

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Regular Monthly Meeting

April 18, 2022

Meeting Minutes

1. Call to Order – Certifying of Quorum

The meeting was called to order by Denise Stearns, President, at 7:00 PM. Roll call of Directors: Denise Stearns (President), Ed Campbell (Treasurer), Adrienne Vining (VP), and Charlie Leo (Secretary) were present, with 3 seats vacant. A quorum was established. Chris Crain represented Wise Management. Timely meeting notice and agenda was sent to all members via US Postal Service on April 13 and posted at the amenity center and social media on April 14.

2. Approval of Minutes

On Motion: Duly made by Charlie, second by Ed and carried unanimously.

Resolve: To waive reading and approve March 29, 2022, special meeting minutes as presented.

Amendment to Agenda: Denise stated there was a need to amend the agenda for last minute items.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To amend the agenda by adding item “Meeting Change” to President report and “Pool Repairs” to the bottom of new business.

3. Management Reports: (WPM) Chris gave financial assessment report.

4. Board of Directors – Officer Reports:

- **President Report:**

- Applications for BOD Seats:** 3 applications were submitted last Thursday and received today. Because of late submission, we will review them for next meeting. It was further explained that according to FI Stats and governing documents, the BOD was not required to fill vacant seats at this time.
- Fire Violations:** an update was given stating that the BOD had previously approved to complete the fire violations in accordance with PP#2. Protegis completed the annual fire inspection and added an additional fire extinguisher in the grill area. The cost was \$343.25. 15 signs have been ordered from Signs by Mineo and will be in place within a week. The emergency gate was changed to push outward.
- Meeting Change:** Denise explained that the BOD had discussed that because BOD monthly meetings are scheduled for the third Monday of the month, they tend to fall on a holiday or holiday weekend. With much discussion, the BOD feels the 2nd Tuesday of each month @ 7pm may be a better choice for the BOD and members. Further discussion was had with members. Denise stated the May meeting would remain the same and the change would start on June 14. Denise read the bylaw that states the BOD has authority to do make this change.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To Reschedule all BH HOA regular BOD meetings from June 2022 – December 2022, from 3rd Monday of each month to 2nd Tuesday of each month.

- **VP Report:** None
- **Treasurer:** Ed gave cash on hand reports. Denise explained to members how year end funds are calculated and how they can be used including HOA account retainer. She explained further that the BOD does not have authority to just use the funds any way they please. She corrected previous 2021-year end amounts.
- **Secretary:** None

5. Liaison Officer Reports:

- **Public Affairs Officers Report:** Adam gave a report regarding the upcoming garage sale that will occur on 4-23-22.
- **Landscape Officers:**
 - a. **Landscape Liaison:** Ed gave a landscaping update and explained the need to update the Landscaping scope of work for the mowing areas and other landscaping needs. He also explained that even though Yellowstone was awarded the job to trim the crepe myrtles, after consulting with Yellowstone, Yellowstone said the best time of year to trim the crepe myrtles was past and it would be better to wait until next February to trim the trees.
 - b. **Irrigation/Pump House:** None
 - c. **Fence/Monuments:** Denise explained Kevin repaired some of the major problems with the PVC fence. Monuments and signs will undergo annual inspection and repair to include all previous work that was BOD approved in 2021 and not completed.
 - d. **Violation Tracking/Attorney Communications Officer:** Adrienne discussed with Wise that HOA previous policy for violations was 30 days to rectify and not 14 days. Chris suggested a fining committee. The BOD will be discussing violation policy in the future.
 - e. **Amenity Officer:** Charlie stated 5 pool/splash pad repairs were completed that the BOD had approved. Invoice #38677 for \$603.34, #38635 for \$4,140.19, #38636 for \$247.90, #38678 for \$198.21, and #38676 for \$203.39.
 - f. **Office Manager:** Denise explained that all members were not being charged the access card fee. Previous BOD were only charging Tenants. The extra access cards were being held at a BOD members house. They should be on HOA property and each one assigned is to be logged into key log registry in the office.

6. Committee Reports:

- **ACC:** None
- **Social Committee:** Danielle Near (chair) reported on the success of the Easter Egg Hunt. Also, the possibility of a 4th of July celebration and provided details. Adrienne stated the total of \$435.16 was used to fund the Easter Egg Hunt event.
 - a. Chair key: The BOD discussed the need for the chair to hold a key to the social closet so the committee would have access to items when needed.

