

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting November 16, 2020 Meeting Minutes

1. Call to Order - Certifying of Quorum

The meeting was called to order by Dave Hodges, president at 7:00 p.m. Directors Ed Campbell, Olin Barnett, Adam Crawford, Charlie Leo, Adrienne Vining and Denise Stearns were also present, so a quorum was established. Meeting notice was posted last week; therefore, timely notice was achieved. Doug Pinner represented McNeil Management.

2. Approval of Minutes

On Motion: Duly made by Adam Crawford, second by Adrienne Vining and carried unanimously.

Resolve: To waive reading and approve previous board meeting minutes as presented.

3. Management Reports

Manager presented the financials and noted 5 delinquent accounts with attorney. 13 owners have not paid the October quarterly assessment after being sent a delinquency letter and per board instruction will be forwarded to the attorney for collection action. Notice/violation reports reviewed. Olin Barnett commented that a \$400 Nature Coast payment was unapproved by the board and that the committee acted without board approval. There were no other questions or comments.

4. Board Officers & Committee Reports

President: No report.

Vice President: Vacant - No report.

Secretary: No report.

Treasurer: Denise Stearns presented a breakdown of October expenses. Reserve study update proposal signed November 6 as \$2,950 expense was under the cap approved by Board. The pool gas grills proposal was \$5,097.74 which was over the cap approved by the board. The president and treasurer approved the proposal. After discussion the board decided to approve the overage.

On Motion: Duly made by Ed Campbell, second by Adam Crawford and carried 6 in favor and 1 (Olin Barnett) opposed.

Resolve: Approve \$141 additional expense for replacing the gas grills for the pool.

Public Affairs Liaison: Adam Crawford thanked the volunteers who helped with the garage sale and magic show. The magic show was successful and well received.

Landscape Liaison: Ed Campbell reported two replacement dog stations were purchased for Brentwood Hills Boulevard. Landscape cleanup occurred behind the monument sign on the north side of Valrico. Tree trimming has started.

Violation Tracking Liaison: Adrienne Vining has reviewed the violation report and described the status of 15 lots in the attorney process. Decisions will be made at future board meetings to forward owner lots for enforcement action. She will review and discuss at the January board meeting the 5 to 10 lots whose only violation is non-submittal of an architectural alteration application.

Social Committee: No report.

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ACC: Ilene Schwartz indicated that the PPG and Sherwin Williams paint color books have been consolidated and will be presented to the board for consideration at a future meeting.

5. New Business

BH-ACC Official Paint Color Guide: The Architectural committee has selected 51 color choices and added newer color selections to the book in order to remain comparable with newer developments.

On Motion: Duly made by Ed Campbell, second by Charlie Leo and carried 6 in favor and 1 (Olin Barnett) opposed.

Resolve: Approve the committee proceeding forward with their recommendations and directing a postcard notice be sent for the next meeting alerting homeowners of palette change discussion and approval by the Board.

Purchasing Policy Revision: Denise Stearns explained the history and creation of this policy in the year 2000. She reviewed the policy and presented a draft of changes she wishes to make.

On Motion: Duly made by Denise Stearns, second by Ed Campbell to approve the purchasing policy revisions. Upon further discussion, it appears there may be substantial changes required to the policy and Adrienne Vining indicated she wants to review in greater detail.

Motion Tabled: To revise and approve the purchasing policy.

Landscape Contract Modifications: Ed Campbell discussed the current landscape contract that was signed in June 2019. He requested the board review the scope of work as well as let him know whether the all-inclusive contract or ala carte contract is preferred. Adrienne Vining stated she would like a bid from Panorama for all tree trimming and remove that from the landscape contract as well as considering the use of perennials in lieu of quarterly annual rotations to reduce cost. Dave Hodges said the board needs to conduct a special meeting in December to discuss in greater detail.

Irrigation Contract Modifications: Ed Campbell discussed putting a limit on on-site spending without prior board approval from the irrigation contractor. There was discussion regarding the billing structure which also should be reviewed. Adam Crawford requested the irrigation contract be discussed in greater detail at the special meeting being called for landscape contract modifications.

Pool Staff Pay Scale: No discussion.

Playground Area Mulch: Discussion of mulch types rubber vs. wood and the associated pricing. Ed Campbell will present options at the January board meeting.

Newsletter Hardcopy Distribution Frequency: Discussion regarding all owners subscribing to receive paperless newsletters within the next year. This effort would require a community-wide push.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried 6 in favor and 1 (Ed Campbell) opposed.

Resolve: To mail one hard copy of the newsletter to all homeowners and current residents.

Safety Inspections:

On Motion: Duly made by Denise Stearns, no second.

Motion Failed: To approve a playground inspection not to exceed \$2,400.

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Unauthorized Dumping on HOA Land: Dave Hodges explained that there is a landscape area 10' wide and 100' long not being maintained which is owned by a third party, not the Association. Code enforcement has been alerted.

Pool Lights:

On Motion: Duly made by Denise Stearns, second by Adam Crawford and carried unanimously.
Resolve: To approve the Sav-A-Buc estimate for \$2,229.99 to replace 3 LED pool lights with funds from the 2020 operating account.

Pool Ceiling Fans:

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried 5 in favor, 2 opposed (Dave Hodges and Olin Barnett).
Resolve: To approve Kevin Johnson's proposal of \$2,585 to replace 11 pool ceiling fans out of 2021 operating funds.

Fence at Northern Swale:

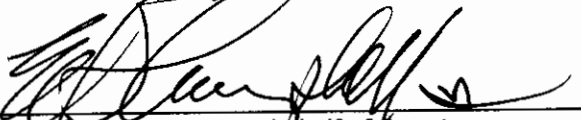
On Motion: Duly made by Ed Campbell, second by Charlie Leo and carried unanimously.
Resolve: To have Nature Coast remove the illegal fence at a cost of \$500.

Reserve Contribution:

On Motion: Duly made by Denise Stearns, second by Adam Crawford and carried 5 in favor and 1 (Olin Barnett) opposed. Charlie Leo had left the meeting prior to this motion.
Resolve: To transfer \$12,000 from operating account to reserve account prior to year-end.

6. Adjournment: The next board meeting is scheduled for January 18, 2021.

On Motion: Duly made by Ed Campbell, second by Adam Crawford and carried unanimously.
Resolve: To adjourn the meeting at 9:55 p.m.


Prepared by Manager on behalf of Secretary