

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting September 16, 2019 Meeting Minutes

1. Call to Order - Certifying of Quorum

The meeting was called to order by Jim Barber at 7:00 p.m. It was confirmed that timely meeting notice occurred. Directors Marsha Riddle, Olin Barnett, Mark Braverman and Paul Pamrow were also present. It was determined that a quorum was established. Doug and Pamela Pinner represented McNeil Management.

2. Approval of Minutes

On Motion: Duly made by Mark Braverman, second by Paul Pamrow and carried unanimously.

Resolve: To waive reading and approve the minutes as presented by manager.

3. Reports of Officers/Committees:

Social: Jim Barber gave brief update on social activities and stated a meeting is being held Thursday to plan for upcoming holiday events. Bingo had 55 in attendance and 10 gift cards awarded which had been donated by sponsors.

ACC: Reviewing guidelines and discussion regarding offering Yard of the Quarter. Indicated 2-3 day average turnaround on alteration applications.

Budget/Financials: Manager presented financials and responded to questions.

Governing Documents Update: Amended/restated By-Laws and a description of the changes were provided to the Board by the Committee.

Grants: Hillsborough County mini-grant for \$5,000 submitted. Other grants in process and trying to get in a good position for acceptance.

4. Unfinished Business:

East Side Entry Monuments: Desire had been to upgrade to equivalent interior monuments throughout the community; however, as the Developer had no permitting and the HOA owns no land in these areas, these signs can only receive re-facing. Committee needed to assist in this project.

ACC Request to Remove Olin Barnett from Committee: Discussion among board and membership.

On Motion: Duly made by Paul Pamrow, second by Mark Braverman and carried 3 in favor, 2 opposed.

Resolve: To remove Olin Barnett from the Architectural Committee.

5. New Business:

Fill Board Vacancy: Tom Leavitt has moved from the community and the board is interested in filling his Class I Director vacancy. Four members are interested in serving as directors: Adam Crawford, Dave Hodges, Laura Pekarek and Denise Stearns.

On Motion: Duly made by Olin Barnett, second by Marsha Riddle and defeated with 2 in favor and 3 opposed.

Motion Failed: To appoint Denise Stearns to fill Board vacancy.

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

On Motion: Duly made by Mark Braverman, second by Paul Pamrow and carried with 3 in favor and 2 opposed.

Resolve: To appoint Dave Hodges to fill Board vacancy.

Meeting Protocol: Directors received written guidelines covering conduct, attendance, speaking, disruption, recording and motions during meetings.

On Motion: Duly made by Dave Hodges, second by Mark Braverman and carried with 4 in favor and 2 opposed.

Resolve: To accept the Brentwood Hills HOA Directors Meeting Protocol as presented.

Board Member Positions: Recommended by Committee and permitted by Covenants as more board members representing the community is a positive step.

On Motion: Duly made by Mark Braverman, second by Dave Hodges and carried 4 in favor and 2 opposed.

Resolve: To increase board membership from 7 to 9.

Appoint Board Members:

On Motion: Duly made by Dave Hodges, second by Mark Braverman and carried with 4 in favor and 2 opposed.

Resolve: To appoint Laura Pekarek to the board as a Class II Director.

On Motion: Duly made by Marsha Riddle, no second.

Motion Failed: To appoint Denise Stearns to the board as a Class III Director.

On Motion: Duly made by Dave Hodges, second by Paul Pamrow carried with 5 in favor and 2 opposed.

Resolve: To appoint Adam Crawford to the board as a Class III Director.

Approve Policy: Board gives permission to allow dogs to run off-leash in a designated, access-controlled community area.

On Motion: Duly made by Adam Crawford, second by Dave Hodges and carried 6 in favor and 2 opposed.

Resolve: To grant permission for dogs to run off-leash in a designated, access-controlled community area as express or implied consent is required by the Declaration of Covenants.

Approve Policy: To approve a policy presented to the board regarding commercial vehicles within the community.

On Motion: Duly made by Mark Braverman, second by Dave Hodges and carried 6 in favor, 1 opposed and 1 abstain.

Resolve: To adopt a policy as presented and discussed to accurately define commercial vehicles for enforcement purposes.

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Approve Policy: To approve a policy presented to the board regarding exposed tanks within the community.

On Motion: Duly made by Mark Braverman, second by Dave Hodges and carried unanimously.

Resolve: To adopt a policy as presented and discussed to accurately define exposed tanks for enforcement purposes.

Approve Policy: To approve a policy presented to the board regarding antenna dishes.

On Motion: Duly made by Dave Hodges, second by Mark Braverman and carried 7 in favor, 1 opposed.

Resolve: To adopt a policy regarding antenna dishes that aligns with Federal Law for enforcement purposes.

Approve Policy: To approve a policy presented to the board regarding large vehicles.

On Motion: Duly made by Mark Braverman, second by Paul Pamrow and carried unanimously.

Resolve: To adopt a policy as presented and discussed to accurately define pickup trucks, vans, trailers, etc. for enforcement purposes.

Membership Meeting Quorum Requirement: To lower the annual membership meeting quorum requirement to increase the likelihood of successfully conducting membership meetings.

On Motion: Duly made by Dave Hodges, second by Laura Pekarek and carried 6 in favor, 1 opposed and 1 abstain.

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

By-Laws Reformat: The December 2006 By-Laws Amendment has no section or paragraph markings and is not an adequate reflection of the board's business-like approach. The committee presented the Board with an amended/restated By-Laws document reflecting language commonly found in Homeowner Association By-Laws, based on existing By-Laws from other HOA communities in the area.

On Motion: Duly made by Dave Hodges, second by Paul Pamrow and carried 6 in favor, 2 opposed.

Resolve: To approve the amended/restated By-Laws as presented to the Board, with no further changes other than those approved during this meeting.

6. Forest Area: Discussion regarding interest in reforestation of area behind soccer field.

On Motion: Duly made by Mark Braverman, second by Dave Hodges and carried 5 in favor, 2 opposed, and 1 abstain.

Resolve: The board is committed to explore costs and available grants to achieve the reforestation of the area behind the soccer field.

7. Irrigation Repair Invoice: Irrigation repairs were previously capped by the Board at \$45,000. An invoice has been submitted for payment of \$302.42 over the cap.

On Motion: Duly made by Laura Pekarek, second by Adam Crawford and carried unanimously.

Resolve: To approve payment of the irrigation invoice in full and as submitted.

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Irrigation Project:

On Motion: Duly made by Marsha Riddle, no second.

Motion Failed: To move forward with the irrigation project in question.

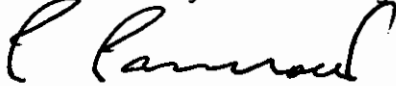
On Motion: Duly made by Laura Pekarek, second by Adam Crawford and carried unanimously.

Resolve: Ask Ray Arneson with Second Irrigation to attend a meeting next Monday and provide an updated status on the irrigation repair work and allow the board to set a new cap based upon Ray's information.

- 8. Adjournment:** The next monthly board meeting, scheduled on October 21, will be the 2020 Budget/Assessment meeting.

On Motion: Duly made by Mark Braverman, second by Dave Hodges and carried unanimously.

Resolve: To adjourn the meeting at 9:45 p.m.



Prepared by Manager on behalf of Secretary