On Motion: Duly made by Adrienne, second by Denise and carried unanimously.

Resolve: To authorize Social Committee chair to have possession of a key to the social closet.

b. Applications: Chair turned in 3 social applications to be considered.

On Motion: Duly made by Adrienne, second by Ed and carried unanimously.

Resolve: To appoint Francine Telese and Laura Pekarek to the social committee.

On Motion: Duly made by Adrienne, second by Denise and carried unanimously.

Resolve: To appoint Christy Crawford to the social committee.

7. Unfinished Business:

YS Irrigation Inspection Invoice: Denise stated at the meeting the BOD tabled this invoice not knowing that payment was already sent to Yellowstone. Because the BOD has since gone back to Second Irrigation for service, the irrigation report details from Yellowstone are meaningless now.

On Motion: Duly made by Denise, second by Ed and carried unanimously.

Resolve: To bring from the table and move to dismiss the issue with the Yellowstone Irrigation invoice.

Website: Discussion was had about the length of time the HOA website had been dismantled and the importance of having an HOA website. Further discussed, were the differences between obtaining a brand-new domain or staying with the old domain name. Startup costs and time frames were explained. Denise presented the proposal details from McNeil management to host the BH HOA website as before. There was mention of a startup fee of \$2k, 2-year contract at \$250 month which includes several items to include, but not limited to, the annual renewal cost of the domain name, and the option to purchase the domain name for an additional \$2k. Adrienne stated that the BOD may want to consider the terms of the contract should include that if BH HOA procures a new contract with McNeil management in the future, that the BH HOA website hosting contract will terminate, leaving the web hosting service to be included into the management services contract as was before.

On Motion: Duly made by Adrienne, second by Denise and carried unanimously.

Resolve: To engage in a 24-month contract with McNeil Management for web hosting services consisting of all the details as outlined for a \$2,000 startup fee, \$250 monthly, option to buy domain at end of contract for \$2,000 and to terminate said contract if BH enters a new management company agreement.

8. New Business

Formation of Mailer Committee: A discussion was had as to the expense of paper mailings. Based on prior research of accomplishing this at a much cheaper rate with volunteers, it makes sense that it is investigated further. It was explained that we would need volunteers to help.

On Motion: Duly made by Denise, second by Adrienne. Carried 3 in favor with 1 (Ed) abstaining.

Resolve: To approve the formation of a Mailing Committee.

Pending Invoices: Denise explained it came to the attention of the BOD that there was an abundance of invoices that were pending from the previous BOD. Dated from before April 2022. She suggested because of the abundance, the BOD should consider approving total amounts per vendor.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve Mid-Florida tree service invoice #13660 in the amount of \$1525.00 utilizing Landscape Improvement budget line.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve Priority Termite & Pest Solution invoice #53699 in the amount of \$75.00 utilizing Pest Control budget line.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve Brandon Electric invoices #15760, #15074, #15572, in the amount of \$1258.32 utilizing R&I budget line.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve VISTA invoices #12255, #12290, #12329, #12353, #12394, #12421, in the amount of \$5809.32 utilizing Amenity Staffing budget line.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve Glausier, Knight, Jones invoice #28021 in the amount of \$4,407.25 utilizing Legal Services budget line.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve WISE Management February Extra Services invoice in the amount of \$6,520.90 budget line to be determined after itemization is done.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve Pilka invoices #67531, #67532, #67533, #67534, #67535, #67536, #67537 in the amount of \$1725.70 utilizing Legal Enforcements budget line.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve AAS invoices #1189.01 for \$9,000 and #1189.02 for \$3,240 utilizing Reserve funds for security camera system.

Expenditure Form: It was explained why a revision of the expenditure form was needed and what the form was used for.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To adopt the new Expenditure Invoice form for BH HOA.

Vendor List: It was explained that previously the HOA had a preferred vendor list but the BOD discussed that it would be better to call it the approved vendor list so that it doesn't get taken out of context. It was further explained that there are certain requirements and documents needed by the HOA before a vendor can be placed on the approved list. Over the last months, there have been several changes to the list.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve the BH HOA Approved Vendor list.

Swim Lessons Date/Time: Denise stated that she met with YMCA for swim lessons. All insurance documents and pool inspection are complete. She explained because there are limited spaces and it is a first come first serve basis, registration would be announced via paper notice to all members so it would be fair.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve BH HOA YMCA swim lessons to be held on August 1-5, 10am – 12pm.

