

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting January 18, 2021 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 at least 48 hours in advance; therefore, timely notice was achieved. Doug Pinner represented McNeil Management.

### 2. Approval of Minutes

**On Motion:** Duly made by Adrienne Vining, second by Ed Campbell and carried unanimously.

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

### 3. Management Reports

Manager presented financial overview and discussed/reviewed receivables, collections, notice and violation reports.

**General Information:** Board and attendees discussed the wood fence running along the rear portion of lots on Sand Ridge Drive between Sand Ridge Dr and trailer park. Discussion regarding whether Association or homeowners are responsible for fence maintenance/repair/replacement. Tenant from one such Sand Ridge lot submitted 3 lot surveys for further research by Association.

**On Motion:** Duly made by Adam Crawford, no second. Motion failed.

**Resolve:** To obtain attorney opinion/clarification regarding responsibility for maintenance of fence in question.

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

**Resolve:** To place on the docket and await an action officer.

Manager was asked to email the board copies of those example surveys submitted by tenant.

### 4. Board of Directors - Officer Reports

**President:** Dave Hodges asked the board if each of them understand what slander and libel mean.

**On Motion:** Duly made by Denise Stearns, second by Adrienne Vining and carried with dissenting vote from Ed Campbell and Olin Barnett.

**Resolve:** To censure Olin Barnett from contacting and/or communicating with vendors and/or representing the board without the board's knowledge and approval.

**Vice President:** Vacant - No report.

**Treasurer:** Denise Stearns presented a breakdown of November and December expenses in detail. She asked that Manager communicate with Reserve Advisors that the study as presented is finalized.

**Secretary:** No report.

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## 5. Liaison Officer Reports

**Public Affairs Liaison:** Adam Crawford thanked the volunteers who helped with holiday decorations and Christmas market.

**Landscape Liaison:** Ed Campbell reported that all is well and requested contract modifications will be presented soon.

**Violation Tracking Liaison:** Adrienne Vining reported she was pleased that at least 50% of those escalations made so far have already resulted in homeowner compliance, with the remaining matters still being pursued toward compliance. Based on the success thus far, she is recommending an additional 5 lots be escalated for legal enforcement actions. The board reviewed the list she provided.

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

**Resolve:** To push forward the 5 lots recommended by Adrienne for legal enforcement action.

She also identified 7 addresses on the violation list who failed to obtain approval for alterations that would have been approved had the homeowners submitted the requests.

**On Motion:** Duly made by Adrienne Vining, second by Ed Campbell and carried with Olin Barnett and Denise Stearns dissenting votes.

**Resolve:** To close violation records for 7 lots solely related to approvable architectural items and further that this is a one-time action by the Board without a precedent being set for the future.

## 6. Committee Reports

**Architectural:** The committee is prepared to submit architectural guidelines and color palette to the Board. Dave Hodges will confirm via email that Manager is approved to send 15-day notification to owners so architectural changes can be voted upon at February board meeting.

**On Motion:** Duly made by Olin Barnett, no second. Motion failed.

**Resolve:** To remove every member from the architectural committee for proposing we violate our covenant and because they are not qualified by the covenant to serve on the committee.

**Social Committee:** No report.

## 7. New Business

**Dog Station Funding:** Ed Campbell requests additional operating expense due to bag usage.

**On Motion:** Duly made by Ed Campbell, second by Denise Stearns and carried unanimously.

**Resolve:** To approve increase in dog station annual expense from \$300 to \$800.

**Purchasing Policy Revision:** Denise Stearns discussed changes made to the policy to simplify it while keeping board members accountable.

**On Motion to take from the table:** Duly made by Denise Stearns, second by Adrienne Vining and carried with Olin Barnett dissenting vote.

**Resolve:** To bring from the table and approve the Purchasing Policy Revision dated January 18, 2021.

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**Landscape Contract Modifications:** Ed Campbell discussed the current modifications and asked the board if there was any further input prior to the meeting with Nature Coast and the board vote at the next board meeting in February. Dave Hodges stated that Ed is approved to present the contract modifications as they currently exist to Nature Coast.

## **Additional items:**

Electrical problems arose including pump house, community center area and holiday lighting. Brandon Electric repaired all they could find, except some underground wiring requires further investigation. Estimate submitted for up to 2 hours of work at \$390 to run underground wire tracer at conduit. Approval for up to \$500 as needed for Brandon Electric troubleshooting.

Current vinyl fencing inspection is \$180 quarterly and Kevin Johnson was requested to submit a proposal to include inspection of additional fencing at the community center.

**On Motion:** Duly made by Denise Stearns, second by Adrienne Vining and carried with Olin Barnett dissenting vote.

**Resolve:** To approve Kevin's fence inspection increase to \$210 quarterly, utilizing the fence repair and maintenance budget line item.

Office staff, volunteers and board members should be provided water while performing on-site work for the Association. This expense will come from the office expense budget line item.

**On Motion:** Duly made by Denise Stearns, second by Ed Campbell and carried unanimously.

**Resolve:** To approve an allowance of \$260 annually to provide water to office staff, volunteers and board members while working onsite for the Association.

Discussion that paper copies of meeting agendas are a big office expense and wasteful as many are thrown away monthly. Denise suggested that the purchase of a white board/easel would be a better use of funds and stated she would hand write the agenda on the board for each meeting.

**On Motion:** Duly made by Denise Stearns, second by Adrienne Vining and carried with Olin Barnett dissenting vote.

**Resolve:** To approve up to \$100 to purchase a white board/easel and use office expense budgeted line item.

## **8. Old Business – Docket Review**

Denise Stearns is handling soccer goals/nets and amenity center exterior ceiling fans which she expects to go on sale, will then purchase and have Kevin Johnson install. She is handling pickleball line striping at one tennis court.

Ed Campbell and Denise Stearns researched playground mulch. Various price quotes have been received for mulch only and the installation will be additional.

Board discussed approval of various recent vendor invoices and estimates.

**On Motion:** Duly made by Ed Campbell, second by Denise Stearns and carried unanimously.

**Resolve:** To approve Kevin Johnson fence repair estimate totaling \$695.

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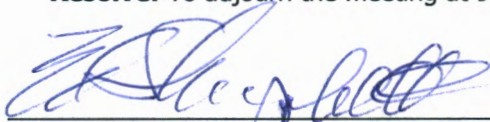
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**9. Adjournment:** The next board meeting is scheduled for February 15, 2021.

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

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



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Prepared by Manager on behalf of Secretary