

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting April 16, 2012 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 48 hours in advance. Directors Chaplain Celerin, Paul Knauer, Terrence Russell, Adam Bilbao and Robert Hilbert were also present. It was determined that a quorum was established. Doug Pinner from McNeil Management also attended.

### 2. Approval of Minutes

The Board reviewed the prior meeting minutes from February 2012 and March 2012 as prepared by Manager.

**On Motion:** Duly made by Paul Knauer, seconded by Terrence Russell and carried unanimously.  
**Resolve:** To waive reading of the prior meeting minutes and approve them as presented.

### 3. Agenda Items

**Architectural Committee:** Miguel Viruet indicated that there had been 10 recent requests for various items such as painting, roofing and siding. All were approved.

**Staff Report:** Miguel Viruet provided his written maintenance report for the files. He shared that the additional summer staff has been hired, their training completed and schedules set. Restroom floors have been restored, restroom doors replaced per county code and irrigation repairs completed.

**Social Committee:** Patty Viruet indicated that the Egg Hunt event on April 7, 2012 was a success. There were over 100 children participating and approximately 15 youth from the community that volunteered. The committee has added 5 new members. A community yard sale has been planned and advertised. The Friday movie nights will be starting again soon. Check the Brentwood Hills Facebook page for event details.

**Board Vacancy:** The Board conducted interviews with those individuals who had indicated an interest in serving on the Board and were in attendance at the meeting. The Board heard from Steve Calkins, Miguel Viruet and Richard Vogt. The Board will consider the information shared and intends to make a decision at the May 2012 meeting.

**Landscaping:** Luis Valencia from Golden Sun, the current landscape contractor, attended the meeting and provided his report on the current condition of the landscaping. The Board asked questions regarding the contract requirements and provided feedback regarding areas where they believe that deficiencies exist. Golden Sun was asked to provide copies of any/all written reports per the contract regarding irrigation inspections, fertilization, pest control, etc. The Board also requested that Golden Sun attend Board meetings on a routine basis in accordance with the contract.

**Video Surveillance System:** The Board discussed the proposal provided by the Association's current security provider, Advanced Automation Systems, Inc. The Board considered the various security system upgrade options contained within the proposal, including new DVR, additional cameras, card readers, etc.

**On Motion:** Duly made by Adam Bilbao, seconded by Robert Hilbert and carried unanimously.

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**Resolve:** To accept all available portions within the proposal OTHER THAN the final portion identified as "Card Access Bathroom".

**Soccer Field:** The Board feels that the soccer field grass has improved somewhat and should be able to reopen soon.

**Pine Forest:** The Board is pleased with the appearance of the pine forest now following the removal of the dead trees. Robert Hilbert indicates that the county is willing to provide free pine trees for replanting if the HOA is interested. The Board asked Robert to follow up with the county for detailed information and method for requesting the trees in writing for Board review.

**Community Fence (Tuscanny / Dew Bloom):** The Board reviewed the bids provided and has some follow up questions for the participating vendors. Manager will forward the Boards questions for vendor responses.

**Parking Area Resurfacing:** The Board reviewed the five (5) bids provided and narrowed the field down to their preferred vendors. Tom Leavitt will conduct additional discussion with the preferred vendors to answer some follow up questions and confirm the contents of their bids.

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

**Resolve:** To authorize Tom Leavitt to conduct the final discussions with the preferred vendors and to select a vendor proposal not to exceed \$11,000.

**Tennis Court Refurbishment:** The Board reviewed the bids provided and has some follow up questions and job specifications for the participating vendors. Manager will forward the Boards questions and updated specifications to the vendor.

**Financial & Management Reports:** Manager presented the financial and management reports and responded to questions from the board members. There are three (3) lots with persistent violations which have already received the initial legal demand letters and are now ready for the Association to initiate a lawsuit for covenant enforcement.

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

**Resolve:** To move forward with cost deposits and covenant enforcement lawsuit for each of the three (3) lots currently in question.

#### 4. Open Session for Comments – None

#### 5. Adjournment

**On Motion:** Duly made by Robert Hilbert, seconded by Chaplain Celerin and carried unanimously.

**Resolve:** To adjourn the meeting at 9:53 PM.

  
President

Prepared by Manager on behalf of Secretary