

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Regular Monthly Meeting

July 12, 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, and 3 seats are vacant. A quorum was established. There was no representative from Wise Management present. Timely posting of meeting notice and agenda were confirmed. The rules of the meeting have been presented.

2. Approval of Minutes: Further edits were made by Ed and Adrienne

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

Resolve: To waive reading and approve June 14, 2022, minutes as presented with edits.

3. Management Reports: It was stated that with the recent change in LCAM, a Wise representative would not be present.

4. Board of Directors: Officer reports

- **President - Denise:** Everything in the updates have either been approved at a BOD meeting or in accordance with the PP.

a. DOH Violations - Denise explained that she had met with the DOH inspector and that he expressed that he was not pleased that the violations from February 2022 had not yet been completed. He performed a reinspection and gave a 30-day extension. Denise reassured him that all violations would be rectified by then. He had advised Denise that no one from the previous BOD or management had contacted him regarding these violations. The inspector pointed out that the new pool signs that were previously hung were the wrong ones, so those will have to be replaced. The black pool gates have been discussed with the DOH as how to and what is allowed to permanently fix. We will be meeting with Gate tech soon to get an estimate. We are allowed to have a small portable chair/bench in the handicap shower stalls if they are pushed back against the wall and out of the way for a wheelchair. Denise stated that she had one stored away, so it was brought down and placed in the women's shower. If the need arises in the men's shower, the BOD will address that then.

- **Vice – President – Adrienne:** Nothing to report
- **Treasurer – Ed:** Gave report on June expenses, Cash on Hand, and YTD variance.
- **Secretary – Charlie:** Nothing to report
- **Public Affairs Officer – Adam:** Nothing to report
- **Landscape Officers:**
 - a. Landscape Liaison – Ed:**
 - Gave an update on the performance of contracted items by Yellowstone
 - Annual rotation was finished. Cost \$2,019.39.

- Update was given on the palm tree trimming and that Panorama had located a few dead trees. These were approved in accordance with the PP so he could remove while on site. They were \$400 each.

b. Landscape Projects: Denise stated that the Parking Lot Island Landscaping project was previously approved in 2021 and the updated estimate was below that price. Therefore, it will not have to be motioned again and is out for scheduling. She also stated that an updated estimate will be obtained for the landscaping at the (6) medium monuments as those were previously approved in 2021 as well.

c. Irrigation/Pump House – Denise/Adrienne:

- **Repairs:** Invoice 1460 for June regular repairs as allowed in accordance with the contract - \$698.15 and Invoice 1477 for a main break on Valrico Rd. South of BHB – approved as a PP emergency - \$2973.85
- **Dew Bloom 4 Corners:** Denise stated that this was just finished and that the invoice was sent but it had not been inspected yet, so it has not been approved. The invoice is slightly less than the estimate. This will be updated at the next meeting. She also stated the BOD will be reviewing on what to do with the rest of Dew Bloom.
- **Main break:** Denise stated there was another main break and that the BOD approved the estimate for \$637 and that Second Irrigation was working on it today.
- **Dog Park Water:** Second Irrigation has informed the BOD that they can perform the task of adding water to the dog park when the HOA was ready.
- **Zone Map:** Second Irrigation has informed the BOD that this can be completed after Dew Bloom is done.

d. Fence – Denise: Denise explained that she will be reaching out to fence companies to find a new vendor to take care of the PVC repairs. She stated that the BOD approved the pressure washing of the portion of Lumsden fence facing the road only and it is out to be scheduled.

e. Monuments – Charlie/Denise: Charlie stated the light maintenance and inspection at the entrance monuments have been completed. Invoice 1481 - \$1,082.50. A report and pictures were given by Second Irrigation that stated some of the lenses had been badly damaged from the minerals in the well water and that no prior maintenance had been done. This and the other reported items will be addressed later. Denise explained that the BOD is in search of a vendor to replace the previous handyman to repair the medium monuments. Because the annual monument maintenance was not done on time in February 2022, she will put it on the schedule to resume in 2023.

f. Violation Tracking/Attorney Communications – Adrienne: Corrected invoice for Glausier from March 2022 was received and paid. Invoice 28593 - \$1,291.30. It was stated that that should be his final invoice. The final invoices from Pilka and Malley have not yet been received.

g. Amenity Center Liaison – Charlie:

- Mosquito control has begun and will continue monthly for a year - \$85
- Splash pad motor was replaced – Invoice 39004 - \$715.83
- New leaf chaser – Invoice 39061 - \$88.12
- June services - \$595
- May chemicals/repairs: \$2,181.98
- Brandon Electric has been asked to provide an estimate for the pool timers.

h. Office Manager – Denise:

- Swim lesson information has been posted on the website and registration is open through July 29.
- The office light had gone out. Denise stated that the BOD thought best to purchase the light bulbs first. Because that didn't fix the problem, Brandon Electric was called.
- Staff brought to Denise's attention an issue with a party deposit money order. She stated she would be looking into it.

5. Committee Reports

- a. **ACC:** Chairperson was absent. Other members stated they had nothing to report. Denise explained after talking to committee, it appears they have been working on a proposal for the mailboxes that can't be bought anymore. Denise stated she would confirm proper procedure to amend just this item.
- b. **Social Committee:** Chairperson was absent. Christy Crawford was nominated by the committee to represent the committee. Other members in attendance stated they were looking to bring back movie night.

6. Unfinished Business

- A. **ACC Revised Application:** It was discussed at the last meeting that there was a need for a new ACC application. The ACC has created and approved a new one for BOD consideration. Denise suggested that it not be used until it's put into place in all areas such as HOA website, Wise, Office etc.

