

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Regular Monthly Meeting

October 11, 2022

Meeting Minutes

1. Call to Order

The meeting was called to order by Denise Stearns, President, at 7:00 PM.

Motion to Run Meeting Out of Order: Denise explained that there were a few items that came in after the agenda was made, and she would like the BOD to consider the following amendments to the agenda.

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

Resolve: 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 Directors/Verification of Quorum:** 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. Frank Alvarez represented Wise Management Company.
- **Verification of Timely Notice of Meeting:** Timely posting of meeting notice and agenda were confirmed as being distributed on 10/5 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes:** September 13th Monthly BOD meeting

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

Resolve: To waive reading and approve September 13, 2022, minutes as presented.

2. Management Report: Assessments and violations were addressed later in the agenda

3. Board of Directors - Officer reports

- **President Report:**
 - A. **Lightning strike 2022 (1):** Was addressed in new business
 - B. **Lightning strike 2022 (2):** The NVR has been ordered.
 - C. **Traffic incident at Valrico monument:** Wise was assigned to handle this.
 - D. **Audit 2021 status** – It has been finalized with no findings of anything out of order or wrong doings to include the reserves. Denise informed owners if they would like a copy, they should contact Wise.
 - E. **Hurricane Ian** – Denise gave an update on status of Hurricane Ian related items
- **Vice – President:** Nothing to report
- **Treasurer Report:** Ed gave report on September financials.
- **Secretary Report:** Nothing to report.

4. Liaison Reports:

- Public Affairs: Not in attendance
- Landscape: Ed explained that the debris cleanup/tree removal was not in the Yellowstone contract and would cost several thousand dollars. He stated that Yellowstone's performance has been better over the last few weeks because they assigned a new crew to the community. Volunteers fixed several sections of the PVC fence.
- Landscape Projects: Nothing to report.
- Irrigation/Pump House: Denise reported that the surge arrestor for the irrigation controller has been ordered and there were no repairs made beyond the normal.
- Fences: Nothing to report.
- Monuments: Nothing to report.
- Violations/Attorney: Adrienne stated that the violations were not in a state to be sent to the attorney as of yet.
- Collections: Denise stated these would be addressed under new business.
- Amenity Center: Nothing to report
- Office Manager: Nothing to report

5. Committee Reports:

- ACC: Ilene explained that an owner had requested a replacement roof, that is not approved per ACC guidelines, be considered by the BOD. The owner was in attendance. A discussion was had, and the BOD informed the ACC and members that while they see no problem with the request, that an amendment to the ACC guidelines would have to be done first to allow the requested roof. Frank Alvarez gave the suggestion that he would allow the roof.
- Social:

A. Committee Applications

1. Accept Christy's and Danielle's resignation.

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

Resolve: To accept Christy Crawford and Danielle Demos-Near resignation from the social committee.

2. Fran Telese – appoint to Chair

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

Resolve: To appoint Fran Telese to Social Chair.

3. Patty Viruet – committee member

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

Resolve: To appoint Patty Viruet to Social Committee.

- B. Social Event Request Form Denise explained that the purpose of the form was part of the process to be used to gather all the information needed by the BOD in order to ensure that all approvals needed for each social activity were met.

On Motion: Duly made by Denise, second by Ed, withdrawn.

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

C. Event Proposals

1. Fall Festival Event and Funds Approval

Fran gave a presentation as to what the Fall Festival would consist of and stated she needed help to continue the social committee. She will be doing a fundraiser for Kids Place.

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

Resolve: To approve the presented Fall Festival event and up to \$600 in funding utilizing social committee funds.

2. Holiday Craft Fair Event Proposal

Fran gave a presentation as to what would take place at the Vendor Fair. Denise explained the BOD reviewed everything with the HOA insurance agent to make sure everything that the committee is requesting is allowed/covered by the policy.

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

Resolve: To approve the social committee in having an HOA Holiday Craft Fair Event with food trucks but not open to the public.

6. Unfinished Business

A. **Violations:** Denise stated that this was left on error.

7. New Business

A. **Budget:** Denise presented the proposed 2023 budget and explained each line in detail as to how the amounts were figured.

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

Resolve: To approve the proposed 2023 budget as presented before us.

On Motion: Duly made by Denise, second by Ed, withdrawn.

Resolve: To approve the proposed 2023 Brentwood Hills HOA budget as presented before us with edits.

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

Resolve: To approve the 2023 budget as amended at the meeting to include adding \$5,000 on the bad debt line and reducing the reserve contribution by \$5,000.

B. **BOD/ACC Resignation:** It was explained that Charlie had sent an email as to his resignation but the BOD had not accepted it and he has since changed his mind, the acceptance of the resignation does not need to be addressed.

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

Resolve: To dismiss the item from the agenda.

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

Resolve: To reinstate Charlie Leo to his previous seat and make it retroactive to the beginning of the meeting.

C. BOD Applications: The BOD received two (2) applications to be considered for BOD seats. Olin Barnett and Danielle Near.

1. Olin Barnett: No motion made

2. Danielle Near:

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

Resolve: To appoint Danielle Near to a Class III BOD seat.

D. Secretary Position:

On Motion: Duly made by Denise, motion failed. Charlie did not accept nomination.

Resolve: To nominate Charlie Leo as Secretary

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

Resolve: To nominate Danielle Near as Secretary.

E. Sod/Mulch: Ed explained that price points were obtained from Yellowstone and Nature Coast on mulch per sq yard and sod per sq foot and Nature Coast was cheaper. Therefore, estimates were obtained to place sod along the parking lot island bed, to mulch around the forest trees, and to mulch several flowerbeds throughout the community.

