

**BRENTWOOD HILLS  
HOMEOWNERS ASSOCIATION  
Board of Directors Monthly Meeting  
September 16, 2019**

Roll Call

Proof of due notice

Reading of minutes (motion)

**Reports of Officers/Committees**

- Social – Jim (2 minutes)

- ACC – Dave (5 minutes)

- ACC request for board to remove Olin Barnett from committee

- Budget – Doug/Charlie (5 minutes)

- Governing Documents Update – Adrienne (2 minutes)

- Grants

**Unfinished Business**

1. Update regarding east side entrance monuments (Jim)

2. ACC request to remove Olin from committee

**New Business**

1. Fill board vacancy resulting from Tom Leavitt's move from association

2. Meeting Protocol

3. From the suggestions by the Committee to Update Governing Documents (see newsletter)

a. Amend ByLaws to Increase number of board members to 9

- If applicable, elect two new members

b. Approve policy of dogs off leash in a designated, controlled area – area to be determined

c. Approve policy regarding commercial vehicles

d. Approve policy regarding exposed tanks

e. Approve policy regarding antenna dishes

f. Approve policy regarding large vehicles, Declaration of Covenants, Section 13, paragraph 4, page 15

g. Amend ByLaws to approve new standards for annual member meeting quorum

h. Approve all other information therein and new format of ByLaws

4. Create Horse Shoe, Bocce Ball and Shuffle Board Area

5. Move Volleyball to Athletic Field

6. Forest Area

**October Agenda Items**

Annual budget meeting

Adjournment

**Old Business**

**1. Request by ACC to remove Olin Barnett from committee**

Bringing Motion:

Second:

**Motion: To approve ACC request to remove Olin Barnett from committee**

Vote: In Favor:

Against:

**New Business**

**1. Fill vacant BOD position**

Bringing Motion: \_\_\_\_\_ Second:  
**Motion: To elect \_\_\_\_\_ as new Director, Class I.**  
Cost: None Start: Immediately  
Vote: In Favor: Against:

**2. Written guidelines regarding meeting protocol**

Bringing Motion: \_\_\_\_\_ Second:  
**Motion: To adopt meeting protocol as entered into the record.**  
Cost: None Start: Immediately  
Vote: In Favor: Against:

**3. In accordance with legal guidance, amend ByLaws to increase membership representation on board from 7 to 9 (as permitted by the Covenants)**

Bringing Motion: \_\_\_\_\_ Second:  
**Motion: To increase board membership from 7 to 9**  
More members representing the community on the board is only a positive thing.  
Cost: None Start: Immediately  
Vote: In Favor: Against:

**4. If applicable, elect two new members to the board.**

Bringing Motion: \_\_\_\_\_ Second:  
**Motion: To elect \_\_\_\_\_ to the board.**  
Cost: None Start: Immediately  
Vote in Favor: Against:

**4A.**

Bringing Motion: \_\_\_\_\_ Second:  
**Motion: To elect \_\_\_\_\_ to the board.**  
Cost: None Start: Immediately  
Vote in Favor: Against:

**5. In accordance with legal guidance, board gives “permission” to allow dogs to run off-leash in a designated, access-controlled community area.**

Bringing Motion: \_\_\_\_\_ Second:  
**Motion: To grant permission for dogs to run off-leash in a designated, access-controlled community area given the statements in accordance with Declarations and legal guidance.**

Amplifying Information: Declaration of Covenants, Section 9, paragraph 2, page 14 – “2. No person owning or having possession, charge, custody or control of any pet shall cause, permit or allow the pet to stray, run, be, go or in any other manner be at large in or upon any public street, sidewalk or park, or on private property of others without the express or implied consent of the owner of such private property. Governmental or municipality leash laws apply at all times.”

Cost: None Start: Immediately  
Vote in Favor: Against:

**6. In accordance with legal guidance, approve policy regarding commercial vehicles.**

Bringing Motion:

Second:

**Motion: Accurately define commercial vehicles, per provided policy.**

Amplifying Information: Commercial vehicle is “a vehicle not owned by the government, with a Gross Vehicle Weight (GVW) of 26,001 lbs. or more, or has three or more axles regardless of weight, or is used in combination (vehicle plus trailer) when the weight of such combination exceeds 26,001 pounds gross vehicle weight” and “a vehicle used for carrying goods or fare-paying passengers.”

Cost: None

Start: Immediately

Vote in Favor:

Against:

**7. In accordance with legal guidance, approve policy regarding exposed tanks.**

Bringing Motion:

Second:

**Motion: Accurately define “exposed tanks”, per provided policy.**

Amplifying Information: Tanks must be in back yards, behind fence.

Cost: None

Start: Immediately

Vote in Favor:

Against:

**8. In accordance with legal guidance, approve policy regarding antenna dishes.**

Bringing Motion:

Second:

**Motion: Align with Federal law, allow antennas, per provided policy.**

Amplifying Information: Antenna dishes must be on backside of homes or in fenced back yards, and cannot exceed 3 feet in diameter.

