

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting September 18, 2012 Meeting Minutes

### 1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:38 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Terrence Russell, Adam Bilbao, Chaplain Celerin, Rick Vogt 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 July 2012 meeting minutes as prepared by Manager. Adam read aloud the June 2012 meeting minutes he had prepared.

**On Motion:** Duly made by Richard Vogt, seconded by Chaplain Celerin and carried unanimously.

**Resolve:** To waive reading of the July 2012 meeting minutes and approve them as presented.

**On Motion:** Duly made by Adam Bilbao, seconded by Richard Vogt and carried unanimously.

**Resolve:** To approve the June 2012 meeting minutes as read.

### 3. Committee Reports

**President's Comments:** Tom indicated that routine board meetings are being moved to the third Tuesday of each month and will begin at 7:30pm. He stressed the importance of all board members arriving prepared to discuss/vote regarding items on the agenda to ensure the meetings are productive and concluded in a timely manner.

**Landscaping:** Terrence indicated: there have been some irrigation issues, considering installation of commercial grade rain gauge to prevent watering during heavy rains, monthly irrigation report has not been provided by Golden Sun but due to arrive soon, new sod is a work in progress.

**Social Committee:** Patty indicated that the Annual Summer BBQ was a success. Miguel and part-time staff coordinated the event with assistance from homeowner volunteers. A community wide garage sale is scheduled for October; HOA will provide signage and advertisement. The water aerobics class currently has approximately ten participants and is going well.

**Staff:** Tom indicated that all of the new furniture has been delivered, the restroom doors have been repaired, card readers have been installed, front gate camera has been replaced and wiring installed for parking lot cameras. The "Coke" machines are for sale; HOA will consider purchasing them and keeping them stocked themselves.

### 4. Financial Business

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

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## 5. Business Operations

**Reserve Study Update:** The Board discussed the need to have the Reserve Study updated.

**On Motion:** Duly made by Adam Bilbao, seconded by Terrence Russell and carried unanimously.

**Resolve:** To approve Reserve Advisors to proceed with the Reserve Study Update.

**Board Position Change:** The Board discussed moving Rick Vogt into the position of Treasurer for the Association.

**On Motion:** Duly made by Tom Leavitt, seconded by Adam Bilbao and carried unanimously.

**Resolve:** To reassign Rick Vogt to serve as Treasurer of the Association.

**Community Fence:** Adam indicated that the TDB fence install was completed successfully, fence looks great, all feedback has been positive and homeowners happy with new fence material, product, vendor, color, etc. Association is ready to move forward with perimeter fence project using same vendor, product and material. Terrence suggested that the Association consider upgrading the columns by adding stonework, etc. at the same time the perimeter fence is being replaced. The Manager and Fence Outlet both reassured the Board that column upgrades of that type could easily be done in upcoming years and will not be hampered by the current refurbishment of the existing columns in conjunction with fence replacement.

**On Motion:** Duly made by Terrence Russell, seconded by Rick Vogt and carried unanimously.

**Resolve:** To award the perimeter fencing bid to Fence Outlet using material specifications as installed at the Tuscanny/Dew Bloom retention area & approve funding as per the reserve study allotted funds.

**Sinkhole:** Rick indicated that the sinkhole in the Tuscanny/Dew Bloom retention area does not seem to have grown or changed since it first formed. He suggested that the Board consider moving forward with the repairs recommended by the engineering firm, CES.

**On Motion:** Duly made by Adam Bilbao, seconded by Rick Vogt and carried unanimously.

**Resolve:** To approve repair of the sinkhole by CES at a cost not to exceed \$3000 pending the final inspection of the sinkhole by Rick Vogt and CES.

**Pool Hours:** Board considered extending pool hours.

**On Motion:** Duly made by Chaplain Celerin, seconded by Adam Bilbao and carried unanimously.

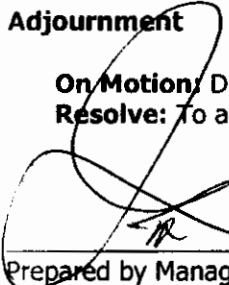
**Resolve:** To extend the pool hours on weekends (Friday – Sunday) and holidays in October 2012 until 8:00pm and adjust staff hours to cover.

## 6. Open Session for Comments – None

## 7. Adjournment

**On Motion:** Duly made by Adam Bilbao, seconded by Rick Vogt and carried unanimously.

**Resolve:** To adjourn the meeting at 9:25 PM.

  
Prepared by Manager on behalf of Secretary