

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting January 20, 2015 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:04 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Gerri Clifton, Chaplain Celerin, 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 Gerri Clifton, second by Chaplain Celerin and carried unanimously.

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

3. Committee Reports

Landscape: Tom said that Austin Outdoor was onsite today for spraying and is working on several weak areas.

Social: Gerri said that Christmas decorations and party were a success. Guests at the party sang carols, did holiday crafts, and had support from committee to stuff goody bags, lots of help.

Staff: Tom has weekly talks with Rapid Staffing. Working with Amy on training. Amy doing well, assisting w/ refinishing of picnic tables and re-strapping of chairs.

4. Financial Business

Financial & Management Reports: Manager presented the financial and management reports and responded to questions from the board members and homeowners. Manager suggested that the Board consider rolling over surplus operating funds into reserves.

On Motion: Duly made by Rick Vogt, second by Gerri Clifton and carried unanimously.

Resolve: To roll over \$100k of operating surplus into the reserve account.

5. Business Operations

Cypress Forest: Per Tom, trees are now dormant, landscaper continuing to keep water on the trees, planning more cleanup of area in spring and evaluate for additional work if/as needed.

Renovations: Per Tom, renovations going well, lots being done. SAKS presented several change orders for consideration, including ice maker, sink, etc. Board discussed outdoor furniture needed for new outdoor grill area.

On Motion: Duly made by Gerri Clifton, second by Chaplain Celerin and carried unanimously.

Resolve: To approve SAKS change orders #2 and #3.

On Motion: Duly made by Steve Calkins, second by Gerri Clifton and carried unanimously.

Resolve: To approve expenditure of up to \$6k for furniture at grill area.

Newsletter: Rick is planning to have the next newsletter to Manager by end of ~~March~~ ^{February} for distribution.

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Fencing: Board reviewed proposal from Fence Outlet for some fence sections along pool area. Manager was asked to check with Fence Outlet on results of PVC fence inspection pertaining to fading.

On Motion: Duly made by Chaplain Celerin, second by Steve Calkins and carried unanimously.

Resolve: To approve Fence Outlet proposal #78404.

Personnel: Board discussed need to promote staff member to leadership position with additional responsibility.

On Motion: Duly made by Tom Leavitt, second by Rick Vogt and carried unanimously.

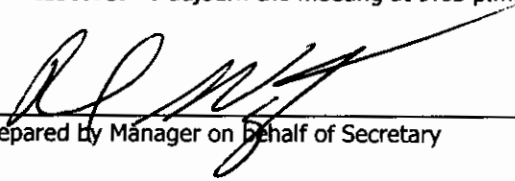
Resolve: To promote onsite staff member Amy to a leadership position with additional responsibilities and an hourly pay rate increase.

6. Open Session for Comments – Board and Manager responded to questions from attendees.

7. Adjournment

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

Resolve: To adjourn the meeting at 9:03 p.m.


Prepared by Manager on behalf of Secretary