

# **BRENTWOOD HILLS**

HOMEOWNERS' ASSOCIATION, INC.

## **Board of Directors – Budget Meeting December 13, 2022 Meeting Minutes**

### **1. Call to Order**

The meeting was called to order by Denise Stearns, President, at 7:02 PM.

- **Roll call of Directors/Verification of Quorum:** Denise Stearns (President), Ed Campbell (Treasurer), Adrienne Vining (Vice-President), and Danielle Near (Secretary) were present, Charlie Leo was absent, and 2 seats are vacant. A quorum was established. No representative from Wise Management Company.
- **Verification of Timely Notice of Meeting:** Timely posting of meeting notice and agenda were confirmed as being distributed on 12/7 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes:** October 11th Monthly BOD meeting  
**On Motion:** Duly made by Adrienne, second by Ed and carried unanimously.  
**Resolve:** To waive reading and approve October 11, 2022, minutes as presented.
- **Reading and Approval of Previous Minutes:** November 16<sup>th</sup> Special BOD meeting  
**On Motion:** Duly made by Adrienne, second by Ed and carried unanimously.  
**Resolve:** To waive reading and approve November 16, 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. **Minutes:** Members were informed that going forward, the minutes would reflect what is required by law.
  - B. **Proper process for addressing BOD:** Members were informed of the proper procedures in requesting an item to be placed on agenda and submitting a complaint for BOD review.
  - C. **Speaking at meetings:** Denise explained that FL Statute 720.306(6) 3-minute rule applies to member meetings while FL Statute 720.303(2)(b) speaks to BOD meetings and there is no mention of a 3-minute rule.
- **Vice – President:** Nothing to report
- **Treasurer Report:** Ed gave report on November financials.
- **Secretary Report:** Nothing to report.

#### 4. Liaison Reports:

- Public Affairs: Not in attendance
- Landscape: Ed updated members as to landscape and that dog stations were being assessed for consideration of what maintenance they needed.
- Landscape Projects: Denise shared costs for landscape and irrigation for forest.
- Irrigation/Pump House: Denise reviewed monthly repairs and gave an update on the installation of the surge arrester for the irrigation controller. Adrienne gave an update pertaining to the zone map and watering variance.
- Fences: Nothing to report.
- Monuments: Denise gave an update on the two monument controllers. She explained to members why the BOD has decided to remove the damaged soccer field sign.
- Violations/Attorney: Adrienne gave an update as to where the violations were at and that the BOD was having a hard time in getting resolution. Denise furthered the conversation to add what the BOD has been trying to do to rectify the lack of violation enforcement. Members voiced their concerns for the lack of attention to the neighborhood.
- Collections: Denise reviewed the status of the assessments as of 11/30. She further explained that the BOD felt the new collection policy is successful as the number of delinquent accounts are low. Therefore, there would be no need to amend it.
- Amenity Center: Denise shared that the pressure washing along BHB sidewalks/curbs/dog stations was complete and the cost. She further stated that Mt. Carmel would be done this month.
- Office Manager: Nothing to report

#### 5. Committee Reports:

- ACC: Not in attendance. Members were informed that the BOD would be working on the guideline amendments and hope to have completed in January.
- Social:

##### A. Committee Applications

##### 1. Sarah Dilhara – committee member

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

**Resolve:** To appoint Sarah Dilhara to Social Committee.

#### 6. Unfinished Business

A. Management: Remained tabled.

B. Budget 2023 – ratification of: Denise asked members in attendance who was not there in October and who wished to have the details of the budget reviewed again. Members did not wish to review the budget details.

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

**Resolve:** To ratify the motion made at the October 11<sup>th</sup> meeting which stated “I move 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.

## 7. New Business

- A. **Flock Tag Reader:** Denise explained that HCSO had reached out and asked if the HOA would consider allowing them to place a Flock Tag Reader on HOA property. Explaining that it was not live feed, HCSO would install and maintain, and it would be used in deterring crime. The location would be decided later.

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

**Resolve:** To allow Hillsborough County Sheriff's Office to place a flock tag reader on HOA property as agreed upon by the BOD.

- B. **2023 Owner Information Packets:** Denise informed members that the BOD had discussed the need to inform all owners of pertinent information and would like to send at least two informational packets. She further discussed with members by doing it themselves would save the HOA money. With the probability of postage increasing with the new year, she suggested that two sets of forever stamps be purchased this year out of the 2023 budget.

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

**Resolve:** To approve \$1248 for postage for 2023 owner information packets utilizing 2023 printing and newsletter funds.

- C. **Wise Invoices:** Denise explained that there were three expense invoices from Wise that could not be verified so they cannot be approved.

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

**Resolve:** To table for further review with Wise.

- D. **Legal Review and Modification of Governing Documents:** Adrienne informed members that the bylaws needed some work as well as some of the other governing documents. A discussion was had with members pertaining to the process and cost. Denise stated that the BOD would review them first and try to resolve the best and most cost-efficient way possible.

