

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting February 15, 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 mailed to all owners via postcard at least 15 days in advance; therefore, timely notice was achieved. Doug Pinner represented McNeil Management.

### 2. Approval of Minutes

**On Motion:** Duly made by Ed Campbell, second by Denise Stearns and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To waive reading and approve previous board meeting minutes as originally presented by Manager, without the adjustments suggested by Olin Barnett.

### 3. Management Reports

Manager presented financial overview and discussed/reviewed receivables, collections, notice and violation reports. Board asked Manager to send letters to owners regarding large credit balances, with credit amounts extending beyond 2021 assessments. Manager inquired and Board confirmed its desire to move forward with collections in keeping with Uniform Collection Policy. Manager asked to follow up on board member signatures for Purchasing Policy approved at prior meeting.

### 4. Board of Directors - Officer Reports

**President:** None.

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

**Treasurer:** Denise Stearns presented a detailed breakdown of prior month expenses. She presented information and questions regarding grants obtained in 2020 and will follow up with Laura Pekarek regarding grant status. Denise asked if anyone had questions regarding budgeted expenses in 2020. Several owners raised their hands, so she will get with them after the meeting to discuss.

Denise described her role as treasurer vs. Manager responsibility; She works hand in hand with management team daily. She explained the need for reserve funding and presented the updated reserve study.

**Secretary:** None.

### 5. Liaison Officer Reports

**Public Affairs Liaison:** Adam Crawford said he was excited to see over 300 have joined the Facebook page. Adam will leave printed copies of the newsletters at the pool office for owners who want one.

**Landscape Liaison:** Ed Campbell reported that the seasonal flowers have been planted around monuments and pool area. Arrangements have been made to remove the dead oak tree near the parking lot. He is working with Nature Coast to update the contract with the changes requested by the board. He will work with NC regarding improvements to landscape areas near interior monuments, including mulch, etc. He will follow up with NC regarding moss that may be negatively affecting crepe myrtles. He asked owners to alert Management office regarding any landscape issues detected, by submitting a Landscape & Irrigation Service Request as found on the HOA website. Attendee Dana

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Armstrong indicated that she would be willing to assist Ed with landscape liaison efforts. Ed asked that she email her information to Manager who will forward to Ed.

**Violation Tracking Liaison:** Adrienne Vining reported that the mediation held earlier today had resulted in a favorable agreement. Board discussed appointment of primary/secondary liaisons to attend future mediations and to act on behalf of the Board and with the full authority of the Board.

**On Motion:** Duly made by Adrienne Vining, second by Charlie Leo and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To appoint Adrienne Vining and Ed Campbell to serve as the primary/secondary board liaisons respectively, to attend mediations either individually or jointly as needed going forward.

Denise mentioned that there appear to be homeowner fences encroaching on HOA common areas in the vicinity of 457 Sand Ridge Drive. Manager will forward common area property surveys to board for review.

## 6. Committee Reports

**Architectural:** The committee is restricting their proposed changes to the paint color schemes/palette only. They have responded to board suggestions/questions regarding sheds, mailboxes, signs, etc. and are leaving those items in the Board's hands. Board clarified that before sheds could be allowed or changes could be made regarding mailbox standards, the Declaration would have to be amended by membership vote.

## 7. New Business

**Color Palette:** Board reviewed the proposed color palette as presented by the ACC, based on color schemes as provided by Sherwin Williams. The ACC will provide updated paint books to the onsite pool office and the management office.

**On Motion:** Duly made by Denise Stearns, second by Adrienne Vining and carried with 6 in favor and 1 (Olin Barnett) against.

**Preferred Vendor List:** Denise Stearns stated the list had been updated over the past month.

**On Motion:** Duly made by Denise Stearns, second by Adrienne Vining and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve the updated preferred vendor list as presented.

**Playground Mulch:** The scope of work was presented to the Board and the vendor will be paid from reserve funds with a 50% deposit and 50% at completion. Denise Stearns indicated she would like to have the project completed by the March meeting.

**On Motion:** Duly made by Denise Stearns, second by Adrienne Vining and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve \$15,000 expense from Reserves to Noah's Park & Playground LLC for playground mulch and installation.

**Monument Maintenance:** The scope of work was sent to the Board including routine cleaning and maintenance of 5 large entry monuments, 6 interior monuments and 16 smaller signs for a total expense estimated between \$6,500-\$8,000 and completion estimate of 1 month. Various vendors to be involved in the project.

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**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve Kevin Johnson to refurbish, paint and repair 6 interior monuments at estimate of \$2,470 and cap of \$3,470 from Reserves and paid in full upon approval and completion.

**On Motion:** Duly made by Denise Stearns, second by Ed Campbell and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve the expenditure in the amount of \$2,604 for Signs by Mineo to refurbish 6 medium monument signs to be funded using Reserve account with a cap of \$3,000.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve Priority Pest expense of \$1,050, cap of \$1,500, to pressure wash all monuments and signs as a Repair and Improvement expense from Operating account.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried with 6 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve the expenditure up to \$2,000 for Kevin Johnson to perform repairs and touch up paint on 5 entrance monuments and 16 signs using Operating account Repair and Improvement budget line item.

**Board Vacancy:** A nomination form was received for consideration to serve on the Board.

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

**Motion Defeated:** To appoint Regina Meredith to fill a vacant position on the board.

## 8. Discussion Items

Announcement regarding postponement of annual membership meeting based upon legal advice to avoid large group meetings in person in one area due to COVID-19 concerns. Board will review decision to postpone annual meeting, during each monthly board meeting.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried with 6 in favor and 1 (Olin Barnett) against.


**Resolve:** To postpone the annual membership meeting scheduled to be held in March.

## 9. Adjournment:

The next board meeting is scheduled for March 15, 2021.

**On Motion:** Duly made by Charlie Leo, second by Adrienne Vining and carried unanimously.

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

  
Prepared by Manager on behalf of Secretary