

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting May 21, 2018 Meeting Minutes

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

The meeting was called to order by Tom Leavitt at 7:06 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Jim Barber, Olin Barnett, Charlie Leo and Gerri Clifton were also present. It was determined that a quorum was established. Mark Braverman arrived after the meeting was called to order. Doug Pinner represented McNeil Management.

### 2. Approval of Minutes

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

**On Motion:** Duly made by Gerri Clifton, second by Charlie Leo 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.

Tom presented his recommendations regarding escalating additional lots for legal enforcement. Tom will email list of recommended units to Manager.

**On Motion:** Duly made by Gerri Clifton, second by Olin Barnett and carried unanimously.

**Resolve:** To proceed with legal enforcement action on the list of units as provided by Tom.

### 4. Committee Reports

**Social:** Gerri said the garage sale was good, with lots of activity. The committee chairperson is leaving/moving within the next month, so the committee is desperately seeking volunteers. If no volunteers are found, the events coordination will decline. The Egg Hunt was a success, with 1500 eggs hidden, 3 prizes for each age group. There was no food, just the egg hunt, but the kids were excited and there were no complaints. Most of the eggs were retained to recycle for next year.

**ACC:** Olin said everything is going well and running smoothly. Committee is considering changing the meeting schedule and will let everyone know.

**Newsletter:** Jim said the newsletter was distributed via email blast to those who signed up. The Constant Contact being used to date, charges for the service. Jim's wife had been providing access for the newsletter via her Constant Contact business account, but will no longer be paying for this service. The cost is approximately \$40/month. He asked if the Board wants to begin paying the monthly fee. He indicated that approximately 10% of the residents are viewing the newsletter, with 80 units signed up. He also posts the newsletter link on Nextdoor. Tom shared his concerns that the current distribution method is not reaching enough people, like the previous mailings did. Board discussed mailing options, postcards, etc. Next newsletter is June 1<sup>st</sup>.

**Staffing:** New staff hours are 10a – 10p. Currently, there are 3 total staff members (Josh, Blanca and Chris). Tom is watching the payroll closely. Josh is new and in training.

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## 5. Business Operations

**Mobile Swim Class:** Tom shared that Hillsborough County has one of the largest swimming accident death rates in Florida. As such, the Brandon Swim & YMCA are once again offering free swim classes to Brentwood Hills residents. The lessons will be taught onsite at the Brentwood Hills Amenity Center. The classes will be conducted over a 1 week period during June between the hours of 10a – 12p. The pool will be closed to all other activities while classes are being taught.

**Monuments:** The concrete block is in, but the HOA is still waiting to receive a final schedule from Folsom. Recent rains have been causing delays.

**Forest:** Mark said that Bermuda grass would cause an issue if it were to appear in the forest, but so far none has been found. The weeds that are there should not cause any issue for the trees, according to the forestry service. The pines are doing well, the red maples are OK for now, but the magnolias were hit hardest by the prior dryness.

**Covenant Review:** Jim shared his thoughts regarding a review of the covenants for possible updates and/or amendments. The board members are to consider ideas for improvement.

**TV/Enclosure Discussion:** Tom asked the Board to provide input regarding the preferred size for a TV/Enclosure to use as a replacement for the current projector and movie screen used for movie nights and other presentations. The board members shared various thoughts regarding viewing angle, size, distance, etc., but could not decide on what size TV might be appropriate.

## 6. Director Comments

**Condition of Grass:** Jim shared his concerns regarding the condition of the grass along the major roadways. Tom indicated that he has been in communication with CLM and has continued monitoring the situation. Olin suggested the HOA consider other types of grass, like Zoysia. Manager will ask CLM to have a representative attend next meeting to discuss condition of grass and weeds at soccer field.

## 7. Adjournment

**On Motion:** Duly made by Gerri Clifton, second by Jim Barber and carried unanimously.

**Resolve:** To adjourn the meeting at 9:07 p.m.

  
Prepared by Manager on behalf of Secretary