

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting December 15, 2010 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:12 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Robert Hilbert, Chaplain Celerin, Adam Bilbao 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 as prepared by Manager.

On Motion: Duly made by Adam Bilbao, seconded by Chaplain Celerin and carried unanimously.

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

3. Agenda Items

President's Comments: Tom Leavitt offered his appreciation for the Board Members stepping up, getting involved and interested in making progress. He also thanked McNeil Management Services, Inc. and its staff for being professional, timely and helpful and for taking such good care of the HOA. He also thanked Miguel and Patty Viruet for getting the holiday lights in place throughout the community common areas. Tom stressed the importance of mindset, intent to help ALL owners, finding creative solutions, remaining flexible, demonstrating integrity, honesty and moral principles.

Landscape Committee: Committee Chair Terrence Russell provided a brief update regarding community landscaping. Issues such as beetle infestation, environment, soil content, over watering, etc have created problems for the pine trees in the common area. They have acquired an arborist's report regarding the condition of the trees along with suggested steps to take. Terrence will investigate further and report his recommendations to the Board.

Architectural Committee: Committee Chair Miguel Viruet presented the committee's report and indicated that the committee is working to improve the design standards, color palettes, etc. The color books have been ordered and will be arriving soon. There were 5 recent apps from 4 residents.

Reserve Study: Tom Leavitt once again asked that all board members familiarize themselves with the Reserve Study update that was recently completed. He spoke to the tennis court repairs that are projected during the next few years, but residents have already complained that the courts are in bad shape and may need to be resurfaced ahead of schedule.

Perimeter Fence: Adam Bilbao was pleased with the progress thus far and the responses from the potential vendors. Board asked Manager to resend the letter to the 3 potential vendors who failed to respond to the initial letter. The Fence Committee will be working to narrow down the desired fence specifications such as section maps, types of materials, colors, replacement schedules, etc. He will ask the vendors to provide bids based on the detailed specs and break down their costs between materials, labor, disposal of old fencing, etc.

On-Site Employee Handbook: Tom Leavitt will follow up with Paul Knauer who is working toward the creation of an employee handbook to indicate holidays, procedures, etc and will provide to the board members for review.

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Neighborhood Entry Signage: Paul Knauer was not available to provide a detailed update, but progress is being made.

Secondary Irrigation Well Repairs: Board reviewed and discussed proposals from several vendors.

On Motion: Duly made by Adam Bilbao, seconded by Chaplain Celerin and carried unanimously.

Resolve: To approve the proposal provided by Valrico Pump to complete the repairs.

Soccer Field: Tom Leavitt will work with Miguel to determine the appropriate rules for the sports field area. Tom will provide list of rules and sign specifications to Manager who will obtain quotes for the new sport field sign(s).

Financial & Management Reports: Manager presented the financial and management reports and responded to questions from the board members. Manager pointed out the owner accounts with credit balances and suggested that HOA consider reimbursing owner overpayments.

On Motion: Duly made by Chaplain Celerin, seconded by Adam Bilbao and carried unanimously.

Resolve: To reimburse owners with remaining credit balances.

HCSO Community Resource Officer: Tom Leavitt will check with the HCSO Community Resource Officer to see if they will be available to attend the annual meeting in March 2011.

4. Open Session for Comments

The Board and Manager fielded general questions and comments from homeowners in attendance.

5. Adjournment

On Motion: Duly made by Terrence Russell, seconded by Adam Bilbao and carried unanimously.

Resolve: To adjourn the meeting at 8:55 PM.

Prepared by Manager on behalf of Secretary