

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting January 10, 2023 Meeting Minutes

1. Call to Order

The meeting was called to order by Denise Stearns, President, at 7:00 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. Matt O'Neil represented Wise Management Company.
- **Verification of Timely Notice of Meeting:** Timely posting of meeting notice and agenda were confirmed as being distributed on 1/4 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes:** December 13th Monthly BOD meeting

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

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

Amendment to Agenda: Denise explained that two (2) pertinent items came in after the agenda was posted that she would like the BOD to consider adding to the agenda. Irrigation Valve Boxes/Barriers and HOA to take Legal Action Against Member.

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

Resolve: To approve addition of "Irrigation Valve Boxes/Barriers" and "HOA to Take Legal Action Against Member to end of new business.

2. Management Report: Matt O'Neil was introduced to members. Assessments and violations were addressed later in the agenda.

3. Board of Directors - Officer reports

- **President Report:**
 - A. Management:** Update was provided to members pertaining to what was being done to resolve issues with Wise Property Management.
 - B. Legal Fees:** Denise review the latest legal fee invoice breaking down the cost of the recall attempt so far and costs related to a member's questioning of a Board of Director's qualification to serve.
 - C.**
 - D. 2022 Audit:** Denise explained that the paperwork has been signed and retainer cost for B & L to complete BH HOA 2022 audit. She further explained that the cost had increased not only because of inflation but because in previous year, there was mention to CPA of possible fraud.
- **Vice – President:** Nothing to report.
- **Treasurer Report:** Ed gave report on December financials. Denise further added by giving approximate 2022 year-end figures.
- **Secretary Report:** Nothing to report.

- **Violation Tracking/Attorney Communications:** Adrienne gave an update on violations stating that there were a handful of violations that made it to the attorney level but going forward, because it is now in the policy, once the BOD reviews, they would be sent to attorney instead of having to be voted on at a meeting.

4. **Liaison Reports:**

- **Public Affairs:** Not in attendance
- **Landscape:** Ed updated members as to landscape contract items. He informed members that the flagpole had been fixed. He further explained some of the landscape items the BOD would be considering to include changing the rest of the annuals to perennials. Denise gave costs related to landscape items that were completed in December.
- **Landscape Projects:** Nothing scheduled yet.
- **Irrigation/Pump House:** Adrienne gave an update pertaining to the zone map and watering variance. Denise explained to members that there was an underground wiring problem detected along the North east side of BH Blvd which is causing several zones to be down from the pump house to Valrico Rd. The BOD authorized Second Irrigation to track and place a temporary jump wire and to later excavate and replace.
- **Fences:** Was addressed later in agenda.
- **Monuments:** Denise explained repairs and cost for New GFI and box installation at NW Dew Bloom as well as replacement of electrical panel/breakers at South end of Mt Carmel. She also explained that while some of the bulbs/fixtures at Valrico monument were out, Second Irrigation was advised not to repair until Lumsden monument lights could be inspected in effort to save money.
- **Collections:** Denise reviewed the status of the assessments as of 1/6 to include status and amounts owed. Notating that the HOA ended the year in a very satisfying position.
- **Amenity Center:** Denise informed the members that Mt. Carmel and side street sidewalk/curb/dog stations pressure washing had been completed as well as informing members that the HOA does have an agreement with Priority Pest Solutions for pressure washing that has been in effect for several years. She shared with costs that two (2) replacement benches had been procured and that Gate Tech had finished the work to change the solid piece of black fence, located at the NE corner of the pool, back into a gate and replaced hinges on the splash pad gate with a better quality hinge so the HOA would not repeatedly get a DOH violation for the gate dragging and not closing properly.
- **Office Manager:** Members were informed that the stamps for in house mailings were procured and secured. They were also informed the cost of the access system repair cost.

5. **Committee Reports:**

- **ACC:** Not in attendance. Members were informed that the BOD would be working on the guideline amendments and would be receiving the notice to amend soon.

a. Request for Change to ACC Guidelines Form Template: It was explained that the BOD felt there needed to be a simple way to communicate when an owner would like an ACC Guideline considered to be changed. The form template was created to assist with the process.

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

Resolve: To approve the Request for Change to ACC Guidelines Form Template as presented.

- **Social:**

a. 2023 Functions/Food Truck: Fran had stated there weren't any dates requested to set up by Motivational Coffee Mug. She shared some of the social functions for 2023.

1. Functions and Dates:

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

Resolve: To approve all functions and dates presented as a HOA function for 2023.

2. “Spread the Love” Function: Fran shared with members what this function was about and proposed a \$300 allowance be considered by the BOD to fund this function.

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

Resolve: To approve up to \$300 for the “Spread the Love” HOA function.

- **Landscape:**

a. Application: Ed stated that he had received an application from Miguel Viruet to be on the Landscape Committee as well as be considered for chair position.

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

Resolve: To appoint Miguel Viruet to the landscape committee as chair.

- **Maintenance:** Denise explained that there are only volunteers at this time so will be the maintenance team until someone applies to be on the committee. She explained the process will be that once the BOD has approved work that can be done by volunteers, an email will be sent to all, and they can chose which items they would like to address. They have repaired select sections of the PVC fence and currently inspecting the black fencing at the center.

6. Unfinished Business

- A. Management-resolution of:** Denise informed members that because she was working directly with VP of Management Services from Wise and that the HOA has a new LCAM from Wise, the BOD will allow time to see if problems with Wise can be resolved and if Wise Property Management is the best management company for Brentwood Hills.

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

Resolve: To dismiss Management from the agenda.

