

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting May 17, 2010 Meeting Minutes

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

The meeting was called to order by President, Chris Andrews at 7:05 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Stan Zemaitaitis, Elizabeth Hinkle and Terrence Russell were also present. It was determined that a quorum was established. Doug Pinner from McNeil Management also attended.

### 2. Reading of Unapproved Minutes

The Board reviewed the prior meeting minutes. October 2009 meeting minutes were not yet available from prior Secretary Elizabeth Hinkle, but will be reviewed at a later meeting if/when available.

**On Motion:** Duly made by Stan Zemaitaitis, seconded by Elizabeth Hinkle and carried unanimously.

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

### 3. Agenda Items

**Perimeter Fence:** Chris Andrews asked Ron Goeddaeus to present information from the Fence Committee's findings. Ron introduced representatives from three (3) local fence providers, Home Depot/Active Yards, Lowes and Danielle Fencing. Each of these vendors was provided an opportunity to share information regarding their company, products and installation processes. They also provided samples of their products for board members and homeowners to review following the meeting and ask any remaining questions. The committee will gather additional information regarding pricing and present everything to the Board for review.

**On-Site Personnel Job Description:** Chris Andrews indicated he is still working with the Personnel Committee and hopes to have recommendations to present at the next meeting.

**Neighborhood Entry Signage:** Paul Knauer provided a brief summary regarding the condition of the entry signs throughout the neighborhoods. The Board asked the committee to provide specific details regarding what should be done at each location to return the entry signage to an appropriate condition. Manager recommended that the committee work directly with a qualified sign vendor regarding available options, specifications, pricing etc to present to Board.

**Flag Pole Light:** Board discussed that the flag pole light at the pool pavilion is not working. Light was replaced/repared within last few years, prior vendor not returning calls and unwilling/unable to fix. Manager will contact an electrician to repair the light.

**No Parking Signs:** Manager will forward examples of signs with pricing for board review. Manager also indicated that HOA will need authorization/approval from county in order to place signs along the county roadways.

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

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**July 4<sup>th</sup> Picnic:** The Board indicated that the Social Committee customarily organizes a 4<sup>th</sup> of July event but that the Social Committee is not currently active. The Board sought volunteers from the audience that may be willing to serve on the Social Committee and arrange a picnic. None volunteered, so any/all plans to conduct a July 4<sup>th</sup> picnic this year were abandoned due to lack of interest.

**Pool Pump Impeller Motor:** Chris Andrews indicated that the impeller motor at the pool pump is showing signs of imminent failure. Manager is currently seeking bids from qualified vendors for replacement of the motor and will forward them upon receipt. While the motor has not failed yet, the Association would like to be prepared to react quickly if/when it does fail.

**New HOA Website:** Manager indicated that the new HOA website is up and functional on the new web host. All information available to the management office has been provided to the webmaster and is being added to the website. Additional content may be provided by the HOA for the website. Manager will work with Board and ACC to gather the desired content from each group.

**Newsletter:** Manager explained that over the past 30-45 days, the maintenance issues on individual homeowner properties have increased dramatically and need to be addressed in mass. Issues include items such as stains on homes and other exterior surfaces, lack of proper mowing/trimming/edging/weeding of lawns, weeds in plant beds and expansion joints, mulching required, dirty/broken/missing/leaning mailboxes, fences in need of repair, etc. In most cases, the effort/time/expense required to remedy these issues is minimal and the homeowners should be taking care of these items routinely without prompting by the HOA. Chris Andrews will prepare another newsletter for mailing to the entire community to emphasize the need for each owner to correct these issues or be prepared for more stringent action to ensure their compliance with the deed restrictions.

**New Employees:** Chris Andrews is working with Southeast Personnel to obtain additional employees for the extra help needed at the amenity area during the summer season.

#### 4. Open Session for Comments:

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

#### 5. Adjournment

**On Motion:** Duly made Chris Andrews, seconded by Stan Zemaitaitis and carried unanimously.

**Resolve:** To adjourn the meeting at 9:05 PM.

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Prepared by Manager on behalf of Secretary