

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting for Onsite Staffing Discussion June 20, 2013 at Offices of McNeil Management Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 3:05 p.m., for the purpose of discussing onsite staffing and personnel matters. In accordance with section 720.303(2)(b), Florida Statutes, as amended from time to time, the meeting was not required to be open to the general membership. Directors Adam Bilbao, Steve Calkins 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 will review and approve prior meeting minutes at their next regularly scheduled meeting.

3. General Personnel Discussion

Onsite Staff: The onsite staff members have been transitioned from Southeast Personnel over to Rapid Staffing, because Rapid Staffing can provide a higher level of service for the Association. The onsite staff and Board continue to improve the procedure manual daily. The staff is learning quickly and taking on more responsibility each day. The facility has been completely re-keyed, ID's and passwords changed, old pool cards disabled, etc. to provide better control and to ensure proper security. The Board discussed a request to allow the staff members to utilize the pool while on duty.

On Motion: Duly made by Rick Vogt, seconded by Steve Calkins and carried unanimously.

Resolve: To deny staff members the ability to utilize the pool while on duty.

Tom Leavitt opened discussion regarding current & future staffing at the pool facility and the usage of Southeast Personnel Leasing as the vendor to provide onsite personnel.

The Association has received notice from Southeast Personnel that Miguel Viruet, Facility Manager for BH cannot be rehired as an employee under Southeast due to the settlement of the two workman compensation claims filed earlier in 2012.

The Board observed that, in the absence of Miguel Viruet since December 2012, the Association's daily activities have been carried out through the usage of a handyman, the actions of the Management Company and the personal, hands-on involvement President. However, this arrangement was designed to be a temporary method and a viable alternative needs to be adopted going forward. The usage of the handyman has proven to be a successful option during this 6 month period for the general repair of items.

On Motion: Duly made by Rick Vogt, seconded by Steve Calkins and carried unanimously.

Resolve: To eliminate the Facility Manager position.

The Board discussed the managing of the pool facility by a staffing agency. Southeast can only provide payroll services and is not able to interview, complete background checks, etc. without additional expense. The Board felt the need to get a service provider that was all inclusive. Tom presented the option of Rapid Staffing as a local, full service facility that will seek applicants, handle

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interviewing/hiring/firing, scheduling of staff, complete background checks and/or drug screening, handle key issues (no shows/tardiness) and report to the President for administrative affairs.

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

Resolve: To staff the facility with part time employees, discontinue relationship with Southeast Personnel and use Rapid Staffing to provide personnel services for the Association, pending confirmation that Rapid Staffing's fees are all inclusive and reasonable.

The Board discussed current staff members and changes to their schedules and benefits. Because all employees will now be part time and no employee is to have more than 40 hours per week, all benefits would be eliminated. All employees would initially be paid the same wage at \$8.50 per hour. Any employees currently at a higher rate would have their rate reduced accordingly. There would be no lead person at this time. Therefore, it will be imperative for the Association to establish written policies and procedures so the staff can be properly trained and/or guided during their daily tasks, such as ordering supplies or taking actions as necessary to maintain and coordinate all matters pertaining to the facility. Scheduling of onsite staff would be performed by the staffing agency. Furthermore, the board decided to extend privileges to the pool staff as provided by Rapid Staffing by doing the following: (1) During non-working hours access to the pool facility for themselves and their immediate family members without regard to age; and (2) during working hours (shift) access of family members as long as the children were over 16 years of age. The staff would be provided a staff shirt & cap, key card access and key to the office, all of which shall remain the property of the Association.

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

Resolve: To adjust staffing arrangements as follows:

- All employees part time, no more than 40 hours per week
- All employee benefits eliminated
- All employees to be paid at rate of \$8.50/hour, regardless of current rate
- No lead person at this time
- HOA will establish written policies & procedures for training of onsite staff
- Allow staff members to use pool ONLY while off duty
- Allow staff's immediate family members (no age limit) to use pool while staff is **off**-duty
- Allow staff's immediate family members (over 16) to use pool while staff is **on**-duty
- Provide staff members a BH shirt, cap, pool key card, pool office key, all property of BH

The Board decided to set up a request for service/purchase to be compiled each week and submitted to the board/McNeil for approval if necessary. The handyman will be provided a list of maintenance items weekly for repair and approved by the President.

The Board agreed to review the purchasing policy and afford the pool staff with a limited amount of authority to take care of items necessary to maintain operations. Rick Vogt to review the policy with the Board and guidelines will be established for most events. Critical items such as the pool pump, flood, safety/hazards or critical accidents must receive priority treatment and are to be handled expeditiously and with immediate action. The staff will have the authority to close the pool for any such events where safety and security are involved. Proper notification to the President and the staffing company are required. The staff will utilize other methods make purchases for office equipment, cleaning supplies, etc. to conduct routine business. All information should be recorded in the staff log book. The physical address at the pool office (1512 BH Blvd, Valrico, FL) should be used for all deliveries and request made to deliver after 11 a.m. but before closing time.

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As much as possible should be put on auto-pilot with McNeil Management to alleviate the staff or Board from handling the scheduled activities within the community. Suggested events are:

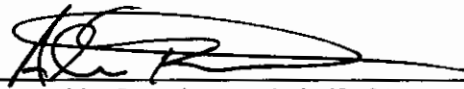
- Pine forest cleanup
- Pressure washing of fence, sidewalks, pool deck, signage refurbish
- Painting of the pool house, pillars

The board should vote to place annual or scheduled events on auto-pilot and turn over to McNeil for handling and scheduling.

4. Adjournment

On Motion: Duly made by Steve Calkins, seconded by Rick Vogt and carried unanimously.

Resolve: To adjourn the meeting at 5:20 p.m.



Prepared by President on behalf of Secretary