

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting November 16, 2015 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 Gerri Clifton, Dove Swinskey, Adam Bilbao and Rick Vogt 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 Gerri Clifton, second by Adam Bilbao and carried unanimously.
Resolve: To waive reading of the prior meeting minutes and approve them as presented.

3. Committee Reports – None.

4. Board Applicant Interview

Tom introduced candidate Suzette Foister for consideration. Each board member was given an opportunity to ask questions of Ms. Foister. Suzette responded to each question and provided her own input regarding her desire to serve on the Board and her background. Both Gerri and Tom shared their thoughts and appreciation for her participation in various efforts thus far.

On Motion: Duly made by Rick Vogt, second by Adam Bilbao and carried unanimously.
Resolve: To appoint Suzette Foister to fill the vacant, Class III board member position.

5. Financial Business

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

6. Business Operations

Cypress Forest: Tom indicated that Chaplain Celerin, as chairman of the Forest Committee, will be working with state arborist Rob Northrop in the coming year to determine the resulting status of the cypress forest and Rob's recommendations going forward. Topic will be revisited in spring of 2016.

Yard of the Month: Dove Swinskey shared her ideas for establishing a Yard of the Month program within Brentwood Hills to show appreciation to those homeowners who work hard to have a nice lawn and landscaping. The Board may consider starting the program in April 2016. Board discussed possible monetary awards, recognition signs, etc.

Social Events: Board is considering several events for 2016, such as Easter Party, spring yard sale, fall yard sale, July 4th cookout, Halloween and Christmas. The recent Halloween Party went very well, participation was excellent, lots of fun, had food for 275 and 300 attended, will attempt more improvements next year.

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Newsletter: Rick is working on a winter newsletter for distribution in December.

Garage Sale: Gerri surveyed the community during the yard sale. There was some participation but it seemed sparse. Board might consider a different schedule for next year in hopes of improving participation, possibly in early October.

Christmas Party: Gerri indicated that the "goodie bags" have been purchased and they are stuffing them now. The plan to have face painting, a photo booth, karaoke Santa, hot dogs, chips, cookies, hot chocolate. The party will be from 5p – 8p. The committee is seeking additional volunteers to help.

CES Proposal: Board reviewed the proposal from CES Engineering to use ground penetration radar to determine the cause and/or status of the sink hole that opened up in the retention pond.

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

Resolve: To approve the CES bid for using ground penetrating radar at retention area.

Exterior Monuments/Signs: Board discussed hiring a professional architect/engineer to do the formal design work for the monuments and signs. They would like renderings and elevations along with the work and expect the designs to be in keeping with all county codes/requirements. Manager will seek qualified vendor to begin the process. Upon completion/acceptance of the designs, the association will submit the designs to several vendors for proposal.

On Motion: Duly made by Adam Bilbao, second by Suzette Foister and carried unanimously.

Resolve: To pre-approve up to \$5,000 for drafting designs, pending confirmation that designs will carry all needed engineering stamps for county approval.

Architectural Standards – Roofing: Board discussed the need to establish additional standards/guidelines for approved roofing styles, colors, etc. within the community. Adam presented his proposal for the additional roofing standards. Manager will reformat standards presented by Adam and incorporate them within the existing roofing standards document.

On Motion: Duly made by Rick Vogt, second by Dove Swinsky and carried unanimously.

Resolve: To adopt the roofing standards as proposed by Adam.

Security: Rick presented bid from SecureLink Communications for additional camera upgrades. Adam Bilbao indicated that he will abstain from any discussion and/or voting on this matter due to his relationship with SecureLink.

On Motion: Duly made by Rick Vogt, second by Suzette Foister and carried 5 in favor, Adam Bilbao abstained.

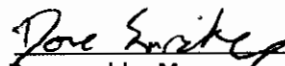
Resolve: To accept the proposal from SecureLink to further upgrade the cameras.

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

8. Adjournment

On Motion: Duly made by Adam Bilbao, second by Dove Swinsky and carried unanimously.

Resolve: To adjourn the meeting at 9:15 p.m.


Prepared by Manager on behalf of Secretary