

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting February 19, 2013 Meeting Minutes

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

The meeting was called to order by President, Tom Leavitt at 7:40 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors 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 January 2013 meeting minutes as prepared by Manager.

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

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

### 3. Committee Reports

**Landscaping:** Holding on re-sod of Brentwood Hills Blvd for now, working with Golden Sun on final landscaping at tennis courts and playground area, gathering quotes for upgrades at new signage areas.

**Social:** Egg hunt to be held Saturday, March 30<sup>th</sup> from 10:00am to 12:00pm. Annual Spring garage sale scheduled for Saturday, April 6<sup>th</sup>, Association will advertise. Water aerobics class cancelled due to lack of participation.

**Staff:** Miguel is still out on medical leave, will follow up with doctor at end of month regarding potential return to work. Association is using a handyman to take up slack while Miguel is away.

### 4. Financial Business

**Financial & Management Reports:** Manager presented the financial and management reports and responded to questions from the board members. Manager indicated that surplus funds in operating account at end of 2012 have been rolled over into the Association's reserve account per Board instruction. Board indicated that they would like to move the routine monthly meetings to the 3<sup>rd</sup> Tuesday of each month, starting at 7:00pm. Manager will adjust the meeting schedule.

### 5. Business Operations

**Pool Hours:** The Board discussed extending the pool hours Spring Break and for the warmer season starting in April.

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

**Resolve:** To extend the pool closing time until 8:00pm starting March 9, 2013, for two (2) weeks and then beginning on April 1, 2013 to set pool hours as 9:00am – 8:00pm on weekdays and 9:00am – 10:00pm on weekends.

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**Community Fence:** Adam indicates that fence materials for the upcoming sections should arrive mid-March. Preschool fence is tentatively scheduled to happen first, followed by the sections along Mt. Carmel Road. Fence install along Mt. Carmel to be conducted at slower pace to avoid overwhelming traffic hindrance.

**Parking:** Tom shared initial thoughts along with a report/diagram of possible parking area at corner of amenity grounds. Further discussion needed depending on master plan for amenity upgrades.

**Playground:** Adam provided information regarding proposed installation of 2 new swings at old playground, but is checking on other options. Board discussed allowing Child Haven to make pre-approved use of the playground facilities.

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

**Resolve:** To allow Child Haven to make pre-approved use of the playground facilities.

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

**Resolve:** To approve expenditure of up to \$2,500 for installation of new swings to replace old swings at original playground.

**Amenity Upgrades:** Adam shared initial thoughts and information regarding amenity upgrades such as basketball court, volleyball court, grill area, shuffle board, etc. He also presented information and several options regarding pet waste stations that could be strategically installed around the common areas to promote proper cleanup and disposal of pet waste. If pet waste stations are installed, onsite staff or landscaper could be approached regarding emptying as needed.

**Trees:** Tom shared information regarding the Tree Investment proposal for needed pine tree removal from pine forest. Tom asked Manager to have Tree Investment provide pricing for spraying of remaining trees due to pine beetles.

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

**Resolve:** To approve \$3,600 proposal from preferred vendor Tree Investment to remove dead/dying pine trees from the pine forest.

**Newsletter:** Rick Vogt shared his initial thoughts regarding the creation of routine newsletters for distribution to all residents.

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

## 7. Adjournment

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

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

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Prepared by Manager on behalf of Secretary