

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting February 14, 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, and 3 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 2/9 by placing on the HOA website and in a conspicuous location at the community center. ACC Guideline amendment notice was confirmed as being mailed and delivered by 2/1.
- **Reading and Approval of Previous Minutes:** January 10th Monthly BOD meeting

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

Resolve: To waive reading and approve January 10, 2023, minutes as presented.

2. **Management Report:** Nothing to Report

3. **Board of Directors - Officer reports**

- **President Report:**

A. **BOD Member Resignation:** Denise explained when a BOD member is absent from four (4) consecutive meetings, it shall be treated as a resignation. Charlie Leo has been absent for four (4) meetings.

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

Resolve: To accept the resignation of BOD member, Charlie Leo.

B. Denise reminded members that it is not only a county law, but HOA rule, that all dogs must be always kept on a leash.

C. Members were informed there was a clerical error on the 2023 meeting schedule and that the annual meeting/Election is March 20th, not March 21st. It has been corrected and redistributed.

D. Clarification as to why there was only one (1) BOD position up for election and not all two (2) was explained that the provision states the BOD may elect to fill vacant seats by election but do not have to. To stay consistent with what has been done in previous years, the BOD elected not do so. It was further explained that the HOA attorney has assisted with and reviewed the final election process and materials. Denise assured members that it was valid.

- **Vice – President:** Nothing to report.

- **Treasurer Report:** Ed gave report on January financials.

- **Secretary Report:** Nothing to report.

- **Violation Tracking/Attorney Communications:** It was explained that the process still needed some work as it seems the system (Caliber) in which Wise uses to do violations isn't capable of tracking status once ready for the Attorney. There has been some progress made as Matt has cleaned up most of the past violations. Approximately 27 have been referred to the attorney.

4. Liaison Reports:

- Public Affairs: Not in attendance
- Landscape: Ed updated members as to Yellowstone's performance on landscape contract items. It was further explained that the landscape contract expires March 31st and states, "this agreement will not renew automatically for an additional 12-month term without a 60-day written notice" and the 60 days has passed. Therefore, the BOD has constructed a new scope of work to send out an RFP for bids to procure a new contract. Details of the scope of work will be addressed under that agenda item. Denise explained that this year the BOD is discussing to do the landscape cleanup as a whole instead of per project.
- Irrigation/Pump House: Adrienne gave an update pertaining to the zone map and watering variance stating that she is completing the paperwork at this time. Denise gave reports on the following including cost:
 - a. Cost of January repairs.
 - b. Underground wiring located at north side of BHB by pump house was completed.
 - c. Zone 16 stuck valve was completed.
 - d. Main break at SW Mt. Carmel was completed.
 - e. Vendor is waiting for one of the valve boxes to be delivered but the other one has been repaired and barriers installed.
 - f. VFD surge arrestor had failed. Morningstar has removed it and has returned to manufacturer under the warranty.
- Fences: Denise gave report on the following to include cost:
 - a. Deposit was made to remove and replace the fence and gate located around the N. Mt. Carmel pump station to use parts for repairs as the existing fence can no longer be purchased.
 - b. Panorama was approved to remove the two (2) down fence columns that have rotted out and fell over along with the soccer field sign.
- Monuments: Denise explained that the BOD was aware that some of the lights are out at the entrance monuments, but the BOD has decided not to repair until investigation can be done as to why there have been repeated problems with them. She further stated that the annual monument/sign renovations target date was set for March meeting.
- Collections: Denise reviewed the status of the assessments as of 2/1 to include status and amounts owed with approximately 80 accounts receiving a NOLA which is a little higher than the BOD would like to see but reminded members that there are no friendly reminders going out this year. The BOD will monitor this and take it into consideration as if the friendly reminders need to be added back into the collection policy.
- Amenity Center: Denise explained that the cost for pool service and chemicals for January were a little higher than normal as the HOA had to pay the prorated invoice to convert to the all-inclusive contract that went into effect February 1st. Security and cleaning staff are running on budget. Members were informed that the waste management company charged the HOA an extra fee twice because the dumpster was either overfilled or overflowing and this is being investigated as to why. She further informed the members that the BOD would be working on a dog assist policy for inside the center. Denise reported that's the BOD has started seeking out vendors and estimates for the many needed center repairs. Some are on the agenda.
- Office Manager: Wise December invoice was reviewed. Denise informed members that the previous plan to renovate the office will start to be carried out with the idea to make a self-service area for members. Rest of the officed documentation will be reviewed and edited accordingly.

