

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting April 19, 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 Ed Campbell, 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 Ed Campbell, second by Denise Stearns and carried with 5 in favor and 1 (Olin Barnett) against.

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

Adrienne Vining presented Dave Hodges resignation from the Board.

On Motion: Duly made by Adam Crawford, second by Charlie Leo and carried with 4 in favor, 1 (Ed Campbell) abstain and 1 (Olin Barnett) against.

Resolve: To elect Denise Stearns as president.

On Motion: Duly made by Denise Stearns, second by Adam Crawford and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To elect Adrienne Vining as vice president.

3. Management Reports

Manager presented financial overview and discussed/reviewed receivables, collections, notice and violation reports. Manager reported that letters will be mailed to owners later in the week for unpaid April assessments.

4. Board of Directors - Officer Reports

President: None.

Vice President: None.

Treasurer: Denise Stearns indicated there was no response to date on the county grant. She explained the difference between types of operating categories and presented a quarterly report on discretionary expenditures.

Secretary: None.

5. Liaison Officer Reports

Public Affairs Liaison: Adam Crawford reported there will be a jellybean counting contest with a donated prize for a massage. There will also be a yard contest called Beautify Brentwood.

Landscape Liaison: Denise Stearns arranged with Nature Coast to provide a landscaping health assessment. She stated trimming of crape myrtles is not in the contract, so that project will be on hold for now. She indicated Nature Coast will evaluate condition and provide recommendations. Flower rotation will be completed in May. Holes have been reported in the forest area and corrective action is a priority. TECO will arrange trimming of tree limbs growing into transformers at power lines. She

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is working with Nature Coast to make appropriate plans for plant beds at small interior signs and may determine to reduce the bed size. Will leave beds empty/bare until all can be done at once.

On Motion: Duly made by Denise Stearns, second by Adam Crawford and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve landscape improvements up to \$400 for Nature Coast to clean out and prep 4 flowerbeds located at Sand Ridge and Brentwood Hills Boulevard.

Violation Tracking Liaison: Adrienne Vining reported continuing progress as 25-30 have been resolved so far and 6 remain with the attorney. She will likely recommend another 10 for attorney enforcement next month.

Community Center Liaison: Denise Stearns reported on the following and Charlie Leo indicated he would be replacing the flags at the amenity area.

- Small signs – all signs will be taken care of within approved limit
- Pump house cleanup has started and should be completed within 30 days
- Staffing issues are being resolved
- Access control upgrades completed
- Pressure washing to be completed throughout the year
- Microphone was ordered and has been received
- Information is going out regarding swim lessons
- Vending machines on hold for more research with insurance/attorney
- Ceiling fans
- Volleyball net
- Playground mulch
- Private Property No Trespassing signs will be posted so HCSO can be called, receiving estimates
- Considering having the pool office issue parking stickers to residents

6. **Committee Reports** – No report, but Denise Stearns gave the architectural committee information regarding mailboxes.

7. New Business

Access Card Issuance/Rule Revision: Denise Sterns stated there will no longer be any free replacement cards given out. Replacement cards will be \$20, so owners/tenants must transfer existing card to new owner.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve revised key card rules.

Party Reservation Rules/Conditions Revision: Denise presented revised document.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve revised reservation rules and conditions document.

Steel Fence/Gate Conversion: Denise discussed that kids are jumping the fence and it is recommended that 2 3-foot gate sections replace 1 6-foot gate section.

On Motion: Duly made by Denise Stearns, second by Adam Crawford and carried with 4 in favor and 2 (Olin Barnett and Ed Campbell) against.

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Resolve: To approve expenditure up to \$1,395 for a steel fence gate utilizing the operating account repairs and improvements line item.

Access System Funding Line: Denise Stearns discussed why she wanted to change an expense from the operating account to the reserve account voted on at the March board meeting.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To pay the expense of the Access System up to \$8,329 from the reserve account rather than the operating account that was previously approved at the March board meeting.

Office A/C Replacement: Denise Stearns stated that the office air conditioner was last replaced in 2014, they have a lifespan of 7-10 years. There is an estimate from the preferred vendor, Shiver Air.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve up to \$2,375 to replace the community center office air conditioning unit utilizing the operating account repairs and improvements budget line item.

Pump House Items: Denise Stearns indicated there are 3 items to discuss and handle.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve the disposal of 4 radar signs that were purchased in 2013 at \$17,592.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve the disposal of a CB antenna stored at the pump house.

On Motion: Duly made by Ed Campbell, second by Denise Stearns and carried with 4 in favor and 2 (Olin Barnett and Charlie Leo) against.

Resolve: To accept Nature Coast proposal of \$1,550 rather than Panorama proposal of \$1,500 to cut back oak tree and remove Brazilian pepper tree from pump house area utilizing landscape extras budget line item from the operating account.

Megaphone: Denise Stearns stated this purchase would allow the staff to communicate to crowds at the amenity and pool areas.

On Motion: Duly made by Denise Stearns, second by Adam Crawford and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve up to \$30 for procurement of a megaphone to be used by pool staff utilizing the operating account repair and improvements budget item.

6 Interior Monuments Trim: Denise Stearns explained that when this project was started, they discovered the interior monument walls were all different colors. Recommendations from Sherwin Williams and the vendor were received then all information was shared with the Board at the March meeting. The monuments have been painted per Board approval, but now the trim requires attention.

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve up to \$250 to paint the 12 toppers on the interior monuments black utilizing reserve funding.

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Sm. Sign/Entrance Monuments:

On Motion: Duly made by Denise Stearns, second by Adrienne Vining and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve an increase from \$2,000 to \$3,000 for Kevin Johnson to perform repairs and paint 5 entrance monuments and 16 signs using reserve funding and operating repair and improvement line item.

Meeting Laptop:

On Motion: Duly made by Denise Stearns, second by Adam Crawford and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To strike the previously approved white board/easel purchase and release the funds back to the office expense budget line item.

On Motion: Duly made by Denise Stearns, second by Charlie Leo and carried with 5 in favor and 1 (Olin Barnett) against.

Resolve: To approve the procurement of a laptop up to \$300 for Board use utilizing budget line item repairs and improvements from the operating account.

Landscape Contract Modification: Ed Campbell indicated he had sent the SOW to the Board.

On Motion: Duly made by Ed Campbell, second by Denise Stearns and carried with 5 in favor and 1 (Olin Barnett) against.

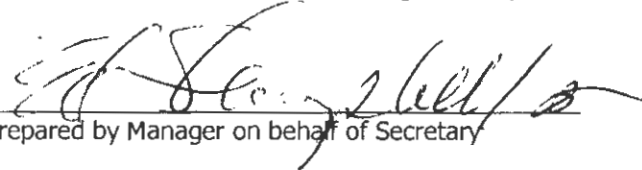
Resolve: To approve the SOW for Nature Coast review and pricing.

Sod Replacement: There are areas needing sod and replacement will need to be done in stages.

8. Adjournment: The next board meeting is scheduled for May 17, 2021.

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

Resolve: To adjourn the meeting at 9:40 p.m.


Prepared by Manager on behalf of Secretary