

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting

April 18, 2011

## Meeting Minutes

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

The meeting was called to order by President, Tom Leavitt at 7:17 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Robert Hilbert, Chaplain Celerin, Adam Bilbao, Elizabeth Hinkle, Paul Knauer 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 Robert Hilbert, seconded by Chaplain Celerin and carried unanimously.

**Resolve:** To waive reading of the prior meeting minutes and approve them with the following change: The deletion of the last sentence under "Common Area Trees" and replacement with a sentence that reads "Association will allow owners to trim only those portions of common area trees which extend over the owners property lines".

### 3. Agenda Items

**Landscape Committee:** Terrence Russell indicated that they are considering new plantings in landscaped common areas to improve appearance of the community and infuse some more color. He reported that the pine forest was mowed once the cleanup project had been completed.

**Common Area Trees:** The Board reviewed a homeowner request concerning tree limbs from a common area tree which are protruding over the homeowner's property line. The board reviewed the tree in question and discussed what, if any, responsibility the HOA has regarding trimming of trees in common areas such as this. The Board will review the county regulations regarding trees and discuss the matter again at a future meeting.

**Architectural Committee:** Committee member Patty Viruet presented the committee's report. The committee is going through the ACC policies and procedures to update/enhance as needed. One owner petitioned the Board of Directors that she be permitted to repaint her home using its existing color which is not currently a part of the approved color palette. The Board indicated that the decision regarding approved colors rests solely with the ACC. The Board asked the ACC to examine the color in question to determine whether or not the ACC intends to add it to the approved palette. The Board then explained to the owner that if the color is not able to be added to the Association's color standards, the owner must then choose an alternate color from the existing palette.

**Perimeter Fence:** The Board briefly discussed potential maintenance plans to determine how much additional useful life they can achieve from the current fence and which sections of fence may be best served by cleaning/painting/repair. Adam Bilbao presented his graffiti removal testing apparatus which he will use to confirm the manufacturers' claims regarding the ability to remove graffiti from the newer vinyl fencing and how well the recommended products perform.

**Soccer Field:** Tom Leavitt indicated that the initial rules document has been drafted and will be emailed to Board for review. They are working on the layout and content for the new signage. Paul and Terrence will determine an appropriate look for the new signs.

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**Tree Grant:** Miguel contacted county. County indicates that person previously handling the grant has since retired. County is reassigned the matter to another person, should have a response soon.

**Soccer Field Grant:** Chaplain Celerin working to complete grant request, will keep Board updated.

**LSV to Replace Golf Cart:** Board discussed information and proposals regarding the Low Speed Vehicle (LSV) which the Association is considering purchasing to replace the current golf cart which cannot continue to be used on county roads. The Board is working with several vendors to determine which one can provide the best options, pricing and quickest delivery. There are still some final details to be worked out, but the Board is ready to move forward and approve the purchase.

**On Motion:** Duly made by Adam Bilbao, seconded by Paul Knauer and carried unanimously.

**Resolve:** To approve the Association's purchase of an LSV at a cost not to exceed \$13,600 pending final review of vendor offerings.

**Security System Upgrades:** Board is considering some upgrades to the existing security camera system. They would like to extend the system to provide coverage for other portions of the property. Options will be discussed more fully at upcoming meeting.

**Smoking Area & Rules:** A suggestion was made to restrict smoking within the amenity areas. The Board discussed the current smoking areas and rules and agreed that a change was needed.

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

**Resolve:** To designate the interior of the pool and amenity areas as non-smoking and to create a designated smoking area at an appropriate location outside the facilities.

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

#### 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 9:28 PM.



Prepared by Manager on behalf of Secretary