

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting September 17, 2013 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 Adam Bilbao, Steve Calkins, Chaplain Celerin and Rick Vogt 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 prior meeting minutes as prepared by Manager.

On Motion: Duly made by Rick Vogt, seconded by Adam Bilbao and carried.

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

3. Committee Reports

Onsite Staff: Tom introduced the new onsite staff members Autumn and Krysta. Tom indicates that they are doing well and learning quickly.

Landscaping: Carlos and Dana (from Austin Outdoor) updated the Board regarding status of landscaping and irrigation system. Crews are slated to be onsite each Monday (weather permitting) with multiple mowing crews for ponds, common areas, etc. They will sometimes have detail crew onsite on Tuesdays. Dana (irrigation manager) did preliminary inspection of irrigation system in July and immediately noticed extremely poor condition of irrigation system wiring and electrical service in pump house. He observed severe issues with the wiring, electrical panel, storage of chemicals, etc. Vendor provided proposals for needed repairs.

Architectural: Tom heard from one volunteer in the past, but has had no further contact. He will reach out to them again to follow up regarding their interest.

Social: The committee is planning for garage sale on 2nd Saturday in October, holiday party on December 14th, movie nights to continue weekly on Friday nights, good turnout, might start earlier as it gets darker in fall. Adam has acquired a pull down movie screen at no cost to HOA and will ask preferred vendor SAKS to install screen at amenity center.

4. Financial Business

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

5. Business Operations

Fence: East Lumsden is next section, will begin in late October. West Lumsden is final section and is tentatively scheduled to be begin in early 2014.

BB Court: Board discussed proposed addition of BB Court, trying to determine what might be desired, when it might take place, will start to drill down to some specifics and begin having conversations with vendors to develop specifications for pricing. They have some preliminary information already, but only for initial conversations.

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Irrigation: The Board reviewed the proposals provided by Austin Outdoor for repairs of the main irrigation system controller and related electrical panel at the pump house. Vendor to provide additional proposals and details for needed repairs of pop-ups, valves, wiring, etc. throughout common areas.

On Motion: Duly made by Rick Vogt, seconded by Chaplain Celerin and carried unanimously.

Resolve: To accept Austin Outdoor proposal for irrigation related repairs totaling approximately \$8,800.

Landscaping Upgrades: The Board reviewed proposals for landscape upgrades at neighborhood signage/entry areas for Kensington, Avalon and Clarion. Board asked for revised quote for Clarion.

On Motion: Duly made by Adam Bilbao, seconded by Rick Vogt and carried unanimously.

Resolve: To accept Austin Outdoor proposal for landscaping upgrades at Avalon and Kensington, as depicted on related renderings and removal of existing palm trees at Avalon entry (pending further evaluation of palms).

Purchase Policy: Board discussed purchase policy and agreed that no changes were required.

Radar Signs: Per Adam, signs ordered, will work with SAKS for installation of new signs.

Pine Trees: The Board reviewed proposals for removal of dead/infested pine trees.

On Motion: Duly made by Rick Vogt, seconded by Adam Bilbao and carried unanimously.

Resolve: To accept proposal from Tree Investment for removal of pine trees in question.

Newsletter: Next edition planned for late November or early December.

LSV: Board discussed sale of LSV. LSV insurance will be cancelled upon sale of LSV.

On Motion: Duly made by Adam Bilbao, seconded by Rick Vogt and carried unanimously.

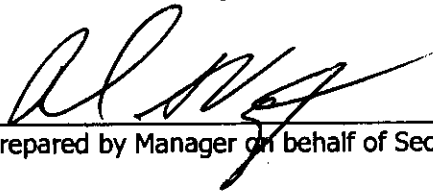
Resolve: To grant Tom Leavitt authority to sell the LSV.

6. **Open Session for Comments** – Board responded to questions from owners in attendance.

7. **Adjournment**

On Motion: Duly made by Adam Bilbao, seconded by Rick Vogt and carried unanimously.

Resolve: To adjourn the meeting at 9:28 p.m.


Prepared by Manager on behalf of Secretary