Cost: None

Start: Immediately

Vote in Favor:

Against:

**9. In accordance with legal guidance, approve policy regarding large vehicles.**

Bringing Motion:

Second:

**Motion: Provide approval for the size of modern day, daily commuter vehicles, per provided policy.**

Amplifying Information: No private pickup trucks or vans exceeding a 3/4 ton weight limit, or trailers, and no unlicensed motor vehicles of any type shall be permitted to remain overnight on the lot of a private dwelling or Common Area **unless approved by the Board of Directors.**”

Cost: None

Start: Immediately

Vote in Favor:

Against:

**10. In accordance with legal and management guidance, amend ByLaws to increase likelihood of quorum achieved for membership meetings.**

Bringing Motion:

Second:

**Motion: To approve lowering the minimum member (unit) participation in achieving annual member quorum from 20% to 10%.**

Amplifying Information:

Cost: None

Start: Immediately

Vote in Favor:

Against:

**11. In accordance with legal guidance, amend ByLaws regarding special Director’s meeting.**

Bringing Motion: Second:

**Motion: To approve following language to amend ByLaws:**

**“Special meetings of the Directors may be called with the written request of a majority of the Directors. Not less than five (5) days’ notice of the meeting shall be given to each Director in writing, personally or by mail, email or fax, which notice shall state the time, place and purpose of the meeting. Notice to the Association of such meeting and agenda must conform to the guidelines of a regularly scheduled monthly Director’s meeting.”**

Amplifying Information: Per recent efforts to hold a special Director’s meeting and subsequent objections, clarify and simplify the process.

Cost: None Start: Immediately

Vote in Favor: Against:

**12. ByLaws Reformat**

Bringing Motion: Second:

**Motion: To accept the layout of the ByLaws as presented to the board, with no further change reflected other than those approved during this meeting.**

Amplifying Information: Current full amendment of the ByLaws (Dec 2006) has no section, paragraph markings and is not an adequate reflection of the board’s business-like approach.

Cost: None Start: Immediately

Vote in Favor: Against:

**13. Interest in reforestation of area behind soccer field**

Bringing Motion: Second:

**Motion: To explore costs and available grants to achieve the reforestation of the area behind the soccer field.**

Amplifying Information: The effort to explore these relevant matters is significant. Before any further effort is expended the board must provide an intent regarding direction, dependent upon projected costs and likelihood of receiving available grants.

Cost: None Start: Immediately

Vote: In Favor: Against:

**14. Interest in Horse Shoe, Bocce Ball Area**

Bringing Motion: Second:

**Motion: Create Horse Shoe, Bocce Ball and Shuffle Board Area**

Amplifying Information: Potential for area to be created immediately SW of tennis courts. Area would be fenced from playground area, along with aesthetically pleasing shrubs.

Cost: Cap cost \$4000 (Repairs & Improvements) Start: 1 Oct 2019

Vote: In Favor: Against:

**15. Move Volleyball to Athletic Field**

Bringing Motion: Second:

**Motion: Move Volleyball to Athletic Field**

Amplifying Information: Makes way for basketball court. Volleyball never been checked out of office.

Cost: \$500 (Repairs & Improvements) Start: 1 Oct 2019

Vote: In Favor: Against:

## Robert Rules of Order

Here are the basic elements of Robert's Rules, used by most organizations:

1. Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. Commit: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. Question: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7. Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended). Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

[https://www.afsc.noaa.gov/education/Activities/PDFs/SBSS\\_Lesson6\\_roberts\\_rules\\_of\\_order.pdf](https://www.afsc.noaa.gov/education/Activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf)

## Changes to Governing Documents

### ByLaws 29 March 1989

#### Page 13

#### X. AMENDMENTS TO BYLAWS.

"Amendments to these Bylaws shall be proposed and adopted in the following manner:

1. Upon proper notice, the Bylaws may be amended, altered, or rescinded by a majority vote of those members of the Board of Directors present at any regular meeting, **or** any special meeting called for that purpose as specified in Item 12 on page 3 of the Articles of Incorporation. Amendments may also be adopted upon vote of a majority of the total votes cast in person or by proxy, at any meeting called for this purpose."

#### ByLaws Amendment 12/18/2006

#### Amendments to ByLaws - Page 9

"Amendments to these ByLaws shall be proposed and adopted in the following manner: Upon proper notice, the ByLaws may be amended, altered or rescinded by a majority vote of those members of the Board of Directors present at any regular meeting, **or** any special meeting called for that purpose as specified in line 12 of page 3 of the Articles of Incorporation. Amendments may also be adopted upon vote of a majority of the total votes cast in person or by proxy, at any meeting called for this purpose."

#### Articles - 28 Feb 1989

#### Item 11 - ByLaws (page 3)

"The Board of Directors of this corporation shall provide such ByLaws for the conduct of its business and the carrying out of its purposes as they may deem necessary from time to time. Upon proper notice, ByLaws may be amended, altered or rescinded by a majority vote of those members of the Board of Directors present at any regular meeting, **or** any special meeting called for that purpose."

#### Item 12 - Amendments (page 3)

"Upon proper notice, these Articles of Incorporation may be amended by a majority vote of those members of the Board of Directors at any regular meeting **or** any special meeting called for that purpose."

"In the case of conflict between the Articles of Incorporation and the the ByLaws, the Articles of Incorporation shall control; an [sic] in the case of any conflict between the Declaration and the ByLaws, the Declaration shall control."