5. Committee Reports: Denise stated that the BOD will be working with the committees in order to help them get everything in order. Committees can always use volunteers, but the ACC is especially looking for members.

- ACC: Not in attendance. Members were informed that there were two (2) amendments to the guidelines that would be considered that would be a strike and replace of the existing guideline in its entirety as many adjustments have been made to include revising the format in which to make it easier for members to follow.

These will be that of the Roofing materials and mailbox guidelines.

a. Roof Materials: It was explained that the new stone coated with metal underlay material was added and two (2) of the colors were chosen as to stay consistent with colors currently offered.

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

Resolve: To approve the ACC Guideline "Roofing Material" section amendment as presented by striking and replacing it in its entirety.

b. Mailboxes: It was explained that this section has substantial changes being proposed and more options for owners. In Cambridge, Stratford, and Kensington, will have the option to replace with what is there or select the new option. Avalon and Clarion will no longer have to have Rubbermaid but may choose from five (5) colors. Each section may have other stipulations. Painting of mailboxes will be allowed under the specific guidelines.

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

Resolve: To approve the ACC Guideline "Mailboxes" section amendment as presented by striking and replacing it in its entirety.

- **Social:**

a. Petty Cash Funds for Weekly/Monthly Events: Danielle explained why the BOD thought this would help assist the social committee in procuring small items for their approved weekly/monthly events such as movie/game nights. It was further discussed with members that when the funds have expired, the Bod would review how they were spent and consider replenishment of funds at the committees request.

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

Resolve: To approve \$200 for petty cash to fund weekly/monthly social events.

- **Landscape:** Nothing to Report

- **Maintenance:** Nothing to Report

6. **Unfinished Business:** No items to tend to.

7. **New Business**

A. **BOD Cloud Storage:** Denise explained that the BOD has discussed the need for cloud storage to store documents and pictures to easily share within the BOD and save for future use by later boards. It was explained that the irrigation vendor currently shares pictures via drop box. While most come with free storage, the BOD would like funds in order to add more in the event it is needed thus creating an HOA account. The BOD will do more research before deciding which storage they will choose to use.

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

Resolve: To approve the creation of a BH HOA BOD cloud storage and up to \$300 per year for additional storage space.

B. **Bylaw Amendment-rescind:** After further discussion, the BOD has decided to address this with the rest of the Bylaw Amendments.

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

Resolve: To table and address with the rest of the Bylaw amendments.

C. **Crepe Myrtle Trimming:** Ed explained that the crepe myrtles have not been trimmed for several years and will now require a more extensive cut. He presented the estimates that the BOD received and

explained that the Bod felt Panorama would be the best selection of vendors to carry out this SOW.

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

Resolve: To approve Panorama up to \$5600 to trim HOA Crepe Myrtles utilizing landscape improvements.

- D. **Forest Holes:** Ed explained the need to finish filling the forest holes and presented the estimate from Nature Coast.

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

Resolve: To approve Nature Coast up to \$5,000 to repair forest holes utilizing landscape improvements.

- E. **Tree/PVC Fence Encroachment:** Denise presented the PVC fence line on BHB and Mt. Carmel and the trees/foliage on the inside of the fence in relations to the HOA easement. It was identified that the fence on BHB border the easement line and that while the fence along Mt. Carmel appeared to not be on the line of the easement, pictures showed that the trees/foliage on the inside where not placed there by the developer. This bringing the BOD to the conclusion to agree with the previous letter sent out to owners stating what their responsibilities are to the HOA PVC fence. Denise further informed members that this will also become part of the fence resolution and added to the HOA documents.

