

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting December 7, 2009 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Ken Belsley at 7:05 p.m. Ken Belsley confirmed that all board members had been notified of the meeting and agreed to hold it earlier in the month. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Stan Zemaitis, Chris Andrews, Lisa Prather and Dan Lasher also attended. It was determined that a quorum was established. Doug Pinner from McNeil Management was also present.

2. Reading of Unapproved Minutes

The Board reviewed meeting minutes from November 16, 2009. October meeting minutes were not yet available but will be reviewed at a later meeting. Manager will send follow up email to Elizabeth Hinkle and Ken Belsley to follow up.

On Motion: Duly made Chris Andrews, seconded by Lisa Prather and carried unanimously.

Resolve: To waive reading and approve the November 16, 2009 meeting minutes as presented.

3. Agenda Items

Foreclosure Authorizations: Manager presented the current lien foreclosure authorizations which are awaiting the Board's signature. Manager and Ken Belsley once again described the attorney collection process, liens, lien foreclosures, etc. in detail.

On Motion: Duly made Stan Zemaitis, seconded by Dan Lasher and carried 4 in favor and 1 against.

Resolve: To sign the lien foreclosure authorizations as previously authorized and specified by the current collection policy.

Updated Uniform Collection Policy: Manager presented and updated Uniform Collection Policy as recommended by the attorney Robert Tankel, P.A. and in keeping with the current community policies.

On Motion: Duly made Dan Lasher, seconded by Lisa Prather and carried unanimously.

Resolve: To approve and implement the updated Uniform Collection Policy as presented.

Homeowner Account Balances: Manager explained that a number of homeowners have been responding to the recent delinquency notices sent by Manager. In reviewing the owner accounts provided by COA, it seems that charges were applied for late fees, interest, etc. even though payments had been received in a relatively timely and routine fashion from certain owners. There are some accounts which have been billed for admin fees as a result of prior management sending certified letters. The manager requested authorization from the Association to judge each account on a case-by-case basis and make adjustments as needed to waive late fees and/or interest. Manager will keep the admin fees in place where justified since these represent a hard cost to the Association and should be reimbursed. The new system will not generate these admin fees, interest charges, late fees, etc. until the account is transferred to the attorney for collection.

On Motion: Duly made Lisa Prather, seconded by Dan Lasher and carried unanimously.

Resolve: To authorize manager to adjust the affected owner accounts as appropriate.

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Missing Money Order: Following a recent community event, a money order was produced as reimbursement to the HOA for monies not utilized during the event. A copy of the money order was filed and the money order was in turn provided to COA for deposit into the Association accounts. The money order has not since turned up at COA and is currently outstanding. Without the original "stub" from the money order, the issuing party will not refund the money. The Board discussed that the money order should be written off and the matter closed.

On Motion: Duly made Dan Lasher, seconded by Chris Andrews and carried unanimously.

Resolve: To write off the money order and consider the matter closed.

4. Open Session for Comments:

The Board and Manager responded to general questions from owners in attendance.

5. Adjournment

On Motion: Duly made Stan Zemaitatis, seconded by Dan Lasher and carried unanimously.

Resolve: To adjourn the meeting at 9:48 PM.

Prepared by Manager on behalf of Secretary