

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting May 20, 2014 Meeting Minutes

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

The meeting was called to order by President, Tom Leavitt at 7:03PM. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Steve Calkins, Gerri Clifton, Adam Bilboa and Rick Vogt were also present. It was determined that a quorum was established. Gigi Holmes from McNeil Management also attended the meeting.

### 2. Approval of Minutes

The Board reviewed the prior meeting minutes as prepared by the Manager.

**On Motion:** Duly made by Rick Vogt, second by Gerri Clifton and carried unanimously.

**Resolve:** To waive reading of the April 15, 2014 meeting minutes and approve them as presented.

### 3. Committee Reports

**Landscape:** Steve expressed his approval for the work that Austin Outdoor has done thus far for the HOA.

**ACC:** Management will provide the ACC with a list of any outstanding alteration requests to date.

**Social:** See update under Business Operations, Overview of Social Events below.

**Staff Report:** Tom introduced Nicole, one of the new pool staff members, to the Board and homeowners in attendance.

### 4. Financial Business

**Financial & Management Reports:** Manager presented the financial and management reports and responded to questions from the board members and homeowners. She will forward the Board a summary of the bad debt included April report.

### 5. Business Operations

**Overview of Social Events:** Gerri reported that the Easter Egg Hunt went well. There were 65 children in attendance. It was suggested that next year there be ticket sales or a sign-up sheet posted so the committee will know in advance how many children to expect.

Regarding the community garage sale, there was a suggestion that a large banner advertising the event should be purchased and hung outside of the community to help get the word out.

**August BBQ:** The Board and Social Committee will continue to plan the community BBQ for August. This item will be included in the newsletter and ticket sales will begin in June.

**Party Request for Use of Bouncy House:** The Board is okay with the recent homeowner request to have a bouncy house on common area for an upcoming birthday party as long as adequate insurance coverage is in place. Management will research the insurance options for bouncy house events.

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**Radar Signs:** Tom has a meeting scheduled with Commissioner Higginbotham on May 29, 2014 regarding the radar signs.

**Sod Replacement:** The Board feels that the ongoing sod replacement project is going very well.

**Monument/Landscape Enhancements:** The landscape upgrades that have already been completed at the various entries look a bit sparse to the Board. They will ask Austin Outdoor to revise any upcoming monument enhancement quotes to reflect using five gallon rather than three gallon plants.

**Pine Forest:** Bald Cypress is the type of tree that has been recommended to replace the trees currently growing in the pine forest. Tom requested that the arborist plant a small number of them in this area. The Board will monitor these trees to determine if they would be the right choice before making the decision to replace the entire pine forest with this species.

**Office Changes:** Rick indicated that the upgrades/changes to the pool office are complete for the most part. The vendor is still working on the PTZ (pan, tilt, zoom) cameras which aren't functioning properly with the DVR.

**Pool Upgrades:** Tom presented a set of specifications for the pool renovations to the other Board members. He will make the suggested revisions and forward it to management. Gigi will submit the specifications to vendors for bids and request that they be submitted prior to the July 15<sup>th</sup> meeting. The Board would like to have a vendor selected no later than the August 19<sup>th</sup> meeting.

**Facility Rule Enforcement:** When the pool staff shuts off an owner's pool card, the Board would like a notice to be sent officially indicating to the owner what has happened and directing them to contact the Board President to resolve the situation. Management will draft a notice for the Board to review and edit as appropriate.

**Amenity Center Fence:** Although the Board approved PVC fencing to be installed at the east playground during the last meeting, at this meeting they voted to reverse that decision and go with the iron fencing that was originally proposed.

**On Motion:** Duly made by Rick Vogt, second by Steve Calkins and carried unanimously.  
**Resolve:** To reverse the decision to approve the proposal from Fence Outlet to replace the amenity fence with matching PVC privacy fencing and request that they instead install the black iron fence as per the original quote.

**Pool Hours:** Board members discussed extending the pool hours for the summer season. They decided on the following schedule:

Memorial Day Weekend – The pool will be open on Friday, Saturday and Sunday until 9:00PM.

Summer Schedule – Starting June 6<sup>th</sup>, the pool will be open every day until 10:00PM. The staff will open the pool at 10:00AM on Saturday & Sunday and at 9:00AM Monday – Friday.

The Board also approved having Movie Night again on Fridays beginning June 6<sup>th</sup>.

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**Newsletter:** Rick will be finalizing the newsletter that is planned to go out in June.

**Grill Area Proposals:** The Board will continue to research this project and will discuss it more at the next meeting.

**Exterior Monuments:** This item will be discussed more at future meetings.

**6. Open Session for Comments**

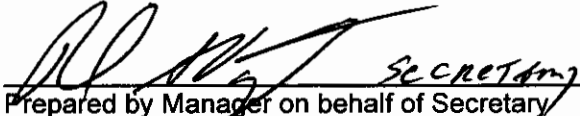
Gary Clifton pointed out that boats and trailers often become an issue during the summer months. He also reminded the Board to make sure that the grass would be freshly cut for the BBQ in August.

**7. Adjournment**

The next meeting is scheduled for Tuesday, June 17, 2014 at 7:00PM.

**On Motion:** Duly made by Steve Calkins, second by Rick Vogt and carried unanimously.

**Resolve:** To adjourn the meeting at 9:25PM.

  
Secretary  
Prepared by Manager on behalf of Secretary