

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting June 21, 2010 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Chris Andrews at 7:10 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Stan Zemaitaitis 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 Terrence Russell, seconded by Stan Zemaitaitis and carried unanimously.

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

3. Agenda Items

Perimeter Fence: Ron Goeddaeus indicated that he has provided a spreadsheet summarizing the fence replacement options and pricing to Chris Andrews. Chris indicated that he would forward this spreadsheet to the board members and manager for review. The Board will review and discuss further at upcoming meeting. Chris Andrews also indicated that he has prepared a Fence Survey which will be made available to all owners to gather their feedback regarding the fence project.

Neighborhood Entry Signage: Paul Knauer has been in contact with local vendor(s) who will provide recommendations and relative pricing regarding repair/replacement as needed for individual neighborhood entry signage. Paul also agreed to have the vendors review the signage at the Swim & Tennis Club for repair/upgrade as needed.

No Parking Signs: Chris Andrews is working with the county regarding authorization for installation of the signs along the county roadways. Chris will alert manager when county has given approval and Association is ready to proceed.

On-Site Personnel Job Description: The Personnel Committee has somewhat dissolved and/or lost direction due to member changes and diverse opinions regarding the original purpose of the committee. The Board and remaining committee members discussed the issues at hand, restructured the committee with some new members and asked the committee to once again attempt to recommend an appropriate job description and salary range for the onsite pool manager position. Information will be presented at the next Board meeting.

Flag Pole Light: Board reviewed the proposal from Staples Electric to replace the flag pole light at the pool pavilion. The Board requested an additional competitive bid for the work. Manager will contact another electrician to request a proposal for board review.

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

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New HOA Website: Manager indicated that the new HOA website is completed on the new web host. All information available to the management office has been provided to the webmaster and has been added to the website. Additional content may be provided to Manager by the HOA for the website if/as desired.

Newsletter: Manager reiterated the need to mass distribute a newsletter to address the maintenance issues on individual homeowner properties that have increased dramatically over the past 45 - 60 days. 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 said that he has prepared 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. Chris will email the newsletter to manager for distribution and would like the Fence Survey included in this mailing.

Board Vacancies: The Board discussed the vacant board member positions created by the resignations of Lisa Prather and Ken Belsley respectively.

On Motion: Duly made by Terrence Russell, seconded by Chris Andrews and carried two (2) in favor and one (1) against.

Resolve: To appoint Tom Leavitt to fill the board member position vacated by Lisa Prather for the remainder of its associated term.

On Motion: Duly made by Chris Andrews, seconded by Terrence Russell and carried two (2) in favor and one (1) against.

Resolve: To appoint Paul Knauer to fill the board member position vacated by Ken Belsley for the remainder of its associated term.

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 Terrence Russell and carried unanimously.

Resolve: To adjourn the meeting at 8:40 PM.

Prepared by Manager on behalf of Secretary