

# BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

## **Board of Directors – Regular Monthly Meeting September 13, 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 (Vice-President), 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 as being distributed on 9/7. The rules of the meeting have been presented.

### **2. Approval of Minutes:** June 14, July 12, August 9

- a. June 14 Monthly BOD Meeting** – needed to be reconsidered as the previous requested edits that were made and motioned at the July meeting needed to be reversed back to their original state and better outlined for lack of confusion. Details that were spoken regarding item “Q” were added. A note was added to section “Q” that pertains to the addition of the owner account numbers that were located and added afterwards.

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

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

### **b. July 12 Monthly BOD Meeting**

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

**Resolve:** To waive reading and approve July 12, 2022, minutes as presented.

### **c. August 9 Monthly BOD Meeting**

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

**Resolve:** To waive reading and approve August 9, 2022, minutes as presented.

**Motion to Run Meeting Out of Order:** Denise explained because updates and discussions normally take a lot of time and adequate time has not been applied to business, she would like the BOD to consider running the meeting out of order and bring all business to the top of the agenda.

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

**Resolve:** To run meeting out of order and bring all business to the top of the agenda.

**Motion to add “Insurance Claim #CLM0015081” to unfinished business:** Denise explained that she had received notice by the insurance company day of meeting that final payment was being dispersed for this claim. The BOD will need to motion it to be closed.

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

**Resolve:** To add “Insurance Claim #CLM0015081” to the first position under unfinished business.

### 3. Unfinished Business

**A. Insurance Claim #CLM0015081:** Denise gave an update on all the insurance claims related to lightning strike surges. She further explained that the BOD was looking into taking steps in trying to prevent further issues and that the BOD had already approved Second Irrigation to work with Hunter, the irrigation controller manufacturer, to install surge protection on the irrigation controller. She also advised that Morningstar electric would be replacing the damaged surge protection for the VFD. She went on to inform members that claim #CLM0015081 was the one from 2021 and everything has been submitted and final payment was issued.

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

**Resolve:** To close insurance claim #CLM0015081 upon receipt of the final payment as all submissions have been completed.

#### B. Violations:

**1. Existing –** Adrienne explained the status of existing violations and that the BOD has not received the full updates from Wise yet. Most of what has been updated would not be enforceable. A discussion was had with members as to whether the BOD planned to rectify the existing violations. It was also discussed, that even though Wise felt the violations were too old to enforce and should be closed out and reopened, the BOD explained to the members that they have been working with HOA council as to if these can be enforced. Denise explained that because of the state of the report and that they all couldn't be moved to HOA attorney in the state that they are, she thought it best not to wait another month to move these. She explained the BOD would have to review case by case.

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

**Resolve:** To allow the BOD to evaluate case by case and refer any violation that has been noticed, updated with a picture, and not resolved to Tankel Law Firm for further action at the BOD's discretion.

**2. Policy –** It was explained that the policy is made-up of three parts. The BH HOA Resolution Regarding Enforcement of Governing Document Violations, The Scope of Work for Wise Management Company, and the template for the Notice of Violation Letter. It was further explained that Tankel Law Firm assisted in drafting the policy as the BOD had previously approved to be done. Adrienne explained that even though the resolution allows for the BOD to issue up to two notices, there will be only one. The scope of work and the template had been discussed in detail to include the new time frames in which owners would have to cure their violation(s). It was also stated that the violation letter clearly states if not cured within the time frame allowed, the case would be referred to the HOA attorney for further action.

#### a. BH HOA Resolution Regarding Enforcement of Governing Document Violations

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

**Resolve:** To approve the Resolution Regarding Enforcement of Governing Document Violations as is presented before us.

#### b. Wise Property Management Scope of Work/Template for Notice of Violation

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

**Resolve:** To approve the Scope of Work for Wise Property Management and the Notice of Violation as presented before us.

## 4. New Business

**A. Laptop – rescind motion:** Denise explained because the HOA was able to replace the old computer that was damaged during the 2021 lightning strike surge through the insurance claim, she felt there was no reason to reserve funds for a new laptop. She asked the other BOD members if they thought otherwise. No one seen a need at this time.

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

**Resolve:** To rescind the approved motion that was made at the 4/19/21 meeting that read “To approve the procurement of a laptop up to \$300 for Board use utilizing budget line-item repairs and improvements from the operating account.”

**B. Approved Vendor List Update:** Charlie explained that the BOD will be using BamCo Fence Co for fence repairs and Morningstar Electric will replace Brandon Electric because Brandon Electric has not been meeting the qualifications of remaining on the BH HOA Vendor List. A member enquired about the list. Denise explained that there are requirements that vendors must meet to work for the HOA, and it allows BOD a list of these vendors to be used in accordance with the Purchasing Policy, to be able to do work quickly with a trusted vendor.