1. Sod:

On Motion: Duly made by Ed, second by Adrienne and 4 in favor and 1 abstained (Danielle).

Resolve: To approve up to \$2,500 for Nature Coast to install sod at the clubhouse parking lot

2. Flowerbed Mulch:

On Motion: Duly made by Ed, second by Denise and 4 in favor and 1 abstained (Danielle).

Resolve: To approve Nature Coast up to \$2600 to distribute mulch at the 11 small flowerbeds, bed along the pool, and 2 along the center sidewalk.

3. Forest Mulch: Ed explained what the Board's intent was by adding mulch around the new forest trees.

On Motion: Duly made by Ed, second by Adrienne and 4 in favor and 1 abstained (Danielle).

Resolve: To approve Nature Coast up to \$2,000 to distribute mulch at forest.

F. Wise August Expense Invoice: Denise explained that the invoice contains the charges for the July assessment NOLA. There were 64 and 14 had to be duplicated @\$15 plus additional charges each. They have been verified as correct.

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

Resolve: To approve the invoice for Wise's August office expenses for \$1,547.54 utilizing management

G. Monument Light Transformers: Denise explained the ongoing problems there has been with the lighting at the entrance monuments pertaining to the original photocells being replaced with timers and that the transformers have gone bad at Lumsden and S. Valrico monuments.

On Motion: Duly made by Denise, second by Ed and carried 4 in favor and 1 abstained (Danielle).

Resolve: To approve up to \$1900 for Second Irrigation to perform work at the S. Valrico and Lumsden monuments as indicated on estimate 1262 utilizing repairs and improvement funds.

H. Extend Assessments Deadline: Denise explained as of 10/6 AR report, there were a total of 367 accounts delinquent. 22 of these were already with the attorney. Current delinquencies total \$56, 961. This is far more

than what was had in July, and the BOD is thinking it's more than likely because of the hurricane. The BOD discussed extending the assessment deadline by a month may be beneficial to a lot of owners. With this, it will change the deadline on the friendly reminder from October 15 to November 15 that payments must be in the HOA account. NOLAs would go out at the end of Nov. It was clarified that the BOD was not changing the due date of October 1st but the date payment needed to be in the HOA bank account.

On Motion: Duly made by Denise, second by Adrienne and carried 4 in favor and 1 abstained (Danielle).

Resolve: To extend the October assessment deadline for members to have their assessment payment posted in the HOA bank account to November 15, 2022.

I. Owner Abatement: Adrienne explained that the property with account #114100961 has violations for a tree down and on the power lines along with the mailbox down. The BOD had the attorney send a letter stating that if action was not taken by a certain date, the BOD will vote to enter the property and take care of and assess the charges to the owner's account. She further explained that that date was today and the tree is still there.

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

Resolve: That the Board or the assigned contractor has the authority to enter the property to remove the tree and repair the mailbox and assess the cost of the work to the homeowner with account #114100961.

J. Dew Bloom Irrigation: It was explained that after further assessing the Dew Bloom area, from Tuscanny to the dead end, by the BOD and Second Irrigation, it was discussed that because of the trees and sidewalk work that needed to be done; it would be best to address the irrigation later.

On Motion: Duly made by Denise, second by Ed and carried 4 in favor and 1 abstained (Danielle).

Resolve: To dismiss this item from the agenda.

K. Forest Irrigation: It was explained that it was the Board's intent to try and save the new forest trees without spending a lot of funds. Denise explained that the irrigation that is currently there was supposed to be temporary and there should have been a second phase when the trees were bigger. She further explained that because it was meant to be temporary, that the pipes weren't buried deep and with it being a retention pond, some of the soil has washed away allowing the piping to surface in several areas. The spray heads were positioned to spray water at the tree base. The landscape company is continually damaging the irrigation. Denise went over the estimate received from Second Irrigation and the plan to bury the piping deeper and move the micro sprays closer to the tree base and spray outward because now the water is needed further away from the trees so that the roots chase the water and grow outwards for tree stability.

On Motion: Duly made by Denise, second by Ed and carried 3 in favor and 2 opposed (Danielle and Charlie).

Resolve: To approve Second Irrigation up to \$3,363.13 as stated on estimate 1264 to cure the forest irrigation problems utilizing irrigation repairs funds.

L. Insurance Claim TRP10081: Denise explained that all that was left to this insurance claim was the receipt of the final payment. She gave a report on the cost of total repairs and that the reimbursement check will be applied to the contingency line.

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

Resolve: To close Claim TRP10081 upon receipt of payment.

M. Watering Variance: Adrienne explained that the HOA watering variance has been expired for a while. She explained to members what this was and that she would need assistance from Second Irrigation to address any questions that may arise. She recommended that the BOD allow up to 5 hours for this assistance.

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

Resolve: To allow up to \$600 for assistance with obtaining the watering variance

N. Management: The problems and cost that the BOD has seen with the HOA using Wise Property Management, they felt the need to start the termination of contract for HOA management company and start researching replacements.

On Motion: Duly made by Denise, motion withdrawn and tabled.

Resolve: No action taken.

Discussion:

A question was received pertaining to the crepe myrtle that was ran over.

The member roof from the ACC portion was brought up again and the BOD was further asked to allow this roof. It was restated that the BOD could not approve without an amendment to the guidelines.

A. Adjournment: The next board meeting is scheduled for November 8, 2022.

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

Resolve: To adjourn meeting at 10:01 pm.

BOD approved 13 December 2022