

# **BRENTWOOD HILLS**

HOMEOWNERS' ASSOCIATION, INC.

## **Board of Directors – Regular Monthly Meeting November 08, 2022 Meeting Minutes**

1. **Call to Order** – The meeting was called to order by Denise Stearns, President, at 7:00 PM. Denise stated that the BOD would be ratifying all motions made before Charlie Leo's reinstatement at the October 11th BOD meeting. Denise reviewed the rules of the meeting.

**Motion to Run Meeting Out of Order:** Denise stated that she would like the BOD to consider running the meeting out of order and bring up the one (1) item under new business and place it before committee reports so that the BOD could focus on social portion of the agenda.

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

**Resolve:** To bring up new business and address before the Committee reports.

Genise Crocket handed written recall ballots to Douglas Lee who was representing Wise Management Company. Denise informed members that they were more than welcome to follow the process for a recall.

### **Motion to Ratify October 11 Agenda Amendments:**

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

**Resolve:** To ratify the motion from October 11 that stated, "I move to bring up and place budget into 1st position of new business and add "Insurance Claim TRP10081", "Watering Variance" and "Management" to new business."

- **Roll Call of Board Members in Attendance/Verification of a Quorum:** Denise Stearns (President), Adrienne Vining (Vice-President), Ed Campbell (Treasurer), and Danielle Near (Secretary) were present. Charlie Leo (Secretary) was absent, and 2 seats are vacant. A quorum was established. Douglas Lee was in attendance for Wise Property Management.
- **Verification of Timely Notice of Meeting:** Timely posting of meeting notice and agenda were confirmed as being distributed on 11/1 by being placed on the HOA website, at the center, to Wise for email and placing in the portal, and with the Facebook administrator for social posting.
- **Reading and Approval of Minutes:** Ratification of September 13, October 11

#### **a. September 13 – Ratification Of –**

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

**Resolve:** To ratify motion from October 11 meeting for the approval of September 13th minutes that stated, "Move to waive reading and approve minutes as presented."

**b. October Monthly BOD Meeting** – Denise stated the minutes from the October 11th Monthly BOD meeting has not been finished and distributed. These will be addressed at the next meeting.

2. **Management Report** – Denise stated that the assessments will be addressed with the collections. Douglas Lee advised the Board that he was handed the recall ballots and they should be turned over to the HOA Attorney. Denise confirmed that Douglas Lee should scan and send all ballots to legal counsel.
3. **Board of Directors – Officer Reports**
  - a. **President** – Denise had nothing to report
  - b. **Vice-President** – Adrienne had nothing to report

**c. Treasurer** – Ed presented the financial reports for October.

**d. Secretary** – Danielle had nothing to report

#### 4. Liaison/Officer Reports

**a. Public Affairs Officer** – Adam had nothing to report.

##### **b. Landscape Officers:**

**1. Landscape Liaison** – Ed explained the layout of the holiday flowers that the BOD would be considering to be planted soon. He further explained that October and November are dry months and that would be why the turf is appearing a bit dry. Also, that the HOA irrigation has been limited to twice a week by the county.

**2. Landscape Projects** – Denise had nothing to report.

**3. Irrigation/Pump House** – Denise and Adrienne had nothing to report.

**4. Fences** – Denise stated that the BOD was still waiting on estimates to fix the fences.

**5. Monuments** – Denise had nothing to report.

**c. Violation tracking/Attorney communications** – Adrienne had nothing to report.

**d. Collections** – Denise went over where the HOA was with collections as of 10/6 and then 10/31.

**e. Amenity Center Liaison** – Denise had nothing to report.

**f. Office Manager** – Denise had nothing to report.

#### 5. New Business

**A. Annuals**- Ed stated that the BOD was in receipt of an estimate from Yellowstone for the annual flowers.

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

**Resolve:** To allow Yellowstone to use up to \$1600 to put in poinsettias at the corner and along the wall combined with a seasonal flower.

#### 6. Committee Reports

- **ACC** – not in attendance

- **Social Committee:** Denise stated that Adrienne has turned over the position of social liaison to Danielle.

##### **a. Committee Applications – ratification of**

Fran stated that she didn't have any new applications to be considered for committee seats.

##### **1. Accept Christys and Danielle's resignation – ratification of**

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

**Resolve:** To ratify the motion made at the October 11<sup>th</sup> meeting that stated, "I move to accept Christy Crawford and Danielle Demos-Near resignation from the social committee."

## **2. Fran Telese – Appoint to Chair-Ratification of**

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

**Resolve:** To ratify the motion made at the October 11<sup>th</sup> meeting that stated, “I move to appoint Fran Telese to Social Chair.”

## **3. Patty Viruet – committee member-ratification of**

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

**Resolve:** To ratify the motion made at the October 11<sup>th</sup> meeting that stated, “I move to appoint Patty Viruet to Social Committee.”

**b. Liability/WComp Waiver** – Denise explained the purpose of the waiver was needed under the direction of the HOA insurance agent for food truck vendors that did not hold the correct amount on Workers’ Comp insurance.