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

**Resolve:** To approve the addition of BamCo Fence Co and Morningstar Electric to and the removal of Brandon Electric from the HOA vendor list.

**C. Lumsden Fence – Permanent Vine Removal:** Ed explained that two estimates were obtained to permanently rid the fence of unwanted foliage and vines that were cut back. Yellowstone provided an estimate for the section facing Lumsden road for \$1,621.57 and Nature Coast provided an estimate of \$700 for same fence line and section of fence that runs North to South if the BOD would agree to have the work done while they were in the area on another job soon. Nature Coast was selected and approved in accordance with the PP. Denise explained the item would need to be dismissed from the agenda so that it wouldn't carry over to unfinished business.

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

**Resolve:** To dismiss this item from the agenda.

**D. Gate Conversion/Repairs:** It was explained that this was approved at the 4/19/21 meeting. It is to change the solid piece of the black fence in the NE corner of the pool leading to the outfield back into a gate. It was discussed it was needed because kids were jumping over the fence. It had been approved before installing the 2<sup>nd</sup> exit and was included in the presentation to the fire marshal. This estimate is higher because time has gone by, prices have gone up, the configuration is different, it is being done by a gate company instead of a handyman, and it also has more durable hinges and replacement hinges for the splashpad gate as self-closing gates are a requirement by the DOH. The difference in configuration was explained. Furthermore, it was made known to the members that repair/replacement of the black aluminum fence is in the reserves and the allowance is within the five-year outlook in 2026. The previous motion will have to be rescinded and the new estimate motioned.

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

**Resolve:** To rescind approved motion that was made at the 4/19/21 meeting that reads “To approve expenditure up to \$1,395 for a steel fence gate utilizing the operating account repairs and improvements line item.”

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

**Resolve:** To approve up to \$2,500 for Gate Tech to perform work on the black pool fence as indicated on estimate 9518 to convert the solid NE section of the fence back into a gate including the appropriate hardware and replace the hinges on the splash pad gate utilizing reserve funds.

**E. Forest Maintenance:** It was explained the forest area is in desperate need of maintenance. So that the BOD has a better understanding of the condition of the trees, the BOD approved Panorama to access the condition of the trees and submit a report and estimate to cure. Ed went over report with members and a discussion was had as to the BODs thoughts as how they thought the trees could be saved and how much more the HOA was willing to invest. Denise furthered the discussion by adding that when the Phase 1 of the new section of forest was planned, there was no maintenance put in place. She explained the BOD felt they needed to try to save the investment using as little funds as possible and that it was too soon to walk away from it.

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

**Resolve:** To approve \$1,574 for Panorama to perform work as indicated on estimate 109909 to preserve the forest.

**F. Pool lights/timers:** Denise explained that there have been ongoing issues with center lights and timers. We had Morningstar Electric perform a diagnosis and provide an estimate to resolve what they found. One light on the pole at the North end of the pool is out. Two roof lights at the East pavilion are out and since diagnosis, two of the lights on the west pavilion roof are out. She further stated that it is known that the timer to the lights inside the pool only works if you manually turn it on and somehow the East roof lights are now connected to the timer that controls the flagpole and palm tree lights when they have a timer of their own. The discussion was furthered as to how to approve funding as there may be more wrong than what is on the Estimate because Morningstar Electric would have no way of knowing if the timers were working properly. It was agreed that the estimate would be motioned and anything additional could be approved under the PP.

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

**Resolve:** To allow up to \$2500 for Morningstar Electric to perform service in accordance with estimate 2609.

**5. Management Reports:** Wise representative was not present.

## **6. Board of Directors: Officer reports**

- **President - Denise:** In addition to the insurance claims spoken earlier:
  - a. **Corporate filing** - Denise explained that the BOD had the corporate filing updated with current information along with cost.
  - b. **Fire Marshal Reinspection** – invoice was paid
  - c. **DOH Violations** – pool signs have been replaced with the right ones, the large black gates are now fixed, and the pool ladder was tightened. All invoices have been paid and cost was minimal.
  - d. **Traffic Incident at Valrico Monument** – Denise explained that the landscape, irrigation, and monument were damaged. The homeowner had come forward and will be paying for said repairs. Irrigation has been fixed and estimate for Nature Coast to repair the landscape was approved in accordance with the PP and should be done this week.
  - e. **Audit Status** – Denise gave an update on the 2021 audit and explained why it had been delayed. After not receiving it in a timely manner, she had talked to the CPA and was told the remainder of the requested items weren't turned in by Wise Property Management until July. She further discussed that because of accusations that were mentioned to the accounting firm, they needed more items to determine if any of those held merit. Denise worked with the CPA and provided a numerous amount of additional documentation that they requested pertaining to the HOA Reserves account. As of Monday, the Audit was completed and is in review. The draft should be expected sometime this week.

