

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## **Board of Directors Meeting October 15, 2013 Meeting Minutes**

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

The meeting was called to order by President, Tom Leavitt at 7:08 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance and Manager presented Affidavit of Mailing as proof that the Budget Meeting postcard was also mailed to all owners of record. 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 prior 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 meeting minutes and approve them as presented.

### **3. Committee Reports**

**Landscaping:** Austin Outdoor is proceeding with repairs to irrigation controller and electrical system, weather station is being installed, broken heads being replaced, flowers being installed at entries, poinsettias will be installed the week before Thanksgiving. A temporary, battery operated controller was installed to fix the irrigation in front of the preschool area until permanent repairs can be made.

**Onsite Staff:** Tom introduced Maria Nunez from Rapid Staffing who provided an update regarding the transition from Southeast Personnel to Rapid Staffing. It has taken some time to find the right individuals for Brentwood Hills, but they have a good team in place now. Prior employees were unable to adjust to the new schedules.

### **4. Financial Business**

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

### **5. Business Operations**

**Garage Sale:** Per Tom, signs were stolen almost immediately upon being placed throughout community, Board may consider other options for signage. The participation seemed lighter than before on part of homeowners and shoppers alike.

**LSV:** The price offered by the LSV dealer was much lower than expected. The Board will list the LSV for sale on Craig's List and/or other such venues to see if they can obtain a more favorable sales price.

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**New Trash Containers:** The Board discussed the Association's expectations regarding the new, larger trash containers provided by the county. The governing documents are very clear concerning trash containers and the Association expects them to continue being followed. As such, they will expect all homeowners to keep the trash containers out of view when not in use according to the documents. If owners require additional fencing or screening to achieve the rules, the homeowner must submit an ACC request for any such changes or additions to the lot.

**Security Issues:** Board discussed the requirement that everyone (including Board members) MUST fill out an incident report to document any/all inappropriate behavior exhibited by those utilizing the facilities. All incidents must be documented for reference should the need arise.

**Fence:** A large tree, located along East Lumsden, will impede the installation of the next section of fence. Fence Outlet is supposed to be seeking removal of the tree. Manager will follow up with Fence Outlet to see if they would like a referral to Association's preferred arborist for assistance.

**Stonework:** Steve Calkins presented some information and color samples for stonework being considered as addition to existing monuments, expecting rendition and proposal from Austin Outdoor.

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

**Resolve:** To approve the expenditure of up to \$17,500 for addition of stonework to the six (6) existing interior signage monuments along Mr. Carmel.

**Landscaping Upgrades:** The Board is waiting for revised proposal for landscape upgrades at Clarion entry. Board agreed to proceed with removal of palm trees at Avalon entry area.

**Irrigation:** Per Adam, there are approximately 4 sprinkler heads along Brentwood Hills Blvd that are leaking, spraying water, and look like someone drove over them. As the foundation of the irrigation system is repaired, the full system can be tested and the HOA expects there to be a number of remaining issues detected throughout the property.

**Urinals:** All restroom plumbing has been repaired and is currently working. HOA plans to wait for total refurbishment of facilities in 2015.

**Pool:** The Board discussed the pool hours for the fall/winter. Pool hours will be posted on the website. Staffing hours will be Mon, Wed, Thu, Sun, Sat from 11a-6p and Tue, Fri from 1p-9p. Tom has reached out to SAKS Construction to begin discussing pool refurbishment process.

**Old Play Structure:** Adam presented preliminary information and pricing for replacement of existing (OLD) rusted out play structure at back of amenity area.

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**Ice Machine:** Adam presented preliminary information and pricing for ice machine at amenity area. Board requested additional information regarding plumbing, electrical and Health Department requirements for operation, inspection, etc.

**2014 Assessment & Budget:** The Board discussed the 2014 assessment and budget. Several options were considered and discussed.

**On Motion:** Duly made by Rick Vogt, seconded by Adam Bilbao and carried by a vote of three (3) in favor and one (1) abstention.


**Resolve:** To approve the 2014 assessment and budget as presented by Manager and hold the payments at \$155/quarter/lot.

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

## **7. Adjournment**

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

**Resolve:** To adjourn the meeting at 9:35 p.m.



Prepared by Manager on behalf of Secretary