

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting July 16, 2013 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:05 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. 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 reviewed the June 2013 meeting minutes as prepared by Manager.

On Motion: Duly made by Rick Vogt, seconded by Steve Calkins and carried unanimously.
Resolve: To waive reading of the prior meeting minutes and approve them as presented.

3. Committee Reports

Landscaping: The new contractor (Austin Outdoor) has been onsite since 1st week in July. They are learning the property and working with Tom to make minor adjustments as needed.

Social: The Board discussed the need to appoint a new chairperson for the Social Committee. Tom indicated that Kellie Clemmer is willing to volunteer and lead the committee. The committee will be working with Board to arrange BBQ on August 17, 2013 and has already begun to give out tickets.

On Motion: Duly made by Rick Vogt, seconded by Adam Bilbao and carried unanimously.
Resolve: To appoint Kellie Clemmer as chair of the Social Committee.

4. Financial Business

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

5. Business Operations

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.

Fence: Project is moving forward, all is well.

Playground: Adam indicates that the vendor was onsite last week to make the needed repairs.

BB Court: Adam and Tom will be meeting with preferred vendor SAKS for initial discussion regarding basketball court, lighting, sidewalks, etc.

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Pool Office: The Board has been working to clean out and rearrange the pool office to make it more suitable for the daily activities and responsibilities of the onsite staff. They are making plans for new furniture, flooring, re-wiring, hardware rack, new computers, etc.

Purchase Policy: Rick shared his initial thoughts regarding changes to the Purchasing Policy and initiated discussion with Board. Rick asked that each board member provide him their input and ideas regarding limits, prior approval, requirements, etc.

Soccer Goals: The Board discussed the current (poor) condition of the soccer goals. Based on current repair quotes, Board considered that it may be time to replace rather than repair the goals.

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

Resolve: To purchase new soccer goals rather than repairing the existing goals.

Radar Signs: The Board discussed ongoing concerns regarding vehicles speeding on the major roadways within Brentwood Hills. The Board considered installation of roadside speed indicating, radar signage to actively alert drivers who are exceeding posted speed limits.

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

Resolve: To purchase up to four (4) radar signs for installation at Brentwood Hills.

Owner Request: Tom presented request from potential homeowner regarding parking of Ford F350 pickup truck in view, in driveway. Vehicle has no markings, no racks or equipment, etc. Vehicle will not fit in garage, so potential owner just wanted to confirm that the vehicle in question would NOT be considered a violation of the covenants. The Board discussed the specific vehicle in question and agreed that the Association would have no issues with said vehicle being parked in driveway.

Newsletter: Rick is planning next newsletter to occur in September in conjunction with the start of the new school year.

LSV: The Board discussed the fact that there no longer seems to be a need for the Association to keep and maintain the LSV for onsite use. The LSV is rarely used and is costly to maintain.

On Motion: Duly made by Steve Calkins, seconded by Adam Bilbao and carried unanimously.

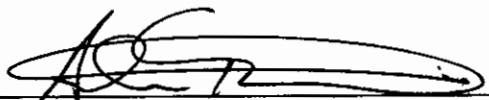
Resolve: To pursue options for selling the LSV.

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

7. Adjournment

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

Resolve: To adjourn the meeting at 9:10 p.m.



Prepared by Manager on behalf of Secretary