The Association is pleased with the overall outcome.

Collection Matter – Unit 6718: Board members reviewed a 12 month payment plan and fee reduction request from the legal counsel of a delinquent owner who has accrued a significant amount of overdue assessments, late fees, interest, legal fees, attorney fees, etc.

On Motion: Duly made by Tom Leavitt, seconded by Chaplain Celerin and carried unanimously.

Resolve: To allow unit 6718 to repay all monies owed over six (6) equal, monthly payments with the stipulation that the owner also remain current on their routine 2011 assessment payments.

Financial & Management Reports: Manager presented the financial and management reports and responded to questions from the board members. Manager presented copy of engagement letter from Association CPA's Bashor & Legendre for required financial reports for 2011-2013. Treasurer, Paul Knauer, will review the engagement letter and advise accordingly.

Facilities Report: Miguel Viruet provided an update regarding the facilities. There have been some recent issues with graffiti at the pump house which has been corrected. The Fire Marshal inspection indicated that new signage was required and that handrails are needed at the amenity center. The required signage has already been installed and the handrails will be installed within the next several weeks. The wrought iron throughout the amenity center is currently being repainted.

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

On Motion: Duly made by Chaplain Celerin, seconded by Elizabeth Hinkle and carried unanimously.

Resolve: To appoint Robert Hilbert to fill the vacant Class II board member position.

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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 Adam Bilbao and carried unanimously.

Resolve: To adjourn the meeting at 9:35 PM.

Prepared by Manager on behalf of Secretary