

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting January 15, 2013 Meeting Minutes

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

The meeting was called to order by President, Tom Leavitt at 7:35 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 November 2012 meeting minutes as prepared by Manager.

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

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

### 3. Committee Reports

**Fence:** Tom Leavitt offered appreciation and recognition to Fence Outlet (in attendance) for their efforts and a "job very well done on the fence install thus far".

**Landscaping:** Terrence shared his plans to proceed with re-sodding on Brentwood Hills Blvd. He would also like to improve the landscaping in the signage areas in conjunction with the install of new signs throughout the community.

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

**Resolve:** To allow for the expenditure of up to \$11,000 from the 2013 Landscape Improvement budget line item for signage area plant upgrades.

### 4. Financial Business

**Financial & Management Reports:** Manager presented the financial and management reports and responded to questions from the board members. Manager pointed out that there are surplus funds in operating account at end of 2012, recommended that Association roll over the surplus funds into the Association's reserve account for future use. Manager presented information regarding the persistent violations within the community and made recommendations regarding process for additional enforcement actions going forward. Manager will work with Board to determine appropriate threshold for lot maintenance requirements to guide future enforcement efforts.

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

**Resolve:** To authorize McNeil Management Services, Inc. to roll over (transfer) surplus operating funds in the amount of \$225,000 from the Association's operating bank account to the Association's reserve bank account.

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## 5. Business Operations

**Community Fence:** The Board will be making a slight adjustment in the fence installation schedule to postpone the East Lumsden section and accelerate the Mt. Carmel section(s) ahead for full install. This will provide greater aesthetic impact for the community and ensure a full order of materials to maintain consistent dye lot along the adjacent sections. Fence Outlet will store all materials in their warehouse until time of installation.

**Playground:** Adam reports that playground area preparations have been completed, fall zones and structures are to be installed next. Adam pointed out that the original project specifications did not include the curbing needed to separate the playground from the surrounding turf and that the specifications had not taken into account a concrete pad for underneath the picnic tables. Adam would like the Board to consider an additional expenditure to account for these items.

**On Motion:** Duly made by Adam Bilbao, seconded by Terrence Russell and carried unanimously.  
**Resolve:** To approve an expense of up to \$5,000 for the addition of concrete, as needed, in the playground area.

**Trees:** Tom shared information regarding the Tree Investment proposal for needed tree maintenance work. Tom asked Manager to have Tree Investment inspect the pine forest again for any dead or diseased trees.

**On Motion:** Duly made by Tom Leavitt, seconded by Chaplain Celerin and carried unanimously.  
**Resolve:** To approve an expense of up to \$6,000 for Tree Investment to perform the needed tree work throughout the entire community.

**Security:** The Board discussed that additional changes/upgrades are needed in security system to account for new playground area and to adjust for better coverage of amenity areas in general. The Board tabled discussion regarding live, public viewing of security feeds for five (5) months.

**On Motion:** Duly made by Adam Bilbao, seconded by Rick Vogt and carried unanimously.  
**Resolve:** To approve the expenditure of up to \$7,000 for additional upgrades and/or adjustments to the security system.

**Signage:** Tom presented proposal from Signs By Mineo and information regarding new signs and/or signage upgrades in the community.

**On Motion:** Duly made by Terrence Russell, seconded by Adam Bilbao and carried unanimously.  
**Resolve:** To approve the Signs By Mineo proposal for signs at Stratford and Avalon.

**Unapproved Alterations (Sheds, etc.):** Manager shared a report detailing homeowner responses to Association's 2007 attempt to determine/document the unapproved alterations (i.e. sheds, enclosures, etc.) within the community at that time. Manager also explained the Association's options for synchronizing the properties within the community to the governing documents. Achieving synchronous relationship will require either amending the governing documents to allow for the items currently in place OR bringing the lots into compliance with the governing documents. Each option requires a very specific process and would take time to accomplish. Homeowner Tim Hinkle has expressed interest in this topic, so the Board has asked that he lead the effort to identify how many of these and/or other unapproved alterations currently exist within the community in comparison to those that were reported by homeowners in 2007. Based on the findings, a determination will be made regarding how to proceed. The Board will consider initiating the document amendment process if Tim Hinkle can demonstrate sufficient community support for such an amendment.

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

---

**Soccer Field Usage:** The Board discussed potential fees for use of soccer field by third-parties who have been sponsored by residents.

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

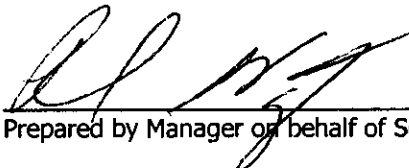
**Resolve:** To set the fee for use of the soccer field by third-party, resident sponsored teams at \$40 per game.

**6. Open Session for Comments** -- Board responded to questions from owners in attendance.

## **7. Adjournment**

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

**Resolve:** To adjourn the meeting at 9:38 PM.



\_\_\_\_\_  
Prepared by Manager on behalf of Secretary