

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting January 18, 2016 Meeting Minutes

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

The meeting was called to order by President, Tom Leavitt at 7:05 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Gerri Clifton, Dove Swinsky, Suzette Foister and Chaplain Celerin 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 Dove Swinsky and carried unanimously.

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

### 3. Committee Reports

**Landscape:** Yellowstone Landscape attended the meeting and provided a status update. Chad said the turf and gold mound shrubs had developed some fungus and were treated. The shrubs will be cut back and should recover. The cleanup of the cypress forest continues in thirds until the entire area is under control. They have scheduled an extra visit for removal of debris and treatment of weeds along the fence lines. Dana shared information and showed the large broken piece from the most recent main line repairs as an example of the recent failures in the old piping.

**Social:** Suzette said that the committee is considering a kids play date for Valentine's Day.

### 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

**Santa Visit:** Santa visit over holidays was a big success with good participation. The final cost for the event was \$730. They planned for 100 kids and actually gave out 109 goodie bags. The committee has some ideas for possible improvements next year. It was lots of work, but the parents offered much thanks and appreciation.

**Egg Hunt:** The Egg Hunt is scheduled for March 26, 2016 and has been posted on the website. The committee is working on decorations and will offer free tickets at the pool office. They will ask kids to bring their own baskets.

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**Splash Pad:** The fence around the splash pad is scheduled for install on January 29, 2016. Tom shared proposals from alternate vendors that he and Rick had met with for landscaping around the splash pad and tennis courts. Tom indicated that the fountains in the pool are not operating as expected. He is working with SAKS to correct before final payment will be released. SAKS is also working on adjustments for the chemical treatment controls. Tom/Rick spent time onsite with pool vendor Sav-A-Buc to learn the proper method for raising/lowering the water level in the pool.

**On Motion:** Duly made by Chaplain Celerin, second by Dove Swinsky and carried unanimously.  
**Resolve:** To accept the Bravo Landscaping proposal as presented.

**Exterior Monuments:** Tom shared information regarding the options for design work on the exterior monuments and signs. The board further discussed the proposal provided by Sturch Design. Prior to the design work, the engineers will also require that surveys of the areas in question be conducted.

**On Motion:** Duly made by Suzette Foister, second by Gerri Clifton and carried unanimously.  
**Resolve:** To accept the Sturch Design proposal for the design work as presented with an additional expense not to exceed \$2500 for the required surveys.

**Grill Area Improvements:** Tom shared proposals for the hard roof/cover and additional improvements being considered for the grill area.

**On Motion:** Duly made by Suzette Foister, second by Dove Swinsky and carried unanimously.  
**Resolve:** To accept the proposal from Florida Playground as presented.

**Security:** Tom presented bids from SecureLink Communications for additional camera upgrades and for the routine maintenance contract for the security system, card access system and I.T. components at pool area. Tom will get with Rick to further discuss the proposals for additional camera upgrades.

**On Motion:** Duly made by Suzette Foister, second by Dove Swinsky and carried unanimously.  
**Resolve:** To accept the SecureLink proposal for a routine maintenance contract for the security and I.T. systems at the amenity area.

**Yard of the Month:** Dove Swinsky is working to determine a start date for the new program. She is still seeking volunteers from Stratford and Avalon neighborhoods. She will proceed with program and use other committee members to fill in as needed for those areas until additional volunteers are found. She will design some sign layouts and submit them to preferred sign vendor for creation.

**Perimeter Fence:** Manager presented samples from Fence Outlet to illustrate the coloring and look of the new fence material to be installed. The Board and homeowners in attendance reviewed and discussed the fencing samples provided. Dove mentioned that she is seeing white streaks/stains beginning to appear on some of the columns along the fence line and will send representative photos. Manager will check with Fence Outlet to ask if they are willing/able to provide routine maintenance/repair of the columns. Manager will notify Fence Outlet to proceed with perimeter fence replacement using new materials as presented.

**On Motion:** Duly made by Suzette Foister, second by Dove Swinsky and carried unanimously.  
**Resolve:** To approve use of the new fencing material as illustrated by the samples provided.

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**CES Proposal:** Awaiting attorney opinion regarding appropriate steps.

**Architectural Standards:** Dove and Tom shared progress with creation of updated architectural standards document. Tom praised Dove for all of the work done thus far. Dove will finalize a draft and provide to Manager for review, followed by attorney review.

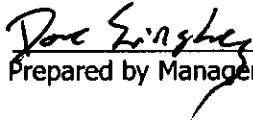
**Mobile Swim Components:** Tom shared information about Mobile Swim Components who would like to use the pool facility to teach CPR classes. The classes would be available to residents of Brentwood Hills only.

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

## **7. Adjournment**

**On Motion:** Duly made by Gerri Clifton, second by Chaplain Celerin and carried unanimously.

**Resolve:** To adjourn the meeting at 9:08 p.m.



Prepared by Manager on behalf of Secretary