Pool/Staff Hours – Rest of 2022: Denise presented the pool/staff hours for the rest of 2022. She explained they were created taking a lot of things into consideration such as the budget, time of year, and usage. Some members had expressed staying open later so the new schedule includes

staying open until 11 pm on select nights and months. It will be on a trial basis and will have strict rules.

On Motion: Duly made by Denise, second by Adrienne carried 3 in favor and 1 (Charlie) opposed.

Resolve: To approve pool/staff hours for May 2022 – December 31, 2022, as presented.

Pressure Washing Amenity Center: A discussion was had that the Amenity Center hadn't been thoroughly pressure washed for a while and was in need. An estimate from Priority Termite & Pest Solution was presented. It was also discussed that the BOD will be looking into drawing up a contract for pressure washing so that all the pressure washing gets done annually.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve estimate #114 for Amenity Center Pressure Washing by Priority Termite & Pest Solution up to \$2600 utilizing R&I budget line.

Mosquito Control: A discussion was had that there is a mosquito problem at the center every year so the BOD was presented with an estimate and details to consider Mosquito Control Treatments.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve estimate #113 for Mosquito Control by Priority Termite & Pest Solution up to \$1,200 utilizing Pest Control Budget Line.

Irrigation Repairs: Denise gave an update on the irrigation repairs from Second Irrigation. She further explained that on April 6, the BOD had agreed that the regular repairs should be treated as an emergency because there hadn't been an irrigation inspection nor repairs in months. The BOD had set a cap of \$2700, which is equivalent to about 4 months times the \$700 that Second Irrigation would have been allowed per their contract if it was in effect.

1. Invoices:

a. Invoice # 1421 – April inspection with report - \$945

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve invoice #1421 for Second Irrigation in the amount of \$945 to be paid utilizing Irrigation Maintenance budget line.

b. Invoice #1420 – Regular repairs as deemed an emergency - \$2,518.45.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To ratify invoice #1420 for Second Irrigation in the amount of \$2,518.45 to be paid utilizing Irrigation Repair budget line.

2. Estimates:

a. Estimate # 1191 – this is for additional regular repairs - \$2,382.50

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve estimate #1191 for irrigation repairs by Second Irrigation up to \$2,500.00 utilizing Irrigation Repair budget line.

b. Estimate #1190 – amount of \$3,481.69 is for Zone 24 which is the median (island) on Mt. Carmel from Dew Bloom to the Clubhouse that has not worked right because it has over 100 heads and should have been 2 zones when put in. That would be a rather large expense. Second Irrigation is going to try a much cheaper way, but it is not a guarantee.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve estimate #1190 for repairs to Zone 24 by Second Irrigation up to \$3,700.00 utilizing Irrigation Repair budget line.

PP revision/attorney referral: It was explained that because previous BOD had done away with the PP, the BOD could not do any work without voting the matter out no matter the dollar amount. This made it very difficult to tend to day-to-day tasks. It was further explained that because of inflation, some of the dollar allowances were increased slightly and it was made into a much simpler format. The BOD will not be sending to attorney at this time.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To adopt the Purchasing policy revision as presented.

Lumsden Retention Area: Denise explained that this area was approved and awarded to NC last year and not followed through by previous BOD. Because of inflation and oaks are no longer in landscaping contract, the BOD had to obtain a new estimate. The BOD received estimates from NC and Panorama. The details of both estimates were discussed. The estimate was compared to the price last year which included cleaning out the few bushes along the fence facing Mt. Carmel and found a price difference of about \$3,000 if all of them were ground cut instead. The BOD further discussed that once this is cleaned up, they will further research the area. It was explained that the previous motion for the fence facing Lumsden would have to be rescinded.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To rescind motion made on July 19, 2021, that stated "to approve up to \$4,400 for NC to complete the Lumsden Retention Pond front fence clean up utilizing Landscape Extras funds."

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve NC estimate for the Lumsden Retention Pond in the amount of \$9500.00 utilizing Reserve Funds.

A member asked why the reserves would be used. Denise explained the process on how to use the reserve funds accurately and as to why you wouldn't use operating funds before reserves. Denise also reviewed the stipulations as stated in the reserve study for landscaping.

