

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting March 15, 2021 Meeting Minutes

### 1. Call to Order - Certifying of Quorum

The meeting was called to order by Adrienne Vining at 7:00 p.m. Directors Olin Barnett, Adam Crawford, Charlie Leo and Denise Stearns were also present, so a quorum was established. Timely meeting notice was achieved. Doug Pinner represented McNeil Management.

### 2. Approval of Minutes

**On Motion:** Duly made by Denise Stearns, second by Charlie Leo and carried with 4 in favor and 1 (Olin Barnett) against.

**Resolve:** To waive reading and approve previous board meeting minutes as presented/mailed by Manager.

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

**Motion Defeated:** To add Olin Barnett's comments/paragraph to the previous board meeting minutes.

### 3. Management Reports

Manager presented financial overview and discussed/reviewed receivables, collections, notice and violation reports. Manager reported that letters had been sent to owners with large credit balances and several owners responded requesting reimbursement.

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

**Motion Defeated:** To reimburse Unit #6761 credit balance beyond December 31, 2021.

### 4. Board of Directors - Officer Reports

**President:** None.

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

**Treasurer:** Denise Stearns summarized expenses for landscape, flowers and tree removal. She followed up with the county regarding grants and confirmed with Laura Pekarek that all documentation had been submitted to the county. She reported a deposit had been made for playground mulch and now waiting on supply. She gave a status on the monument and sign cleaning/repair project and indicated the Association got a deal from Sherwin Williams on the paint for monuments. She presented color choices and stated the project should be completed within 30 days.

**Secretary:** None.

### 5. Liaison Officer Reports

**Public Affairs Liaison:** Adam Crawford said a newsletter will be completed within the week. A Biggest Loser contest will be held, and he is trying to determine a day and time for the community-wide yard sale. He indicated Laura Pekarek is looking for volunteers to assist with an Easter event. Also working on a yard contest called Brentwood Beauty where gift cards will be distributed to winners in several neighborhood sections.

**Landscape Liaison:** Several Board members walked the property and saw issues that will be addressed with the landscape contractor.

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**Violation Tracking Liaison:** Adrienne Vining reported a few mediations have been scheduled with potentially more to be requested. Still monitoring current violations and nothing new to move forward.

## 6. Committee Reports

**Architectural:** The committee presented color books to the Manager and the Board will confirm the list is correct by the end of the week. Management will then submit to Attorney Pilka for recording.

## 7. New Business

**WISE Program:** A SWFWMD program to promote water conservation by giving grants for Association efforts toward conservation at a 50/50 cost share. Consideration is being given for native plant installation at the monuments and application will be submitted prior to October SWFWMD budget season.

**Key Access System:** AAS recommending upgrade to Entelliweb software as Orcaview is no longer updatable or supported. New software is cloud based, so access can be achieved from anywhere and gate hardware update would not be required. It would, however, require the purchase of additional computer/server equipment to run the new software.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and subsequently withdrawn by Denise.

**Resolve:** To approve maintenance expenditure in the amount of \$4,651 capped at \$5,651 for AAS to upgrade key access system software and fund using operating contingency budget line.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried with 4 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve maintenance expenditure for AAS to upgrade key access system software and procurement of new supporting hardware for Delta access system software, capped at \$8,329 total for both. Operating budget line items expensed: Contingency and Repairs/Improvements.

**Sound System:** Denise Stearns suggested testing the use of a sound system to improve hearing at pool-area meetings including multiple microphones.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried with 3 in favor and 2 (Olin Barnett and Charlie Leo) against.

**Resolve:** To approve the procurement of up to \$600 for a new microphone system using the Repairs/Improvements operating account budget line.

**Vending Machine:** Denise Stearns raised the idea of a vending machine contract for discussion. Board discussed problems with prior machines as vendor did not provide good service and was generally unresponsive. Denise is willing to investigate and will contact vendors to see what they offer.

**Office Paint:** Denise Stearns stated the office was dark and drab and she would volunteer to paint.

**On Motion:** Duly made by Denise Stearns, second by Charlie Leo and carried with 4 in favor and 1 (Olin Barnett) against.

**Resolve:** To approve the expenditure up to \$200 for paint and supplies to paint/repair the community center office utilizing the Repairs/Improvements operating budget item.

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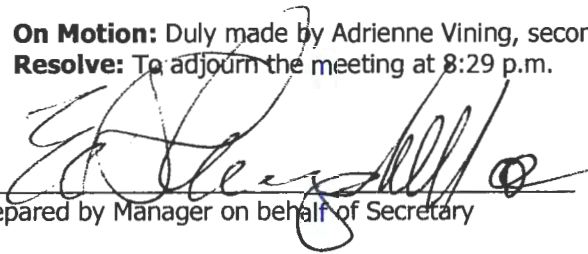
## 8. Discussion Items

Owners in attendance questioned the on-site staffing needs and the amount of time Denise Stearns spends on-site.

## 9. Adjournment: The next board meeting is scheduled for April 19, 2021.

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

**Resolve:** To adjourn the meeting at 8:29 p.m.

  
Prepared by Manager on behalf of Secretary