- B. Wise Invoices – resolution of:** Denise explained that there had been four (4) outstanding office expense invoices with Wise that previously could not be confirmed. After meeting with VP of Management, the board verified charges as satisfactory and approved to pay. She shared amount of each invoice as well as stating that Wise invoices a month behind so December charges wouldn't be invoiced until later in January.

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

Resolve: To dismiss Wise Invoices from the agenda.

- C. PVC Fence Repairs:** Denise explained the dilemma with the PVC fence repairs was that the fence materials haven't been available for several months and that the columns are in poor condition and will need a professional to inspect them. Once that is done, it will have to be determined as to whether to repair, replace, or remove them. The only option to obtain parts necessary to repair would be to remove sections and backfill with new beige/tan fence. It has been determined that the first sections to be removed will be the pump station on N. Mt. Carmel and S. Mt. Carmel as they are free standing and need repair to the gate. She further explained it has been difficult to find a vendor willing to do a small amount of work such as this so she would like the BOD to consider allowing funds now so that when a vendor is found, the BOD can approve estimate and move forward. Funds would be used to remove and replace the two (2) sections and do other repairs if allowed.

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

Resolve: To approve up to \$4,000 for PVC fence repairs to remove existing sections for parts and replacement of same fence with new beige/tan fence as determined by BOD.

D. Wooden Fence Repairs: Denise explained that an extreme amount of time went into further researching the wooden fence that is located between the Brentwood Hills homes and the trailer park, providing details of findings. The BOD will be addressing this in three (3) sections.

1. **Retention Pond:** It was explained that the evidence clearly shows that the portion of the wooden fence located between Morningside retention pond and trailer park is located on BH HOA property. It is non repairable and therefore, the HOA must replace it. There was a small section that ran over onto BH HOA property along Old Mt. Carmel Rd. There was no indication as to why this was there. The BOD has discussed the removal and disposal of this section and not to replace it. It was further explained why there was only one bid received for this.

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

Resolve: To approve up to \$7,000 for BamCo Fencing to remove, haul, and replace existing fence with new shadowbox fencing located on HOA property and all miscellaneous work as previously mentioned.

2. **Owner Fences:** The evidence that was found was further explained and gave indication that the existing fence between the homes and trailer park did not belong to the HOA and that the word maintain as written in the documents means "the original purpose and appearance". For the HOA to have responsibility of maintaining said fence, it would have to have been built by the developer and evidence indicates that the builder built the fence which would then be assumed by the owner. It was pointed out that the perimeter fence that was replaced with the PVC fence previously all had the original columns as set by the developer as a privacy fence except at the clubhouse as that was known the property belonged to the HOA and installed so that nonresidents couldn't access the clubhouse.

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

Resolve: To move, based on evidence obtained and presented by the Bod, determination that the wooden fence located behind Citrus Orchard, Dew Bloom, and Sand Ridge lots does not belong to the HOA, therefore, maintenance of said fence will remain with the owner as determined by previous BOD.

3. **HOA Easements/Follow up Letter:** Denise further explained that anywhere there is an HOA easement, the BOD can approve to build a fence, but the funding must be determined by the members. In the research, there was indication that some if not all the easements may not be there anymore. Therefore, the BOD will not be discussing this at this time until further research is had. Right after Hurricane Ian and the storm to follow, the BOD had sent out a letter to all owners along the fence stating not to do anything with the fence until the BOD could inspect and asked that they share any information to help determine ownership of said fence. The BOD must send out a follow-up letter informing owners of decision.

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

Resolve: To send a follow up letter to all owners, who's lots back up to the trailer park, to include, but not limited to, the boards determination as previously motioned and allowing them to do what they want with the existing fence.

7. **New Business**

- A. **BOD Nomination Form Template:** Denise explained that the BOD thought the existing form should be updated to be more realistic in such ways as the amount of hours that it requires when on the BOD and should be more in an interview format.

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

Resolve: To approve the BOD Nomination Form Template as presented.

- B. **Flagpole repairs – ratification of:** Ed explained that the flagpole needed repairs, so the BOD had approved the deposit to be paid as not to prolong the work.

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

Resolve: To approve up to \$1200 for Flags Unlimited to perform work as stated on order number 0428356 utilizing general maintenance.

- C. **Sav-A-Buc Agreement/Contract:** Denise explained the BOD felt that after years of receiving service under an agreement that the BOD felt it necessary to change the agreement into a simple contract and with the riding inflation have obtained an all-inclusive price.

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

Resolve: To convert current Sav-A-Buc agreement into an all-inclusive contract, with a 3-year term set to auto renew at a 3% index rate per year, subject to the HOA attorney's review of the contract language.

- D. **Irrigation valve Box/Barriers:** Denise explained that the irrigation valve boxes were continuously being ran over and they are expensive to fix. The BOD has discussed taking preventative measures with reoccurring damaged irrigation. Currently there are two (2) damaged large valve boxes. The BOD has received an estimate to repair the two and place painted barriers around three of them.

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

Resolve: To approve Second Irrigation up to \$2,400 to repair and replace 2 valve boxes and place Barriers around 3 valve boxes utilizing irrigation repairs.

- E. **HOA to take Legal Action Against Member:** Denise informed the members that the BOD and Management had been contacted by several vendors that said member had been contacting them using email addresses that gave the appearance this member was a director. In one email to the HOA insurance company, this member had sent an old fire violation report that had already been resolved in an attempt to give insurance company reason to question liability. This member has been addressed repeatedly for years for this type of behavior with no resolution.

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

Resolve: To send all information related to Olin Barnett's actions to HOA council for review and act Based on attorney opinion.

8. Adjournment: The next board meeting is scheduled for February 14, 2023.

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

Resolve: To adjourn meeting at 9:08 pm.

*BOD approved February 14, 2023