Forest Hole Filling: Ed explained that the BOD needed to consider finish filling the holes at the forest because it is a liability to the HOA. He further explained that he had met with NC to review what was left which seems to be about 50 holes but there was no way to determine how deep each hole is. An estimate was received by NC based on per yard. After looking at how far previous 12yds had covered, Ed suggested the BOD consider up to 52yds to attempt to finish.

On Motion: Duly made by Ed, second by Denise and carried unanimously.

Resolve: To approve NC up to \$7,000 to fill forest holes utilizing Reserve funds.

Tree Encroaching PVC Fence Removal: A discussion was had about the trees encroaching the PVC fences. An estimate was received from Panorama that included several locations where this had or was happening. A discussion was had with members as to why the BOD felt the need to remove the tree on BHB. It was explained that because this tree had not been tended to when it first started creating a problem and now has broken through the fence, the BOD needs to fix the fence. Denise stated that the BOD may want to consider removing the one tree and reserve the rest of the funds for further research to take place at the other locations.

On Motion: Duly made by Denise, second by Adrienne. Motion withdrawn after further discussion.

Resolve: To approve #109761 for Panorama Tree Service up to \$5,500 to remove the 30DBH Laurel Oak on BHB and grind the stump utilizing Landscaping Improvements budget line. Reserving the rest of the funds for further evaluation of trees encroaching the PVC fence. Removals will be pending homeowner permissions.

On Motion: Duly made by Ed, second by Adrienne carried 3 in favor and 1 (Charlie) opposed.

Resolve: To approve #109761 for Panorama Tree Service up to \$2,700 to remove the 30DBH Laurel Oak on BHB and grind the stump utilizing Landscaping Improvements budget line. Removal will be pending homeowner permission.

Annuals: Ed presented the estimate from Yellowstone for summer annual flower rotation. A discussion was had pertaining to location which was stated on the estimate. The estimate was for 1,000 flowers. The BOD further discussed that the last time flowers were planted only 813 were needed and refigured the amount based on that which was \$2346.28.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve up to \$2,400 for Yellowstone to plant annuals at \$2.29 each utilizing Landscape Improvements funds.

BH Bushes: Denise explained that the replacement of the BH Bushes was approved previously and not carried through by previous BOD. With inflation, a new estimate was needed. It was further explained that the BOD was not ready to replant the parking lot island that was also previously approved, so on the same estimate the removal of the dead Ilex Schillings is included to possibly be done at the same time as the BH bushes.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To amend motion made on July 17 which states "to approve up to \$2500 for NC to complete the BH Bushes landscaping utilizing reserves funds" by striking out \$2500 and replacing with \$2700.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve NC to remove the dead Ilex Schillings from the area in front of Parking Lot Island at Mt. Carmel and BHB in the amount of \$700 utilizing Reserves funds.

Small Flowerbeds (11): Denise explained that with multiple hard freezes within one week, some of the new plants in the flowerbeds did not survive. Because NC had planted those, they were asked to evaluate the damage and provide a detailed estimate to what was found and what it would cost to replace. Denise also explained that it was an act of nature so reserve funds can be used.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve up to \$1,500 for NC to refurbish the (11) small flowerbeds utilizing Reserve Funds.

Forest Trees/Misc. Cleanup: An estimate was received from NC to clean the moss from the cypress trees and to remove the dead oak in the county easement in case the county would not remove it in a timely fashion.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve NC \$600 to clean the moss from the cypress trees and reserve \$1200 for removal of the dead oak if the county fails to remove within 120 days.

Yellowstone SOW: It was explained that when the previous BOD had bid out BH landscaping Contract, it was done without a BOD approved SOW or RFP. Therefore, the BOD discussed taking the SOW that was almost finished from 2021 and having Yellowstone edit it to match their contract so that

there would be no question as to what work Yellowstone should be doing. It was explained that this is not a renegotiation of the current contract.

On Motion: Duly made by Ed, second by Denise and carried unanimously.

Resolve: To approve Yellowstone to make edits to the SOW to define their current contract and return to the BOD by May 13.

Pool Repairs: A discussion took place about the 2 estimates that were received from Sav-A-Buc for splash pad/pool repairs totaling \$883.65.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.

Resolve: To approve up to \$950 for Sav-A-Buc to complete repairs utilizing pool repair budget line.

9. Adjournment: The next board meeting is scheduled for May 16, 2022.

On Motion: Duly made by Ed, second by Charlie and carried unanimously.

Resolve: To adjourn meeting at 9:31 pm.

BH HOA Secretary

Date