- **Vice – President – Adrienne:** Nothing to report
- **Treasurer – Ed:** Gave report on July and August expenses, Cash on Hand, and YTD variance making note that July expenses were high because it included a reserves quarter contribution, the palm tree trimming, and the dew bloom irrigation repairs. He also noted that the contingency line is still running over because of several lightning strikes. Denise gave an update on the construction of the 2023 budget making note that she would be doing it because of conflicts with Wise Property Management and unknown costs that may be incurred by the Association.
- **Secretary – Charlie:** Nothing to report
- **Public Affairs Officer – Adam:** Not in attendance
- **Landscape Officers:**
  - a. **Landscape Liaison – Ed:**
    - Gave an update on the performance of contracted items by Yellowstone. He received and answered questions from members pertaining to the landscaping. It was stated that the BOD is monitoring Yellowstone's performance.
    - Annual rotation will be around Thanksgiving with the holiday flowers.
    - Palm tree trimming and other tree maintenance were finished and paid.
    - Pricing had been acquired for sod/mulch from Yellowstone and Nature Coast per sq yard/ sq ft. Nature Coast was cheaper and an estimate will be obtained soon.
  - b. **Landscape Projects:** Denise stated that the Parking Lot Island Landscaping project was completed and paid. She also stated that the landscaping at the (6) monuments was being reviewed again even though previously approved.
  - c. **Irrigation/Pump House – Denise/Adrienne:**
    - **Repairs:** Denise stated that repairs for July and August were done. The four corners of Dew Bloom were completed and there was a main break.
    - **Remaining work for this year** – to be considered is the forest repairs, west end of Dew Bloom, and the zone map. Possibly South side of clubhouse.
    - **Other work remaining** – 2023/2024 - supplying water to the dog park and the playground irrigation. Pump house area to include pressure washing entire area, sealing and painting of pump house.
  - d. **Fence – Denise:** Denise explained that the Sand Ridge wooden fence replacement/repairs have been completed by Bamco Fence and has been paid. She further explained that she would be reviewing with BamCo Fence on how to best do the PVC repairs. The invoice from previous PVC fence repairs from Kevin Johnson in May was received and paid.
  - e. **Monuments – Charlie/Denise:** Denise stated that the monument/sign maintenance plan would be put back into effect around February 2023 but will search for someone to make existing minor repairs. She added that the Entrance monument repairs and painting that were previously approved would be looked at with the annual maintenance plan as they weren't done. Second Irrigation replaced the transformer at the North Valrico monument and it appeared to fix that lighting.
  - f. **Violation Tracking/Attorney Communications – Adrienne/Denise:**
    - 1. **Collections:** Denise explained that the BOD was monitoring the new collection policy. For July assessments, on 7/15 AR report, there were about 165 delinquent accounts, and they were sent the friendly reminder. Denise stated that because she sent these out, the HOA was only charged for postage. At the time the NOLA was issued, using the 7/31 AR report, there were 64 accounts delinquent. Using AR report 8/31, there were 27 delinquent. Of these, five were below \$50 and were

not referred to the attorney. As of 9/12 AR report, 27 accounts are with the HOA attorney for further collections. Six were previously there and nineteen are new. Denise gave figures on outstanding assessments. She also explained that while the friendly reminder is not required under the new collection policy, it's appearing to have value in collecting assessments. The BOD will continue to monitor and make any recommendation of change before 2023.

**2. Violations:** Adrienne had nothing further to add

**g. Amenity Center Liaison – Charlie:** Charlie explained that nothing major was done around the center for July and August. Just regular maintenance. Denise gave an update on the upcoming and next years projected work.

**h. Office Manager – Denise:**

- Swim lesson had a good turnout.
- Will be reviewing all policies, rules, and forms during the non-busy season to see if anything needs to be considered for change or update.
- Will be looking at parking issues and considering finishing the parking permit program that was started in 2021.

## **7. Committee Reports**

**a. ACC:** Sharon stated nothing to report.

**b. Social Committee:** Committee Chair Danielle and a committee member Christy had resigned. The BOD held a discussion with remaining members. There was no motion to accept.

**8. Discussion:** No further discussions were had because of time.

**9. Adjournment:** The next board meeting is scheduled for October 11, 2022, budget meeting.

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

**Resolve:** To adjourn meeting at 9:11 pm.

BH HOA BOD approved 10/11/22