

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting July 20, 2015 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order by President, Tom Leavitt at 7:40 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Gerri Clifton and Adam Bilbao were also present. It was determined that a quorum was established. Doug Pinner from McNeil Management was also in attendance.

2. Approval of Minutes

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

On Motion: Duly made by Adam Bilbao, second by Gerri Clifton and carried unanimously.

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

3. Committee Reports

Landscaping: Tom turned the floor over to representatives from Austin Outdoor (AO) to provide updates regarding landscape maintenance as well as staffing changes and responded to questions from the board. AO provided maps of the community's irrigation zones and sod. AO will provide electronic copy of maps for HOA use.

4. Financial Business

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

5. Business Operations

Pool Renovations: Tom indicated that the above ground portions of the splash pad should begin being installed this week. An additional gate will be required in the fence to allow proper access. Manager will follow up with Fence Outlet and request that they coordinate with SAKS for exact location of new gate at SAKS expense.

Routine Maintenance Cycles: Board discussed establishing routine maintenance cycles for items such as signage cleaning/repainting, fence inspection/repair and common area pressure washing in an effort to place all maintenance items on auto-pilot. This will allow the Manager to work with preferred vendors to keep routine pre-approved events moving forward at appropriate intervals without additional input from Board.

On Motion: Duly made by Adam Bilbao, second by Gerri Clifton and carried unanimously.

Resolve: To authorize Manager move ahead as deemed appropriate with routine maintenance cycles and scheduling for the following:

- Quarterly inspection of all common area and perimeter fencing
- Annual pressure washing of all fences, buildings, concrete surfaces and signs (as appropriate)
- Every three year sign repainting and refurbishment

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Reserve Study Update: Board discussed having the reserve study updated to reflect recent renovation of common elements and to provide for accurate reserve planning going forward.

On Motion: Duly made by Adam Bilbao, second by Gerri Clifton and carried unanimously.

Resolve: To approve expense for Reserve Advisors to update the reserve study in 2015.

Concrete Stain Color Standards: Board discussed need to establish standards for concrete stain colors for use on driveways and walkways. Manager provided some basic color options which are widely used at other HOA's.

On Motion: Duly made by Gerri Clifton, second by Adam Bilbao and carried unanimously.

Resolve: To adopt three (3) BEHR concrete stain colors as the community standard for concrete stain on driveways and/or private walkways as follows:

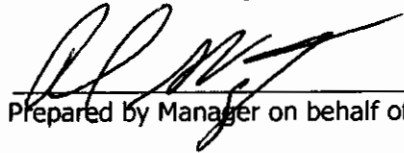
- Foggy Morn (PFC-61)
- Traditional Tan (PFC-31)
- White Cloud (PFC-72)

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

7. Adjournment

On Motion: Duly made by Adam Bilbao, second by Gerri Clifton and carried unanimously.

Resolve: To adjourn the meeting at 9:10 p.m.



Prepared by Manager on behalf of Secretary