

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting April 15, 2019 Meeting Minutes

1. Call to Order - Certifying of Quorum

The meeting was called to order by Tom Leavitt at 7:03 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Directors Jim Barber, Olin Barnett, Charlie Leo, Paul Pamrow, Mark Braverman and Gerri Clifton were also present. It was determined that a quorum was established. Doug Pinner and Jennifer Conti represented McNeil Management.

2. Approval of Minutes

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

On Motion: Duly made by Gerri Clifton, second by Olin Barnett and carried unanimously.

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

3. Reports: Manager presented financial and management reports and responded to questions.

4. Committees

Social Committee: Easter Egg hunt was held on Saturday April 13th. 1200 eggs were filled with candy and hidden for the children to find and take home. 60 residents were in attendance. Friday Night Movie will continue every other week. The next movie night is April 26th. The committee has been receiving positive feedback from the community.

Architectural Committee: The committee has been processing 15-20 applications weekly. Replacement information regarding homeowner's mailbox will be posted on the website. The committee will distribute flyers to Cambridge, Kensington and Stratford. Mailbox caps will be available at the pool house.

Staffing: A third staff member at the club house has been added in preparation for the upcoming season. Mobile swim classes start Monday June 3rd at 10am and 11am. Some spots are still available at both hours. The pool will be shut down until 12pm during class days.

5. Appointments

ACC Committee: The Architectural Committee currently has two members, Olin Barnett and Charlie Leo with one open position.

On Motion: Duly made by Gerri Clifton, second by Paul Pamrow and carried with six in favor and one opposed.

Resolve: To accept Olin Barnett and Charlie Leo as members of the Architectural Committee.

Landscape Director: Tom suggested appointing Olin Barnett to a position of Landscape Director. Jim Barber expressed concerns regarding Olin assisting the irrigation tech and the landscapers without being properly licensed/insured or having appropriate safety equipment. Landscape Director was provided a purchasing authority not to exceed \$200.00.

On Motion: Duly made by Charles Leo, second by Gerri Clifton and carried with six in favor and one opposed.

Resolve: To accept Olin Barnett as the landscape director and authorize him to expend related funds up to \$200.00.

6. Business Operations

Radar Signage: All four signs seem to be working. Olin will continue trying to sell them or find an organization that can use them.

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Separation of Irrigation from Landscape Contracts: Board discussed having separate contractors for irrigation and landscaping. Each contractor will need to work together as a unit.

On Motion: Duly made by Jim Barber, second by Mark Braverman and carried unanimously.

Resolve: To have an independent contractor for irrigation and another for landscaping.

Irrigation Contract: Board reviewed irrigation contract from Second Irrigation. Board requested their attorney to review contract and advise.

On Motion: Duly made by Olin Barnett, second by Gerri Clifton and carried with six in favor and one opposed.

Resolve: To accept irrigation contract from Second Irrigation after Attorney's review.

Landscape Maintenance Contract: The Board reviewed the landscape maintenance proposals as submitted. Several board members were inclined to offer the landscape maintenance contract to Panorama, based on Panorama's familiarity with the community and their reliability in providing tree work for the community. Some board members and homeowners in attendance were concerned that Panorama Tree Care was not currently capable of providing landscape maintenance services and would have to gear up for such services as far as equipment and manpower.

On Motion: Duly made by Olin Barnett, second by Gerri Clifton and carried unanimously.

Resolve: To accept the landscape maintenance proposal from Panorama, based on Tom & Olin meeting with Panorama on April 16, 2019, to confirm aspects of the proposal, details, quantities, etc. Following said discussion with Panorama, Jim will produce a formal Scope of Work by COB on Friday, April 19, 2019 to reflect the HOA's expectations regarding the work to be done. The resulting scope of work would then be shared with Panorama. If either party (Panorama OR Board) disagrees with the Scope of Work or related pricing for the landscape maintenance by Panorama, the Board would fall back to approving proposal from Nature Coast as its Plan B.

Tree Removal on Easement: Board requested legal opinion for the maintenance of trees on the easement.

On Motion: Duly made by Jim Barber, second by Mark Braverman and carried unanimously.

Resolve: To obtain legal opinion concerning the maintenance of easement trees.

Attorney Opinion Regarding Annual Meeting Procedures: Jim asked Board to consider seeking legal opinion regarding the quorum and voting requirements for the annual meeting.

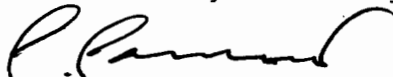
On Motion: Duly made by Jim Barber, second by Mark Braverman and carried with six in favor and one against.

Resolve: To obtain legal opinion to explain the legal basis for requiring 20% ballot submission and 20% physical attendance to have the votes counted in an annual election. Furthermore, to identify the legal basis for determining no ballots would be opened if either/both bars are not met. Requested opinions to be provided by May 1, 2019.

7. Adjournment

On Motion: Duly made by Gerri Clifton, second by Jim Barber and carried unanimously.

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



Prepared by Manager on behalf of Secretary