

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting October 16, 2017 Meeting Minutes

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

The meeting was called to order by President, Dove Swinsky at 7:02 p.m. It was confirmed that the meeting notice was mailed to all owners at least 14 days in advance. Directors Tom Leavitt, Rick Vogt, Chaplain Celerin, Jim Barber, and Gerri Clifton were also present. It was determined that a quorum was established. Doug Pinner represented McNeil Management.

### 2. Approval of Minutes

The Board reviewed the prior meeting minutes as prepared by Manager. Manager alerted the Board that future minutes will not reflect the names of the board members with dissenting votes on any given topic unless the board member specifically states their desire to have their name shown within the minutes in relation to said vote.

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

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

### 3. Financial/Management Reports

Manager presented the financial and management reports and responded to questions from the board members and homeowners. Board reviewed Violation Report and asked Manager to move forward with legal enforcement actions on items 7179, 7271, 7279, 7312, 6842, 6889, 6899, and 7314.

### 4. Presentation – JABX

Adam Bilbao of JABX presented a proposal for bundling of various onsite services in addition to pressure washing, versus just the pressure washing alone, and answered questions from the board.

### 5. 2018 Budget & Assessment

Board discussed the proposed 2018 annual budget and assessment. Board agreed to several line item changes within the budget while remaining with the proposed assessment amount. Manager will adjust the budget line items as indicated by the Board. The Board also discussed the possibility of updating the reserve study, but decided to wait until after the completion of the monuments next spring.

**On Motion:** Duly made by Rick Vogt, second by Dove Swinsky and carried unanimously.

**Resolve:** To approve the 2018 annual assessment at \$580/unit to be collected at equal payments of \$145/unit/quarter with line item changes to the budget as specified.

### 6. Committee Reports

**Social:** Gerri reported that garage sale signs were posted and Halloween flyer is done. Committee will begin decorating on October 27<sup>th</sup> for Halloween party on October 28<sup>th</sup>, with pumpkin painting, selfie booth, snacks, etc. Committee will hold meeting on November 23<sup>rd</sup>, to begin planning holiday party.

**ACC:** Board discussed attorney indication that ACC is an executive committee of the Board and therefore must have at least 2 board members active on the committee. Tom reported that 21 incoming requests had been reviewed during the month, with 3 pending and the remainder approved. Tom indicated that Olin Barnett had been selected as the chairman of the ACC.

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

**Resolve:** To appoint Jim Barber to the ACC.

**On Motion:** Duly made by Jim Barber, second by Rick Vogt and carried unanimously.

**Resolve:** To appoint Tom Leavitt to the ACC.



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Tom stated that the new paint books from both Sherwin Williams and PPG had been placed in the pool office for Board review. Dove said she had reviewed the books and shared concerns from herself and others regarding inclusion of certain colors (i.e. pink) within the proposed color standards. Tom strongly requested an "up/down" vote on the color standards "as is", rather than discussing or considering removal of any individual colors.

**On Motion:** Duly made by Tom Leavitt, second by Jim Barber and carried by a vote of 5 in favor and 1 in abstention.

**Resolve:** To approve the paint books presented for board review as the new color standards.

Tom asked the board to proceed with approval of the proposed architectural guidelines that board had been reviewing/discussing. Tom strongly requested an "up/down" vote to approve the architectural guidelines "as is". Dove asked that the guidelines be submitted to the attorney for review prior to being considered for approval.

**On Motion:** Duly made by Tom Leavitt, second by Jim Barber and carried by a vote of 5 in favor and 1 in abstention.

**Resolve:** To approve the architectural guidelines as presented.

Board asked that Manager submit the approved guidelines to the attorney for review. Following attorney review, standards will be given to a committee member to adjust the document formatting to reduce its length and improve its appearance/clarity.

**Newsletter:** There is no newsletter copy produced yet this month. There are a few new volunteers willing to assist with the newsletter. The Barbers will be finalizing the newsletter by the end of the week, so they asked the board to send them any/all content. They will also insert the Halloween Flyer into the newsletter.

## 7. Business Operations

**Monuments Project:** Rick indicated that demolition of existing monuments should begin in approximately the 2<sup>nd</sup> week of November.

**Fencing Issues:** Board remains concerned with lack of progress on perimeter fence replacement. Manager shared most recent update from Fence Outlet that they are awaiting arrival of additional material in order to proceed with fence repairs/replacement. Board indicated their understanding that replacement material for approximately 80% of the fence had been obtained prior to commencing replacement project. Board wants to hear from Fence Outlet and manufacturer at November meeting.

**Forest:** The herbicide treatment was successful and disking is scheduled to occur in next 2-3 weeks. After disking, additional herbicide will be applied, then planting will begin after the first cold/frost of 2018.

**Pool Maintenance Proposals:** Board discussed selecting new pool vendor at later meeting.

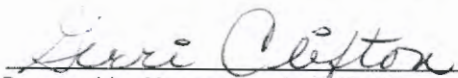
**On Motion:** Duly made by Jim Barber, second by Dove Swinsky and carried unanimously.

**Resolve:** To table selection of a new pool maintenance vendor until the next meeting.

## 8. Adjournment

**On Motion:** Duly made by Tom Leavitt, second by Dove Swinsky and carried unanimously.

**Resolve:** To adjourn the meeting at 9:08 p.m.

  
Prepared by Manager on behalf of Secretary