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

**Resolve:** To have the HOA attorney conduct a review of the HOA's governing documents and to edit the governing documents as needed.

- E. **2023 Meeting Schedule:** Denise informed the members that the change to 2<sup>nd</sup> Tuesdays was working well for BOD members. She further stated that in March there should be a regular monthly meeting and the annual meeting because there is too much work to be done to skip a meeting. Leaving December to be determined because of the holidays.

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

**Resolve:** To approve the 2023 meeting schedule as presented.

- F. **VISTA SOW/Contract Renewal:** Members were informed that the BOD was pleased with the work of VISTA Security Services and felt there wasn't a need to bid out the contract but instead to update the SOW. The cost was discussed with members. It was further explained that the BOD would only be considering the approval of the SOW and amount. It was further explained that going forward, the contracts would be sent to the HOA attorney for review of the legal language.

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

**Resolve:** To approve the amended scope of work for VISTA security services and the hourly price of \$20.95, with holiday rate billed at time and a half plus tax, subject to the HOA attorney review of the contract language.

**G. United Janitorial SOW/Contract Renewal:** Members were informed that the BOD was amending the SOW so that the month of March would be included in the busy season schedule of 6 days a week because in 2022 the usage of the center was very high. The duties, terms, and price were also discussed.

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

**Resolve:** To approve the amended scope of work for United Janitorial Services and billing rate of \$2,150 per month for 6 days of service and \$1,350 per month for 3 days of service, subject to the HOA attorney's review of the contract language.

**H. 2023 Pool/Staff Hours:** Denise presented the proposed amenity center and security guard hours for 2023.

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

**Resolve:** To approve the Center/Security staff hours as presented, subject to change.

**I. Party Reservation Forms:** Denise explained that the forms have been cleaned up and made to adhere to the closing time, when security is present, and set at two-hour intervals allowing a half hour before and after for set up and clean up.

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

**Resolve:** To approve the party reservation forms as presented.

**J. Committee/Volunteer Application:** It was explained that the BOD had revised the form to include volunteers along with committee seats adding all the committees that already exist. Denise stated that this will be included in the owner information packet in attempt to obtain more volunteers. A discussion was had as to the process that the BOD would communicate and assign tasks to the committees.

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

**Resolve:** To approve the HOA committee and application as presented.

**K. Maintenance Committee- formation of:** It was explained that the BOD feels there should be a maintenance committee as many volunteers have inquired. It was further discussed how the process would work and what kind of maintenance would the committee be assigned.

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

**Resolve:** To form a maintenance committee.

**L. Meeting Signs:** A discussion was had with members as to why they felt extra meeting signs were needed and the location of the signs which included a sign at each main entrance of the community. Denise explained that signs, like the ones used for social events in the past, would probably be best and they previously were procured at around \$25 each.

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

**Resolve:** To approve up to \$150 for 3 entrance meeting signs.

**M. Yellowstone Performance Review:** Ed and Denise informed the members of the lack of performance from Yellowstone. Ed stated the BOD felt there was a need for a 60-day probation period before proceeding with termination. Denise furthered the discussion by stating that a meeting will be held with the branch Manager again.

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

**Resolve:** To Place Yellowstone on a 60-day probation period.

**N. Sod/Parking Lot Island:** Denise explained that when the previous estimate for sod at this area was obtained an area along the bushes was not included. She stated that because of the time restraint, the BOD obtained an estimate from Nature Coast because they were available to complete it by Wednesday. The estimate was for 500 sq ft at \$750 so the BOD was able to approve within the PP.

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

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

**O. BH Perennials:** It was explained to members that the BOD was moving away from annual to perennials and because Yellowstone had pulled the flowers out prematurely, it would be an ideal time to make the switch. The BOD obtained an estimate from Nature Coast as they could complete it by Wednesday. The estimate consisted of 1 yd fill dirt to raise areas on each side of the BH, (17) 3-gallon dwarf ixora, (30) 1-gallon blue haze, and any mulch needed for \$925. The BOD was able to approve this estimate in accordance with the PP.

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

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

**P. BOD Seat Applications:** The BOD had received an application for a BOD seat from Olin Barnett. No motion was made.

**Q. Fence repairs:**

1. **PVC Repairs:** Denise explained that the fence company is behind and had not submitted the estimate yet. She further explained to members that the HOA could not get the same type of fence any longer and would must start back filling with new fence so that parts would be made available.

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

**Resolve:** To table this item.

2. **Wooden Fence Repairs:** It was explained that this item was being furthered researched but should be completed soon.

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

**Resolve:** To table this item.

**A. Adjournment:** The next board meeting is scheduled for January 10, 2023.

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

**Resolve:** To adjourn meeting at 8:54 pm.

BOD approved 10 January 2023