

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting November 21, 2011 Meeting Minutes

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

The meeting was called to order by President, Tom Leavitt at 7:07 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Chaplain Celerin, Terrence Russell, Paul Knauer and Robert Hilbert 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 as presented.

### 3. Agenda Items

**Architectural Committee:** Miguel Viruet indicates that they have recently processed 4 requests including 1 request for emergency roof repair. They have also finished updating the approved color palette.

**Landscape Committee:** Onsite staff is being temporarily diverted from fence maintenance to irrigation repairs of 117 rotors which were intentionally damaged and/or vandalized. Manager will check with insurance provider to determine if these damages are covered under the current policy.

**Community Updates:** Tom Leavitt provided general updates on various projects such as the fence and ongoing grants he is attempting to secure from the county.

**Security System Upgrades:** Tom will get with Miguel to review previously submitted bid and use that to develop specs going forward.

**Soccer Field:** Paul Knauer indicates that the soccer field signage is built and ready for install. He will get with Miguel to determine appropriate placement for signs and arrange for the sign vendor to complete the work.

**Financial & Management Reports:** Manager presented the financial and management reports and responded to questions from the board members. Manager will review electric expense category since March 2011 to determine if monthly invoice amount has decreased since install of timers.

**December Board Meeting:** Board members discussed the cancellation of the December 2011 meeting due to the holidays.

**On Motion:** Duly made by Terrence Russell, seconded by Chaplain Celerin and carried unanimously.

**Resolve:** To cancel the December 2011 Board Meeting due to the holidays.

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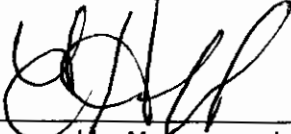
## 4. Open Session for Comments

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

## 5. Adjournment

**On Motion:** Duly made by Terrence Russell, seconded by Robert Hilbert and carried unanimously.

**Resolve:** To adjourn the meeting at 9:15 PM.



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Prepared by Manager on behalf of Secretary