

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting June 21, 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 Adrienne Vining and carried unanimously.

**Resolve:** To waive reading and approve May 17, 2021 board meeting minutes as presented/mailed by Manager.

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

**Resolve:** To waive reading and approve June 5, 2021 special board meeting minutes as presented by Secretary.

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

**Resolve:** To amend agenda by adding Deep Clean Restroom Floors at end of New Business.

### 3. Management Reports

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

### 4. Board of Directors - Officer Reports

**President:** Denise Stearns provided updates on various action items she had previously submitted to the county such as traffic calming, tree trimming, roadway concerns, sidewalks, signs and tree ownership. The Sand Ridge fence matter has been submitted to Attorney Pilka for a legal opinion as voted upon at the May board meeting.

**Vice President:** None.

**Treasurer:** Denise Stearns discussed and explained budget items and non-budget items and the purchasing policy. She further explained that vendors were being contacted by Olin Barnett who had been previously directed by his fellow board members to cease and desist such contact. Further, Olin Barnett contacted the Better Business Bureau and filed complaints against the landscape contractor, Nature Coast.

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

**Resolve:** To approve funding as needed to obtain legal counsel on behalf of the Association to attend to the matter of Olin Barnett's complaint with the Better Business Bureau against Nature Coast.

**Secretary:** None.

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## 5. Liaison Officer Reports

**Public Affairs Liaison:** Adam Crawford announced 6 new contest winners.

**Landscape Liaison:** Denise Stearns spoke of 2 main irrigation breaks that had occurred and 3 board officers approved the emergency repairs. Citrus Orchard for \$1,717.53 and Well Rd for \$1,827.92. She shared a spreadsheet showing the entire landscape refurbishment project in detail.

**Violation Tracking Liaison:** None.

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

- Playground mulch, completed
- Volleyball net repair, waiting for new net, Kevin Johnson completed temporary repairs
- Grills, 1 propane regulator replaced, waiting on other one to be in stock
- Parking lot/Soccer field signs, received
- Grill box, repainting completed
- Restroom ceiling fans, 4 replaced under emergency approval
- Soccer net, the one closest to Brentwood Hills Blvd has been taken down
- Drop box installation, completed
- Basketball nets, better quality nets ordered
- Updates on cleaning and security companies
- Community Center, new summer operating hours to be voted upon under new business
- Discussed Protegis invoice and full-service yearly inspection

6. **Committee Reports** – No report from the Architectural Committee. Adam Crawford stated volunteers are needed for the Social Committee.

## 7. New Business

### Hurricane Preparation Team

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

**Resolve:** To approve the creation of a hurricane preparation team.

### Additions to Preferred Vendor List

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

**Resolve:** To add Protegis Fire & Safety, VISTA Security Services and United Janitorial Solutions to the Brentwood Hills preferred vendor list.

### Protegis Fire & Safety Annual Service Inspection/Repairs

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

**Resolve:** To approve Protegis to perform a \$150/yearly full-service annual fire and safety inspection of the community center beginning June 2022 and continue service until a formal Board vote is recorded with funds expended from the operating budget line-contingency.

### Community Center Hours of Operation 2021

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

**Resolve:** To approve summer hours as presented for the duration of 2021 for early swim, office hours and center/pool hours with exceptions noted. Manager was asked to place on website.

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## **Additional Pool Service**

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

**Resolve:** To increase the current 3x weekly Sav-a-Buc pool service to 4x weekly adding a Sunday service through July 25 spending up to \$350 from the operating budget line-pool repair/maint.

**Irrigation Zone Map:** Adrienne Vining described this requirement was to apply for a water variance. It will take approximately 10 hours to map out/track the irrigation system to provide to SWFWMD.

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

**Resolve:** To approve up to \$900 to map/track the irrigation system to provide to SWFWMD for a water variance.

## **Security System Repair/Replace**

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

**Resolve:** To approve up to \$14,600 for AAS estimate to do the repair and/or replacement of the community center security system utilizing reserve funds.

## **Annual Member Meeting**

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

**Resolve:** To address the Annual Meeting discussion sooner by moving it forward on the Meeting Agenda as it is nearly the last New Business item.

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

**Resolve:** To schedule the postponed Brentwood Hills annual meeting on August 16, 2021 at 7pm.

## **IT Company**

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

**Resolve:** To approve up to \$1,300 for CF Technology to reset and replace IT equipment and provide monthly monitoring of all Center equipment.

**Attorney Change for Covenant Enforcement and Assessment Collection:** Adrienne Vining explained that the Board feels the current attorney is more costly and cases moving slower than before.

**On Motion:** Duly made by Adrienne Vining, second by Adam Crawford and carried with 5 in favor and 1 (Olin Barnett) opposed.

**Resolve:** To leave all current matters with current attorney and moving forward send covenant enforcement to Anne Malley PA and assessment collection to Tankel Law Group.

**Palm Tree Change in Service Level:** Ed Campbell explained the last time booting was performed on the community palm trees there were several negative comments. Booting is removing fronds and pruning at \$6,696 twice per year. Shaving is a total clean performed once yearly at \$11,160.

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

**Resolve:** To approve Nature Coast shaving all community palm trees at \$11,160 yearly.

## **Citrus Orchard Fence Line Landscape**

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

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

**Resolve:** To approve up to \$1,300 for Nature Coast to complete the Citrus Orchard fence line landscaping with a mixture of 7-gallon and 3-gallon plants utilizing reserve funds.

## **Cactus Corner Landscape**

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

**Resolve:** To approve up to \$1,800 for Nature Coast to complete the cactus corner landscaping utilizing reserve funds.

## **Center Sidewalk/Fence Stretch Landscaping**

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

**Resolve:** To approve up to \$2,000 for Nature Coast to complete the center sidewalk/fence stretch landscaping with native plants utilizing reserve funds.

## **Flagpole Island Landscaping**

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

**Resolve:** To approve up to \$1,700 for Nature Coast to complete the flagpole island landscaping utilizing reserve funds.

## **Community Center Entrance Wall Clearing**

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

**Resolve:** To approve up to \$400 for Nature Coast to complete the community center entrance wall clearing utilizing operating budget line-landscape extras.

## **Deep Cleaning of Center Restroom Floors**

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

**Resolve:** To approve up to \$550 per estimate for United Janitorial to perform a deep cleaning of all flooring in both center restrooms utilizing operating budget line-amenity staffing.

## **8. Discussion**

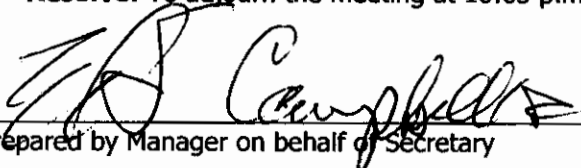
Discussion item on meeting agenda regarding Small BOD Meeting Signs at Entranceways was not discussed because the member requesting that item had left the meeting. This will be discussed when the member is present.

Discussion regarding pool shower being relocated. A pool shower is required per county health department and current shower needs to be replaced and keeps breaking down. Currently considering relocating the shower to a more protected location.

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

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

**Resolve:** To adjourn the meeting at 10:03 p.m.

  
Prepared by Manager on behalf of Secretary