

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting June 15, 2015 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:10 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Gerri Clifton, Adam Bilbao and Rick Vogt were also present. It was determined that a quorum was established. Doug Pinner from McNeil Management was also in attendance.

2. Approval of Minutes

The Board reviewed the prior meeting minutes as prepared by Manager.

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

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

3. Committee Reports – None.

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

Pool Renovations: Tom indicated that splash pad permit has been obtained and that SAKS will be proceeding with splash pad install over next several weeks.

Grill Area Rules: Board discussed rules and potential charges/deposits for use of new gas barbecue grills. Board would prefer not to charge residents for use of gas, as long as usage rates are within reason. Board will monitor for several months to determine usage/issues.

Project Implementation & Approval: Board discussed general procedures for approval and implementation of major projects. Board understands that there may be elements of a project that cannot be fully known in advance and/or that the implementation may need to be adjusted based on circumstances that arise during the project. The board member(s) taking lead on any particular project will remain in keeping with the intent of the overall project scope and will ensure that any/all adjustments, especially those resulting in changes to the cost of a project, will be emailed to the Board for prior consideration/approval.

Landscaping: Tom indicated that Austin Outdoor has placed bubblers/sprinklers throughout the cypress forest. They will be running the new zones each evening while the other common areas are not being watered. From what he can observe, the recent rains also appear to be helping the trees. The state arborist will continue to monitor the trees. Board will develop a listing of all outstanding landscape items and expectations for AO to accomplish, along with due dates per item. Manager will forward this list to AO for resolution.

Security Cameras: Rick indicated that several of the PTZ cameras are resetting themselves to a non-pan mode following extended power outages. Rick and the onsite staff are aware of how to configure the settings to return them to pan-mode as needed. Security and network vendors are both recommending that the HOA upgrade the battery backup (UPS) devices to more appropriately handle the load of all connected equipment. Board discussed proceeding with upgrade of Bright House internet service to improve connection speed for offsite backups.

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

Resolve: To approve upgrade of Bright House internet connection to maximum possible speed.

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

Resolve: To approve expenditure of up to \$2,000 for purchase of new UPS units for computer and security equipment at Rick's discretion and based on advice of vendor(s).

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Newsletter: Rick indicated that he will hold off on next newsletter until updates are available for splash pad, grill area rules, etc.

HOA Spending Policy: The Board discussed the need for adjustments to the HOA's spending policy. The policy will be updated to improve clarity and adjust amounts as appropriate. Board will review proposed changes at next meeting. Manager will email the related preferred vendor list to the onsite staff for review/corrections.

Fence Guidelines: Board reviewed final draft of fencing guidelines following changes made during last meeting. Manager has placed new guidelines on website along with "Attachment A" of pre-approved stain colors for wood fencing.

On Motion: Duly made by Adam Bilbao, second by Gerri Clifton and carried unanimously.

Resolve: To approve the final draft of Fence Guidelines as stated/adjusted at the May 2015 meeting.

Smoking Area: Board discussed the homeowner request to relocate the designated smoking area to somewhere inside the facility.

On Motion: Duly made by Gerri Clifton, second by Adam Bilbao and carried by a vote of 3 in favor and 1 against.

Resolve: To relocate the designated smoking area to the small, north pavilion near the playground, for a trial period of 60 days.

Driveway Stain Colors: Tom would like to evaluate potential driveway stain colors for pre-approval and addition to the community standards. Manager will email samples from other HOA's for the committee's consideration.

Routine Maintenance Schedules: Board and Manager discussed need to establish routine maintenance schedules for recently renovated community assets like entry signs, pool deck, fences, etc. Manager will get with related, preferred vendors to determine the appropriate frequency and schedules for the needed work. This will allow Manager to engage vendors as needed based on budgeted maintenance items without individual approval per routine event. Manager will request pricing from Fence Outlet for in depth, quarterly inspections/reporting of all common area fencing to determine needed repairs and source of any detected damages.

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

Resolve: To approve needed repairs, repainting and/or maintenance of existing entry signage throughout the community every 3 years.

On Motion: Duly made by Adam Bilbao, second by Gerry Clifton and carried unanimously.

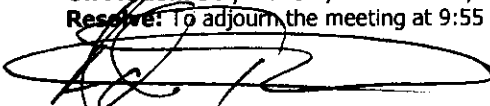
Resolve: To approve cleaning of all common area exterior surfaces, including but not limited to pool deck, playgrounds, fences, sidewalks, curbs, building, walkways, signage, etc., on an annual basis.

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

7. Adjournment

On Motion: Duly made by Adam Bilbao, second by Gerri Clifton and carried unanimously.

Resolve: To adjourn the meeting at 9:55 p.m.


Prepared by Manager on behalf of Secretary