

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting July 16, 2012 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:02 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Terrence Russell, Adam Bilbao, Chaplain Celerin and Robert Hilbert were also present. It was determined that a quorum was established. Doug Pinner from McNeil Management also attended.

2. Approval of Minutes

The Board reviewed the May 2012 meeting minutes as prepared by Manager. Adam indicated that the June 2012 meeting minutes were not yet available.

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

Landscaping: Terrence indicated: new sod being installed, met with chemical treatment provider to review treatments and needs, vendor to email report and recommendations on regular basis, Golden Sun now working with Tru Green, trees are trimmed, working on other items around amenity center.

Social Committee: Patty indicated that the committee has planned the Annual Summer BBQ for August 11, 2012. The free tickets are available now and will be used for headcount purposes only. Signs have been ordered and will be placed around community. There are 16 youth from the community that have signed up to volunteer at the BBQ.

The 1st water aerobics class was held last Tuesday at 9:00am, there were 6 residents in attendance. There are other residents who have expressed interest. Depending on level of interest, they may schedule a 2nd class during the week.

Open Board Position: Tom opened the discussion regarding the Class III board position previously vacated by Elizabeth Hinkle. Tom recommended Richard Vogt as the candidate to fill the open position. The Board members asked questions of Richard Vogt.

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

Resolve: To appoint Richard Vogt to fill vacant Class III board member position.

Pine Forest Replanting: Robert Hilbert looking for volunteers.

Community Fence (Tuscany / Dew Bloom): Adam gave updates on fence install. Finalizing material choice, placing order, install to take place in August/September. Board asked manager to follow up with Fence Outlet regarding their offer to swap fence panels at pool area to improve ingress/egress of LSV from storage area at no charge. Manager will forward request to vendor.

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Pressure Washing: Manager presented bids as requested by Board for pressure washing of sidewalks, curbing and gutters along major boulevards in community.

On Motion: Duly made by Terrence Russell, seconded by Adam Bilbao and carried unanimously.
Resolve: To accept proposal from Dragon Pressure Washing.

Security Upgrades: Board considered additional upgrades to video surveillance and security systems at the amenity area. Board is considering additional cameras for improved coverage of pool and parking areas. They are also considering install of card readers at restrooms.

On Motion: Duly made by Adam Bilbao, seconded by Terrence Russell and carried unanimously.
Resolve: To approve install of additional cameras and key card readers at a total cost not to exceed \$8,000.

Mediation Settlement Authority: Manager indicated that one of the board members will need to attend an upcoming court ordered mediation on behalf of the HOA. Manager suggested that the Board consider granting settlement authority to any board member who may be called upon from time to time to appear in court on behalf of the Association.

On Motion: Duly made by Adam Bilbao, seconded by Richard Vogt and carried unanimously.
Resolve: To grant settlement authority to any board member or members who may be called upon from time to time to appear at a mediation or court function on behalf of the Association.

Broken Window – 536 Beth Ann: Manager indicated that the neighbors of 536 Beth Ann have expressed concern regarding appearance of broken window at this address.

On Motion: Duly made by Adam Bilbao, seconded by Chaplain Celerin and carried unanimously.
Resolve: To approve the forced repair of the broken window at 536 Beth Ann at a cost not to exceed \$600.

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

4. **Open Session for Comments** – None

5. **Adjournment**

On Motion: Duly made by Terrence Russell, seconded by Adam Bilbao and carried unanimously.
Resolve: To adjourn the meeting at 9:32 PM.



Prepared by Manager on behalf of Secretary