

# BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting July 19, 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 via on-site and website posting. 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 June 21, 2021 board meeting minutes as presented/mailed by Manager.

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

**Resolve:** To amend agenda by adding Lumsden retention pond front fence cleanup at end of New Business.

### 3. Management Reports

Manager presented financial overview and discussed/reviewed receivables, collections, notice and violation reports. Notices of late assessment will be mailed out later this week for owners with unpaid July assessments.

### 4. Board of Directors - Officer Reports

**President:** Denise Stearns reported that the Board had not heard back from attorney Dan Pilka regarding the Sand Ridge fence matter submitted to him for a legal opinion. She discussed the lightning strike that hit an owner's tree and travelled affecting the Brentwood Hills office equipment, monument lighting, irrigation and well pump equipment. All expenses related to this incident will be submitted as an insurance claim. Denise read aloud a letter which can be distributed to owners with the second annual meeting notice.

**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 mailing the board letter to owners in the second annual membership meeting notice.

**Vice President:** None.

**Treasurer:** Denise Stearns discussed the mid-year finances detailing line-item expenses that were over or under budget. She discussed the 2021 assessment increase and indicating she is willing to share detailed information if anyone is interested. She also discussed the reserve study explaining its purpose as a guide to budgeting and the necessity to update every few years.

**Secretary:** None.

### 5. Liaison Officer Reports

**Public Affairs Liaison:** Adam Crawford announced that information for yard contest nominations is on the Association website and Facebook. He stated the social committee is looking for volunteers.

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**Landscape Liaison:** Adrienne Vining said the irrigation mapping had not started. Denise Stearns said there were some areas where the irrigation was low pressure and not fully working at island beds at signs and beds around fence/pool area and flagpole area. Ed Campbell said Dew Bloom retention pond was trimmed and area at clubhouse entry had been cleared. Denise stated landscape project revamping spreadsheet had been discussed in detail. Estimates have been received for oak tree maintenance at Lumsden and awarded to Panorama.

**Violation Tracking Liaison:** Adrienne Vining indicated the campaign for attorney enforcement has been successful with over 80 on the list a year ago currently down to 37. Adrienne is not pleased with the length of time Attorney Pilka has taken to move matters forward to lawsuit.

**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 attorney Anne Malley to file lawsuits on units 6689, 6891, 7233 and 7193.

**Community Center Liaison:** Denise Stearns provided updates on the Fire Marshal inspection regarding signage, pool telephone for resident use and several other items.

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

7. **New Business**

## **Additional Pool Service**

**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 Sunday pool service to be provided by Sav-a-Buc for 6 more weeks for up to \$400 utilizing operating pool service funds.

## **Soccer Nets**

**On Motion:** Duly made by Denise Stearns, second by Adrienne Vining and carried with 4 in favor and 2 (Olin Barnett and Charlie Leo) opposed.

**Resolve:** To approve up to \$1,000 to replace soccer goal nets.

## **Forest Committee/Creation**

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

**Resolve:** To create the Forest Committee for 2021/22 for the 2<sup>nd</sup> phase of the forest.

## **Newsletter Distribution 2022**

**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 quarterly members newsletters for 2022.

## **Electrical Issues**

**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 Brandon Electric up to \$1,500 to bury the parking lot conduit utilizing repair and improvement funding.

**On Motion:** Duly made by Denise Stearns, second by Adam Crawford and motion defeated with 2 in favor (Denise Stearns and Adam Crawford) and 3 opposed and 1 abstain.

**Resolve:** To approve Brandon Electric up to \$1,000 to re-label 3 breaker panels utilizing repair and improvement funding.

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## Filling Forest Holes

**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 up to \$2,000 to Nature Coast to fill holes.

## Mt. Carmel Tree Removal

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

**Resolve:** To approve \$4,482 for Panorama to remove dead oak tree if county does not accept responsibility within 60 days. Dan Hazy will get another bid.

## Fence Foliage Trimming

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

**Resolve:** To move from the table and approve up to \$3,900 for Nature coast to complete the work for Brentwood Hills fence foliage trimming utilizing Landscaping Extras.

## Interior Monuments (6) 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 \$8,000 for Nature Coast to complete the 6 interior monuments landscaping utilizing reserve funds.

## Parking Lot 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 \$11,000 for Nature Coast to complete the parking lot island landscaping utilizing reserve funds.

## BH Bushes Landscaping

**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 up to \$2,500 for Nature Coast to complete the BH bushes landscaping utilizing reserve funds.

## Lumsden Retention Pond Front Fence Cleanup

**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 up to \$4,400 for Nature Coast to complete the Lumsden Retention Pond front fence cleanup utilizing Landscaping Extras funds.

## 8. Discussion


Discussion items touched upon were additional board meeting signs to place at community entrances, fence mulch and crepe myrtle replacement.

## 9. Adjournment:

The next board meeting is scheduled for September 20, 2021.

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

**Resolve:** To adjourn the meeting at 9:45 p.m.

  
Prepared by Manager on behalf of Secretary 