

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting January 17, 2011 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:10 p.m. It was confirmed that the meeting notice was posted at least forty eight (48) hours in advance. Directors Robert Hilbert, Adam Bilbao and Paul Knauer 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 Robert Hilbert, seconded by Adam Bilbao 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 mentioned that Chaplain is unavoidably out of town and unable to attend due to a family illness. Tom thanked Miguel Viruet and Robert Hilbert for a "job well done" at the community Christmas event.

Landscape Committee: Not in attendance.

Architectural Committee: Committee Chair Miguel Viruet presented the committee's report. The committee and manager will work together regarding specific owner responses to recent unapproved painting letters.

Perimeter Fence: Adam Bilbao presented an update on fence project. Manager provided update regarding responses from additional potential vendors. The Fence Committee has worked to narrow down the desired fence specifications such as section maps, types of materials, colors, replacement schedules, etc. They are creating a bid sheet for vendors to complete in order to ensure that the bids received are equivalent in scope. 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On Motion: Duly made by Paul Knauer, seconded by Adam Bilbao and withdrawn by Paul Knauer following further discussion.

Motion Withdrawn: To hire an additional onsite employee for 20 hours/week to perform cosmetic repair and maintenance of perimeter fence.

Neighborhood Entry Signage: Paul Knauer indicated that the new signs have been created and will be installed within the next few days, weather permitting.

Secondary Irrigation Well Repairs: Miguel confirmed that repairs to the secondary irrigation well have been completed satisfactorily.

Soccer Field: Tom Leavitt is working with Miguel & Patty to create the appropriate rules and signage for the sports field area. Will submit rules and sign proposals to Board for review.

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Financial & Management Reports: Manager presented the financial and management reports and responded to questions from the board members. Manager gave update regarding pine/palm tree removal project. Manager has asked arborist to tag trees for removal in all areas and will then seek competitive bids from landscaper and another vendor for removal of tagged trees, etc.

Daycare Calendar: Tom Leavitt will follow up with onsite daycare facility regarding their calendar of events for 2011 to keep the Swim & Tennis Facility staff aware of planned daycare events so they can coordinate accordingly.

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 Adam Bilbao, seconded by Paul Knauer and carried unanimously.

Resolve: To adjourn the meeting at 8:25 PM.

Prepared by Manager on behalf of Secretary