

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting May 17, 2021 Meeting Minutes

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

The meeting was called to order by Denise Stearns, president at 7:00 p.m. Directors Ed Campbell, Olin Barnett, Adam Crawford, Charlie Leo and Adrienne Vining 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 Adam Crawford and carried with 5 in favor and 1 (Olin Barnett) against.

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

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

**Resolve:** To amend agenda by adding Sand Ridge fence/attorney referral to new business.

### 3. Management Reports

Manager presented financial overview and discussed/reviewed receivables, collections, notice and violation reports. Manager reported that owners will be turned over for attorney collection action later in the week for unpaid April assessments.

### 4. Board of Directors - Officer Reports

**President:** Denise Stearns provided updates regarding attorney opinion on annual meeting, board terms, etc. She distributed attorney opinion to board. She shared attorney opinion that the board does have authority to postpone the meeting during emergency powers and that board members serve until the next election.

Denise explained that the board has censured Olin from engaging with vendors, yet he continues to do so and is causing confusion.

**Vice President:** None.

**Treasurer:** None.

**Secretary:** None.

### 5. Liaison Officer Reports

**Public Affairs Liaison:** Adam Crawford reported 6 Beautify Brentwood signs were distributed to owners and 6 more will be awarded in June.

**Landscape Liaison:** The board discussed relaying on 3 landscape officers to share duties. Ed Campbell will be the liaison regarding the contract, fence and forest issues. Adrienne Vining will be contact for irrigation. Denise Stearns will assist with remaining projects, trees, coordination, etc.

Ed Campbell stated the forest had been weed whacked several weeks ago and he is looking for volunteers to do again in a few weeks. Holes need to be filled and will be addressed over the next several weeks. Panorama will trim trees at the retention area, flowers were changed at the beginning

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of May and will be changed again in August. Small monuments to be redone soon. Pumphouse cleanup is completed and the revised landscape contract is being reviewed.

Adrienne Vining has nothing for now.

Denise Stearns stated the \$2,500 tree grant money has been received. The flower bed cleanout is completed. She and Ed Campbell walked with Nature Coast for a health assessment to determine what to keep/replace and estimates will be provided. Various updates and projects planned. Coordinating with Matt and Ray regarding timing of plantings at appropriate season. Also, working on tree trimming contract.

**Violation Tracking Liaison:** Adrienne Vining has identified a list of 20 lots for attorney enforcement action. Charlie Leo indicated an address with an 8' shed which he requested manager send notice.

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

**Resolve:** To send the list of 20 to the attorney for violation enforcement action.

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

**Resolve:** To send #7401 back to the attorney due to ownership changes.

**Community Center Liaison:** Denise Stearns reported on the following:

- 16 signs, all completed
- Black toppers completed
- Sharon arranged for City of Plant City to pick up radar signs
- Tennis nets replaced
- Volleyball net on order
- Library remounted, now mobile
- Office A/C replaced in keeping with estimate and will arrange routine maintenance
- Ceiling fans replaced
- Kevin Johnson will address issues with propane regulators
- Hoping to have playground mulch finished by June
- Obtaining estimates from AAS on security systems and will coordinate with DTS
- Will have all master locks changed throughout
- Health inspector report, gate to splash pad drags the ground
- Fire Marshal report, have arranged for all items to be corrected

**6. Committee Reports** – No report from Architectural or Social.

## **7. New Business**

**Data Corps:** Denise Stearns explained that invoices had not been sent from the vendor for a year, but now the Association must get caught up through May 2021.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried unanimously.

**Resolve:** To approve DTS invoices #14785 through #14796 totaling \$2,981 from R&I line item.

**Permission to Access Property Document:** Denise Stearns presented document.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried unanimously.

**Resolve:** To adopt the Brentwood Hills Permission to Enter document.

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**Bury Conduit:** Adrienne Vining explained that conduit used for the dog park entry gates was not buried but should be buried 8" underground to the splash pad area.

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

**Resolve:** To approve up to \$900 to bury conduit 8" underground based on Ray Arneson estimate.

**Tree Trimming/NW Retention Area & BHB:** Ed Campbell detailed where trees are hanging over the fence areas and he received a \$2,750 estimate from Panorama to raise the limbs.

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

**Resolve:** To approve the \$2,750 expense to trim overhanging limbs 5' off fence and trim limbs pushing on fence.

**Soccer Field/Parking Lot Sign Program:** Charlie Leo described issues from last summer with people from the soccer field using all parking spaces at the pool area.

**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 \$1,000 in total for the procurement for 10 signs/posts from Signs by Mineo and installation by Kevin Johnson utilizing the R&I line item.

**Small Entrance Flowerbeds (11) Landscaping:** Denise Stearns explained the plan and showed example pictures to standardize all interior entry signs with perennials to improve look.

**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 Nature Coast estimate up to \$7,400 for the 11 small entrance flowerbeds utilizing reserve funding.

## **Splash Pad/Grill Area/Pool Flowerbeds Landscaping:**

**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 Nature Coast estimate up to \$2,700 for the splashpad, grill areas and 3 poolside flowerbeds utilizing reserve funding.

## **Crepe Myrtle/Other Tree Maintenance:**

**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 Nature Coast estimate up to \$2,500 for the cleanup of the crepe myrtles and other trees utilizing reserve funding.

## **Removal of Bushes at Community Center:**

**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 Nature Coast estimate up to \$900 for the removal of Gold Mound Duranta hedgerow in the parking lot island utilizing reserve funding.

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**Pool/Fence Gate Conversion Funding Line – Amend Vote:** Denise Stearns explained that a motion and vote from the April 19, 2021 board meeting should be amended.

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

**Resolve:** To amend the previous 4/19/21 motion/vote "to approve the expenditure up to \$1,395 for a steel fence gate utilizing the operating account repairs and improvements line item" by striking out operating account repairs and improvements line item and replace with reserve funding.

## **Splash Pad Gate Conversion:**

**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 expenditure up to \$1,500 for the steel fence splash pad gate utilizing reserve funding.

## **Community Center Staffing Reset Project:**

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

**Resolve:** To initiate a Request for Proposal (RFP) for a Cleaning contract and a Security Guard contract.

**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 the Statement of Work (SOW) for the cleaning service contract.

**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 the Statement of Work (SOW) for the security guard contract.

**Sand Ridge Dr Fence/Attorney Referral:** Denise Stearns suggested, to eliminate any doubt regarding ownership of the wooden fence behind the Sand Ridge Dr. lots, that the association refer the matter to the attorney for review and legal opinion.

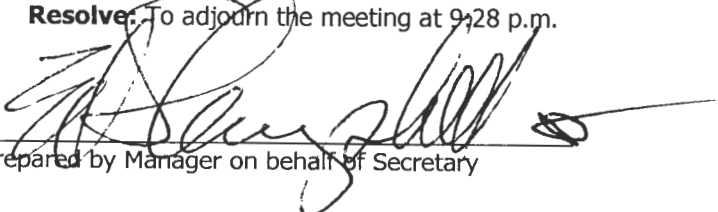
**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and carried with 4 in favor, 1 abstaining (Adrienne Vining) and 1 (Olin Barnett) against.

**Resolve:** To refer the ownership determination of the Sand Ridge Dr wooden fence to the Association attorney, Dan Pilka.

## **8. Adjournment:** The next board meeting is scheduled for June 21, 2021.

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

**Resolve:** To adjourn the meeting at 9:28 p.m.

  
Prepared by Manager on behalf of Secretary