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

**Resolve:** To approve the Liability/Wcomp Waiver Template as is presented before us.

## **c. Social Events**

### **1. Fall Festival event and funds approval – ratification of**

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

**Resolve:** To ratify the motion made at the October 11<sup>th</sup> meeting that stated, “I move to approve the presented Fall Festival event and up to \$600 in funding utilizing social committee funds.”

### **2. Holiday Craft Fair event approval – ratification of**

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

**Resolve:** To ratify the motion made at the October 11<sup>th</sup> meeting that stated, “I move to approve the social committee in having an HOA Holiday Craft Fair Event with food trucks contingent on HOA insurance and not open to the public.”

### **3. Garage Sale – November 12**

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

**Resolve:** To approve the community garage sale to be held on November 12, 2022, as a HOA Function.

### **4. Tree Decorating & Lighting Social – 12/3, 5-8 pm**

Fran gave a presentation as to what would be taking place during this event. A discussion was had with the BOD and members. Denise followed up on how late security staff would be needed that night.

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

**Resolve:** To approve the Tree Decorating & Lighting Social to be held on December 3, 2022, 5-8pm, as a HOA Function and allow two (2) extra staff hours.

### **5. Santa’s Day Out at Brentwood Hills – 12/17, 1-5pm**

Fran gave a presentation of what would be taking place during this function and that they would be having a food drive for a Kids Place again. A discussion was had with the BOD and members.

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

**Resolve:** To approve Santa's Day Out at Brentwood Hills to be held on December 17, 2022, 1-5pm, as a HOA Function.

#### **d. Funding/carry-over**

Adrienne explained that because it was the end of the year, the BOD should consider releasing the amount that is left in the social funds over to the social committee as to not hold up year end functions. She further explained because the BOD does not know exactly how much will be left, the BOD has discussed that any remaining funds be carried over to next year.

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

**Resolve:** To approve the social committee up to \$2,460.19 to procure what is needed for the rest of 2022 and automatically carry-over any funds that are not used in 2022.

#### **e. Gift Cards**

Denise explained the process that was previously followed pertaining to gift cards which was that gift cards received through advertising in the HOA newsletter where to be used as prizes back to the community, all gift cards will be logged in and out on the log that used to be held on the office computer that is no longer there but will be created again, and they will be secured in office. Fran has requested that all the gift cards received from the vendor fair be held exclusively for social procurements.

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

**Resolve:** To approve any gift cards collected from the Holiday craft fair be reserved for social function procurements.

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

**Resolve:** To approve that all gift cards shall be documented on the gift card spreadsheet.

#### **f. Food Truck**

Denise asked if the food truck vendor and Fran had had a conversation as to how advertising would be handled. Representative from Motivational Coffee Mug had stated that they would be handling their own advertising.

##### **1. Dates**

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

**Resolve:** To approve Motivational Coffee Mug mobile truck to be on site at the center for Nov 12, 19, 20, 26 and December 10, 17, & 18 upon providing the proper insurance and waiver prior to arriving.

##### **2. Release of Liability Waiver –**

It was explained that the BOD has filled in the template specifically for Motivational Coffee Mug. The BOD held further discussion as to what was included in the waiver.

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

**Resolve:** To approve the Release of Liability waiver for Motivational Coffee Mug as is presented before us.

#### **g. Social Event Request Form**

Denise explained that the form was working well and needed a few adjustments so that it would assist the committee and BOD in appropriately having all the information needed on one form. The BOD previously had Fran review the form and tended to any suggestions she had.

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

**Resolve:** To approve the social request form as placed before us to be used in assisting the social committee and the BOD with social event and funding requests.

**h. Kid's Club** – Fran presented the BOD with what she would like to do. Denise explained that any member may form a club if it was appropriate for a family setting and followed the HOA center rules and it did not have to be approved as an HOA function if HOA funds would not be used. After further discussion, Fran and the BOD agreed this should be put out as her own personal club and see how many residents respond to wanting this. No motion was made.

**i. Permission Slips** – Fran had located what appeared to be a permission slip for underage children to volunteer at HOA functions. A discussion was held with the BOD and members as to the HOA taking responsible for these children. The BOD further clarified that there is no need for the permission slip if a resident who is of age has personally claimed responsibility for these children as the HOA rules allow. No motion was made.

Fran inquired about advertising football games. Denise advised that any member can use the TV.

A discussion was had with members pertaining to hanging of holiday lights. Fran had stated that the committee had not addressed this yet and that the social committee did not have the funds to hire someone. Denise stated that it would be investigated on how to hang lights outside.

## **7. Unfinished Business**

### **A. Management:**

### **B. Budget 2023 – ratification of:**

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

**Resolve:** To table both items, management, and Budget 2023 – ratification of.

## **8. Adjournment:** The next board meeting is scheduled for December 13, 2022, budget meeting.

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

**Resolve:** To adjourn meeting at 8:10 pm.

\*Approved by the BOD 16 November 2022