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

Resolve: To uphold and enforce the prior written owner responsibilities as to the maintenance of HOA fence that their lot backs up to.

- F. **Landscape SOW:** Ed presented the SOW and explained once approved it would be used in creating the RFP and then attached to the selected contract. Denise furthered the discussion by pointing out some of the pertinent changes.

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

Resolve: To approve the BH HOA Landscape SOW to used in producing an RFP to procure bids for the Landscaping contract.

- G. **PVC Fence- Ratification of:** Denise explained that the previous motion to allow up to \$4,000 was not enough to perform the necessary work, so the BOD approved the difference of \$1,402 in order to get the PVC fence repairs done sooner. She also stated that there were other damages that may need to be repaired and the BOD would need an allowance to do on site.

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

Resolve: To ratify Quote dated 1/28/23 for BamCo Fencing in the amount of \$5,402 and approve an additional \$1,000 for other repairs as necessary.

- H. **Splash pad repairs-Timer Switch:** Denise explained the repairs and updates to the splash pad that the BOD was obtaining estimates for. She furthered explained the need for a timer switch like the one on the spa and that is would be positioned on the outer side of the fence so that children could turn on with ease.

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

Resolve: To approve Sav-A-Buc up to \$400 to install a timer switch for the splash pad in accordance with estimate 1908 utilizing reserves.

- I. **Pool Replumbing:** Denise explained that Sav-A-Buc had informed the BOD last year that the pool piping was reaching the stage to be replumbed. She further explained this would not cause the need for the pool to be drained.

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

Resolve: To approve Sav-A-Buc up to \$4,000 to replumb pool piping in accordance with SOW on estimate 1907 utilizing reserves.

- J. **Pool Lights/Photometric Survey:** Denise explained that the BOD further investigated the center roof and deck lights that were out and found a new estimate was needed. She further explained that the two (2) faulty timers had been replaced.

a. Rescind Previous Motion:

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

Resolve: To rescind the motion made at September 13, 2022 meeting that stated "To allow up to \$2500 for Morningstar Electric to perform service in accordance with estimate 2609"

- b. New Estimate:** Denise presented the revised estimate and explained that the reserve allowance was set for 2028 which is within the 5-year outlook. This indicates the estimated useful life is approaching and the lights are failing a few at a time.

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

Resolve: To approve Morningstar Electric up to \$7,549 to replace 3 roof and 1 pole light fixture in accordance with the SOW as stated on estimate 3008 utilizing reserves.

- K. **Pool Side Shower:** Denise explained that the pool side shower needs to be in proper working order per DOH regulations. It has been repaired extensively in the past and is beyond repair now.

a. Shower Procurement: Denise presented the replacement shower that the BOD was considering which will be push button with auto-shut off instead of a pull chain. It is also ADA compliant and appeared to be the cheapest as all the others were priced \$1,000 or more higher. The BOD would have to purchase this themselves and then use Coggins Plumbing for installation.

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

Resolve: To approve up to \$2200 for a new poolside shower utilizing reserves.

b. Shower Installation: Denise further explained that because the newer basses are different that this is just an estimate, and the total work will not be known until the shower arrives to see if the concrete base of the old one must be removed. Therefore, a cap is suggested as to not hold up work.

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

Resolve: To approve Coggins Plumbing up to \$1000 to install the new poolside shower in accordance with estimate SE001512 utilizing reserves.

- L. **Center Repair:** Denise explained that there were an extensive amount of repairs needed and informed members what has been found informing them that these have piled up over the years. Vendors have been contacted for estimates, but none have been received at this time.

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

Resolve: To table this item until appropriate estimates are received.

- M. **BOD Applications:** Denise explained that there were three (3) open seats on the BOD and the Class that each carried with amount of years left. The BOD received applications from two (2) members.

a. Olin Barnett: No Nomination was made.

b. Fran Telese:

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

Resolve: To nominate Fran Telese to a Class I BOD position.

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

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

Resolve: To adjourn meeting at 9:31 pm.

*BOD approved 14 March 2023