

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting August 15, 2016 Meeting Minutes

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

The meeting was called to order by President, Rick Vogt at 7:03 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Gerri Clifton, Tom Leavitt and Dove Swinskey were also present. Director Chaplain Celerin arrived just after the call to order. 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 Dove Swinskey, second by Tom Leavitt and carried unanimously.

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

### 3. Exterior Monument & Sign Design

Designer Tom Sturch from Sturch Designs presented his initial design work for consideration and offered his thoughts regarding what he feels the HOA should be trying to communicate with the new structures and signage. He described various options for each of the main sign areas, including various materials, sizes, shapes, elements, etc. The Board agreed with his suggestion that the current sign location at the north end of Mt. Carmel may not be the best location for the new sign, given its close proximity to a nearby trailer park. Board asked Tom Sturch to investigate the possibility of placing that new sign at the corner of the DRA on the other side of Mt. Carmel. Board members provided their input and reactions to the work thus far. Tom will move forward based on feedback from the Board and owners in attendance. He will send further design work via email for review before next meeting.

### 4. Committee Reports

**Social:** Gerri shared results of the Summer Bash on August 13, 2016. Of the tickets given out, only 340 were collected from participants in the food line, so the leftover food was taken to a local homeless shelter. The turnout was good and everyone seemed to enjoy the bounce houses and activities offered. Everyone had lots of fun and the food was delicious. Rick and the other board members offered kudos to the committee, staff members, and volunteers on their hard work and a job well done.

### 5. Financial Business

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

**Persistent Violations:** Tom presented five (5) total lots for the board to consider as candidates for attorney enforcement action. Board and Manager discussed the status of each lot.

**On Motion:** Duly made by Gerri Clifton, second by Tom Leavitt and carried unanimously.

**Resolve:** To initiate legal enforcement actions against units 6714/17/37.

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## 6. Business Operations

**Board Candidate Evaluation:** Board reviewed the information provided by Mark Braverman for potential appointment to a vacant board position. Board conducted an interview with Mark and asked questions regarding his interest in serving.

**On Motion:** Duly made by Tom Leavitt, second by Chaplain Celerin and carried unanimously.

**Resolve:** To conduct a board vote by secret ballot to determine whether or not to appoint Mark Braverman to fill the vacant position.

Board members cast their votes by secret ballot and asked Manager to count the votes as submitted. Manager counted the votes and confirmed a majority of affirmative votes, representing that Mark Braverman had been successfully appointed to fill the Class II board position vacated by Adam Bilbao.

## 7. Proposal for Landscape Maintenance – Capital Land Management

Principals from Capital Land Management presented their proposal for routine landscape management services. They shared information about their company and their strategies for proper, proactive maintenance of all elements of the community landscaping. They responded to questions from the board, manager and owners in attendance.

## 8. Other Business

### Board Comments:

Tom Leavitt reported on the dead tree located at the northwest boundary of Brentwood Hills, near the DRA adjacent to the homes along Morningside Drive. Tom met with owner of 408 Morningside Drive regarding tree limb that recently fell on her property. She believes the tree is the HOA's, but Tom and Yellowstone have reviewed the tree(s) but were unable to confirm. Tom requested a survey be conducted to determine and permanently mark property boundaries, so that a determination can be made regarding the tree(s). There have been other tree issues in that general area over the years and it has proven difficult to evaluation without clear boundaries.

**On Motion:** Duly made by Tom Leavitt, second by Gerri Clifton and carried unanimously.

**Resolve:** To approve up to \$500 for a survey with permanent demarcation of boundaries at the north DRA.

**Homeowner Comments:** – Board and Manager responded to questions from attendees.

## 9. Adjournment

**On Motion:** Duly made by Dove Swinskey, second by Gerri Clifton and carried unanimously.

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

  
Prepared by Manager on behalf of Secretary