

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting March 19, 2013 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:24 p.m. Tom Leavitt indicated that Terrence Russell officially resigned his board position following the annual meeting. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Adam Bilbao, Chaplain Celerin, and Rick Vogt 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 February 2013 meeting minutes as prepared by Manager.

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

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

3. Election of Officers

The board members discussed who should fill the various positions.

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

Resolve: To leave all remaining board members in their current positions.

4. Committee Reports

Landscaping: Tom has been working with Golden Sun directly and is expecting them to begin proactively correcting deficiencies. Association will be rebidding the landscape contract soon and may include GS in the process.

5. Financial Business

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

6. Business Operations

Employees: The Board discussed employee schedules, pool office hours, job descriptions, etc. They will continue to work with employees to come up with a good schedule/plan going forward to ensure proper coverage.

Amenity Upgrades: Adam will provide proposed basketball court information to manager. Manager will seek a bid from qualified vendor. Association will then use the bid specs provided to seek additional competitive bids from other vendors.

Community Fence: Adam indicates that preschool fence is the next section to be done, starting March 28th. Then, the fence install will proceed along Mr. Carmel in a smaller section to get up to speed, then to the remainder of Mt Carmel.

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Playground: Adam indicates that the new playground is completed, except that the vendor still owes the Association 1 picnic table plus 1 bench, both of which should be delivered next week. The new swing set for the original playground has been ordered, some parts and hardware have already arrived and remaining parts should arrive soon. Board asked manager to obtain quote from handyman for installation of new swing set.

Signs: Tom said interior neighborhood signs should be completed within next 30-45 days.

Concrete Work: Tom shared vendor bids for concrete work needed around amenity area.

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

Resolve: To approve up to \$7,000 for vendor SAKS to provide concrete work in amenity area.

Newsletter: Board would like to begin sending newsletter on quarterly basis. Board asked manager to provide pricing options for newsletter to be sent to all owners plus local residents. Next newsletter planned for end of May 2013, articles should be submitted to Rick by middle of May.

Owner Request – Facility Usage: Board discussed a recent resident request for permission to conduct a fitness business onsite using portions of the amenity and/or common area. The Board reviewed the information provided by the resident, but had more questions of a legal and/or liability insurance nature. Manager will follow up with Association attorney and insurance agent to obtain additional input/opinions.

Electrical Work: Tom shared information regarding electrical work needed in the amenity area.

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

Resolve: To approve \$830 + tax for smaller items included on proposal from preferred vendor Brandon Electric.

Pine Forest: A resident indicated that children have been building fires within the pine forest. Board asked manager to contact Fire Marshal and/or Hillsborough County Code Enforcement for appropriate language to use for warning signs that could be posted at pine forest.

Wi-Fi at Amenity Area: The Board discussed the addition of an open Wi-Fi connection for use at the amenity area. Board would like to make sure that coverage will reach as far as the playground area. Manager will follow up with preferred vendor CTG to confirm coverage options. Manager will also contact Verizon to ask if FiOS service is an available option at the pool office.

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

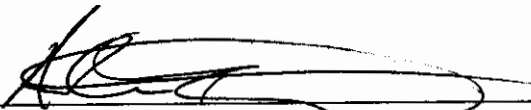
Resolve: To approve up to \$1,000 for CTG to install open Wi-Fi connection at amenity area.

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

8. **Adjournment**

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

Resolve: To adjourn the meeting at 9:30 PM.



Prepared by Manager on behalf of Secretary