

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting June 17, 2014 Meeting Minutes

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

The meeting was called to order by President, Tom Leavitt at 7:10 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Steve Calkins, Gerri Clifton, 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 Gerri Clifton, second by Rick Vogt and carried unanimously.

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

### 3. Committee Reports

**ACC:** Tom indicated that the review process is working well and the board members are being very quick to respond.

**Social:** Gerri indicates that plans for the BBQ are taking shape. The Board is interested in keeping it simple this year, with hamburgers, hot dogs, chips and several side items. Tickets are being given out at the pool office. Manager will provide listing of all property addresses for pool staff to track distribution of tickets.

### 4. Financial Business

**Financial & Management Reports:** Manager presented the financial and management reports and responded to questions from the board members and homeowners. Board asked Manager to prepare report showing progressive decrease of outstanding A/R balance over last 3 years at 6 month intervals.

### 5. Business Operations

**Radar Signs/County Process:** Board approached county commissioner regarding county requiring removal of radar signs. Board explained to commissioner that HOA is very concerned with safety of children, families and pedestrians within Brentwood Hills. County is performing traffic and pedestrian study to determine usage along Mt. Carmel near Brentwood Hills Blvd. County sent an agreement regarding HOA maintenance of landscaped areas along major roads within HOA. Board reviewing agreement and will follow up with county regarding concerns and questions.

**Security System:** Rick shared that the system is working, but that some of the pan/tilt/zoom (PTZ) cameras are not responding to commands from the DVR. Current system has mixture of cameras/brands. Several upgrade options are available depending on desired outcome and level of control. Rick will continue to work with AAS to determine best options and related pricing.

**Website Modifications:** Manager shared that webmaster has provided enhancements for events listing on Home page per Tom's request. Webmaster has also improved event entry/update/approval interface. Manager will continue to work with Tom to determine if additional changes are required.

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

**Facility Usage by Vendors:** Board members discussed recent request from vendor for personal usage of pool. Board and Manager agreed that enjoyment of facilities should be limited to members and guests. Vendors' access to and use of the facilities should be limited to activities related to completion of their assigned tasks. Manager will communicate HOA's decision to vendor in question.

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

**Resolve:** To limit vendor use of facilities to activity related to completion of assigned tasks.

**Landscape Maintenance:** Board members are overall pleased with Austin Outdoor performance. However, board members would like to minimize Board oversight and rely on the vendor more heavily. Manager will arrange meeting between vendor and Board to discuss concerns and work toward minimizing demands on board involvement.

**Sod Replacement:** Board happy with new sod which responded well to recent rains. Board had a few concerns regarding quantity of sod received versus expected, so they plan to monitor delivery of sod more closely on future events.

**Interior Monument Enhancement:** Board will request that future landscape upgrades include larger plants to achieve a more substantial look upon initial install.

**Pine Forest Cypress Plantings:** Board is working with vendor to install 4 bald cypress trees at pine forest as test to determine appearance and workability. Plantings to be completed once irrigation has been provided in test area.

**Amenity Upgrades:** Manager has distributed upgrade specifications to multiple vendors. Vendor responses will be considered at upcoming meetings with decision expected in August if possible. Upgrades are planned to commence in November 2014.

**Friday Night Movie:** Movie screen will be moved to other pavilion to improve visibility at earlier showings. Board will also work on improving experience based on several suggestions made by homeowners in attendance and will continue to monitor participation.

**Newsletter:** Manager has distributed June newsletter.

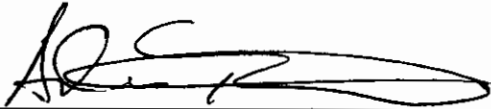
**Grill Area & Monument Upgrades:** Board continues to work with vendors for best options/pricing. Will review proposals at upcoming meetings.

**6. Open Session for Comments** – Board and Manager responded to questions from attendees.

## **7. Adjournment**

**On Motion:** Duly made by Steve Calkins, second by Gerri Clifton and carried unanimously.

**Resolve:** To adjourn the meeting at 9:09 p.m.



Prepared by Manager on behalf of Secretary