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

Resolve: To accept and approve the new BH HOA ACC application as is before us to begin use as soon as it is updated in all locations.

- B. **Committee Applications:** At the last meeting, there was an application that was tabled. Christy Crawford stood in for the social committee chairperson and nominated Kimberly Norman to the committee. The application was presented to the BOD for consideration.

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

Resolve: To bring from the table and approve Kimberly Norman to the social committee.

- C. **Violations:** Because of lack of information that the BOD had requested from Wise, this shall remain tabled.

- D. **Collection Policy:** It was explained that even though the BOD had given Wise ample time before the creation of the collection policy last month, they didn't respond to the questions that were asked so that the BOD could consider it when creating the policy. After the BOD had approved the policy last month and sent to Wise, that's when they indicated it wouldn't work for them and that the BOD should redo suggesting several things be included in it. The BOD and attorney didn't feel that all the items should be in the actual policy. Instead, we decided a SOW for Wise was needed. This will be considered in (3) three parts.

- 1. **Collection Policy Revision:** Denise went over the changes that had been made from the previous policy.

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

Resolve: To adopt the Brentwood Hills Homeowners' Association Uniform Collection Policy revision as presented before us with the addition of continuing the friendly reminder for July and October 2022 assessments.

- 2. **Friendly reminder Issuance:** Denise explained that last month, the BOD had decided based on inaccurate information they received and now that the correct information has been obtained; she is asking the BOD to consider an amendment to previous motion.

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

Resolve: To amend the motion that was made at the June 14, 2022, meeting which read “No NOLAs go out before July 1st and for the accounts in arrears before July 1st will get a NOLA immediately” by striking out “and for the accounts in arrears before July 1st will get a NOLA immediately” and replace with “all accounts will run in accordance with the revised Collection Policy.”

3. Wise SOW for Collection Policy: Denise presented and reviewed the directives in the SOW that Wise will need to follow and carry out accordingly.

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

Resolve: To approve Wise SOW for the BH HOA Uniformed Collection Policy as is before us to be delivered and used with the Policy.

7. New Business

A. NOLA: Denise presented the document and explained that this is the NOLA (Notice of Late Assessment) that is referenced in the Collection Policy. The template was created with the assistance of HOA legal counsel. It will be given to Wise to be exclusively used for BH HOA. Meaning BH HOA owns the template.

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

Resolve: To approve the Collection Policy NOLA that has been deemed sufficient and according to law and BH HOA governing documents by Tankel Law Firm as it appears before us.

B. Wise May Invoice: Denise presented and explained the charges on the Wise Office expense invoice. She stated that it had originally had a Fed Ex charge on it and it was sent back for explanation and that charge had since been removed even though no explanation was received.

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

Resolve: To approve Wise May Office Expense invoice in the amount of \$951.36 utilizing management funding line.

C. Staff Hours for Swim Lessons: Denise explained because the HOA is using the YMCA this year, we will need someone here during swim lesson times. Denise asked the BOD to consider having staff come in early on those days which will be Monday – Friday, coming in at 9:30 am instead of 12:30. She stated that she already confirmed with VISTA that they can provide coverage. VISTA informed Denise because the HOA is giving more than 48-hour notice, it will be invoiced at the regular rate. This will be an extra (15) fifteen hours @ \$19 = \$285 plus tax.

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

Resolve: To approve (15) fifteen extra staffing hours at regular rate for the purpose of swim lessons.

D. Insurance Claim Finalized: A discussion was had pertaining to where the 2021 lightning strike claim was at. The well drill report and invoice have been submitted. Upon inspection the monument lights, there appears to be nothing to report on these even though at the time of the strike the Valrico monument lights hadn't worked. Current BOD does not know if previous BOD had Brandon Electric work on them as there is no documentation stating that. The only other thing is the old Dell computer. Denise stated she will find out more information when she speaks with insurance company again. Denise would like the BOD to consider approval of closing out the claim once this is done. A few BOD members asked for clarification as what was meant by closing out the claim. Denise further explained it would be just the submission portion of the claim so that it didn't hold up payment.

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

Resolve: To close the claim with the insurance company pertaining to the lightning strike that took place in July 2021 upon consulting with the insurance company regarding the old Dell computer.

E. Community center Access Card Privileges: A discussion was had pertaining to property with account #114106790 and reasons to be considered to indefinitely suspend access rights to community center. It was stated that this property was already in collections, have had repeated party issues, and the latest incident that occurred after access was already restricted because of collections. The incident report has been given to all BOD members for review. It was further explained that any member may request the BOD to consider reinstating privileges in writing except if because of collections.

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

Resolve: To indefinitely suspend access rights to address for account #114106790 for reasons presented before us.

F. Wooden Fence: It was explained that this was for the maintenance portion of the wooden fence behind the Sand Ridge homes and not the hole as that was motioned and approved at the June meeting. At the last meeting, this was discussed, and no motion was made thinking the BOD would be able to do a little bit at a time as it was reported and approve in accordance with the PP. Charlie and Denise went and looked at all of it closer. An update of what was found was presented. Denise stated that because of the complexity of repairs needed, she would like the BOD to consider getting estimates to do the repairs as a whole to include having someone inspect the entire fence. Denise also stated that she had hoped to have estimates for this and has placed some calls out to vendors but has not heard back.

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

Resolve: To table until at least 2 estimates for the maintenance of the wooden fence that runs behind the Sand Ridge homes are received.

8. Discussion: A discussion was had with members as to the sudden change in LCAM with Wise. The BOD took and answered several questions pertaining to management from members. The floor was open to members for further concerns and discussions.

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

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

Resolve: To adjourn meeting at 9:14 pm.

BH HOA BOD approved September 13, 2022