

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting March 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), and Fran (Director) were present, and two (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 3/9 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes:** February 14th Monthly BOD meeting

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

Resolve: To waive reading and approve February 14, 2023, minutes as presented.

2. **Board of Directors - Officer reports:**

- **President Report:**
 - A. **BOD Proxy Vote:** It was explained that in the event a member turns in a proxy with no specific person listed as the proxy and does not select the candidate of their choice, the Secretary (Danielle) would vote on behalf of the BOD. Matt distributed ballots and the Bod cast their votes, so Danielle knew who to vote for in the event that she had to.
 - B. **Hurricane Damage:** Denise explained that now that the fence was repaired, the damages were reviewed, and it was found that they were not substantial enough to file an insurance claim.
 - C. **Recall Attempt-Final Order After Default:** It was explained that the Final Order after Default was received and the findings by the DBPR were shared.
 - D. **Legal Fees:** Legal fees for January and February were shared with members.
- **Vice – President:** Nothing to report.
- **Treasurer Report:** Ed gave report on February financials. Denise gave collections report.
- **Secretary Report:** Nothing to report.
- **Violation Tracking/Attorney Communications:** Update was given as to how many violation accounts have been turned over to the HOA attorney. Denise explained that Matt had finished the existing violations and should start to add new ones on his next visit. She furthered by explaining that she has been working with Jonah in order to make a tracking sheet for the BOD as the caliber did not track beyond the stage of ready to send to attorney.

3. **Liaison Reports:**

- **Public Affairs:** Not in attendance
- **Landscape:** Ed updated members as to landscape contract items and stated the RFP was distributed to eleven (11) companies. He furthered by stating the BOD would be considering selection of new company

at the April 11th meeting. He informed members that the crepe myrtle trimming and forest hole filling was complete. The cost of these was also shared.

- **Landscape Projects:** Denise reviewed the areas in the community that still needed to be addressed. Fran explained to the members that it had been noticed that vehicles were going through the dead-end area of dew Bloom where there was no road. She had placed a call into the county and was able to have them install signs at that location.
- **Irrigation/Pump House:** Denise reviewed the work that had been completed with the cost. She furthered by explaining that preventative measures for the valve boxes, along Mt. Carmel, that were being cracked was being further investigated and that the BOD has requested an estimate to cure.
- **Fences:** Denise gave an update and cost to repairs made to the PVC fence and explained a plan to resolve the rest of many issues is underway.
- **Monuments:** Denise explained that the monument/sign project had to be delayed because the vendor did not have sufficient insurance.
- **Amenity Center:** It was shared with members that the poolside shower had been delivered and was set to be installed March 17th. Also, the Bod was trying several different things to try and be rid of the ducks.
- **Office Manager:** Nothing to report.

4. **Committee Reports:**

- **ACC:** Not in attendance.
- **Social:**

a. Easter Egg Hunt Proposal: Fran shared what would be taking place at the Easter Egg Hunt and that the committee would like to change the date from the previously approved date.

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

Resolve: To amend the date of the Easter Egg Hunt from April 2nd to April 1st and approve up to \$300 utilizing social funds.

- **Landscape:** nothing to report
- **Maintenance:** nothing to report

5. **Unfinished Business**

- A. **Bylaw Amendment-rescind** - remained tabled
- B. **Center Repairs** – remained tabled

6. **New Business**

- A. **Hardwood Trimming:** Denise explained the SOW to trim tree that were known to be the responsibility of the HOA and ones that the county would not trim.

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

Resolve: To approve up to \$4,500 to maintain HOA hardwood trees according to the SOW as stated utilizing landscape improvements.

B. **Landscape Cleanup:**

1. **Kiddie Playground Bed:** A presentation was given with explanation to the findings of this area. The Bod was split as to how to approach this and needed to further the discussion but felt funding should be considered so that they could move ahead with the project upon deciding.

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

Resolve: To approve up to \$2,000 to maintain the kiddie area playground bed utilizing reserve funding.

2. **Center Outer Perimeter Grading:** It was explained that several years of decayed mulch had piled up around the community center causing drainage problems within the center and spillage onto the sidewalk. It was further stated that no plant material would be removed at this time and the work would be done by hand as to not damage the root system of the plants.

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

Resolve: To approve Nature Coast up to \$4,900 to clean out decayed layers of mulch around the outer perimeter of the center utilizing reserve funds.

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

Resolve: To approve up to \$4,900 to clean out decayed layers of mulch around the outer perimeter of the center utilizing reserve funds.

- C. **Yellowstone Contract-extension of:** Denise explained the BOD felt they needed more time to appropriately select a new landscape company and Yellowstone had verbally agreed to extend their contract on a month-to-month basis.

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

Resolve: To approve the Extension of Agreement to extend the Yellowstone Landscape Contract in its entirety by one month changing the expiration date to April 30, 2023.

- D. **Protegis Contract:** Denise explained that Protegis is the fire & safety company that is used to recharge fire extinguishers and inspect and repair other fire safety equipment before the county does their inspection. They now offer contracts. Upon discussion with Protegis, it was learned that a merger had just taken place. They are now known as Summit Fire & Safety and at the time, their data was being transferred so there was no access to account information.

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

Resolve: To table using company's name of Summit Fire & Safety.

- E. **Parking Lot Lights:** Denise informed the members that while the vendor was installing pool roof lights, the BOD was made aware of the faulty parking lot lights. There are a total of 10 and the BOD will assess how many there are that need replacing.

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

Resolve: To approve Morningstar Electric up to \$5,000 to replace ten parking lot pole light fixtures according to the SOW on estimate 3088 utilizing reserve lighting funds.

- F. **Pool Furniture:** Denise explained that procurement of pool furniture isn't something you would get estimates for and even though reserve funds are BOD approved with the new reserve study, it is stated in the PP that any reserve funds need to be BOD approved. It was further explained that the BOD would like to procure these items as they come on sale if possible.

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

Resolve: To approve the BOD to utilize up to the allowed amount in the reserves, within the 5-year outlook, for pool furniture replacement as agreed upon.

- G. **Flagpole Repairs:** Ed explained that it was thought that the flag and halyard had been stolen. He presented the estimate for replacement along with a lock box and halyard cover.

1. **Replacement of Flagpole Parts:** BOD held a discussion as to looking into getting a better quality halyard.

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

Resolve: To approve Flags Unlimited up to \$876.61 to replace the flagpole halyard (rope) and parts in accordance with the SOW on Quote 3/7/23 utilizing general maintenance.

2. **Flagpole Lock Box and Halyard Cover:** It was explained to members what this was.

On Motion: Duly made by Ed, no second. Motion failed.

Resolve: To approve Flags Unlimited up to \$508.42 to add a lock box and halyard cover to the flagpole to divert theft in accordance with the SOW on Quote 3/7/23 utilizing general maintenance.

- H. **Swim Lessons:** Denise explained that swim lesson sign-ups for the BOD to secure a date and time for BH resident lessons would be offered soon and that it is a process. So that there would be more of a selection, she explained the need to approve them now.

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

Resolve: To approve swim lessons that will be held for HOA residents. Vendor, date, and time to be selected as agreed upon by the BOD.

- I. **BOD Applications:** The BOD received an application from Olin Barnett to be considered for appointment to a BOD seat. There was no nomination made.

Olin Barnett stated he would like to nominate Joe Saldivar and Ernest Kenner. No second to the nomination was made.

7. **Meet the Candidates:** Denise reminded members of the upcoming Annual Meeting and BOD Elections and process. The BOD welcomed each candidate and advised they would have three (3) minutes to introduce themselves and inform members of their skills that they thought would be most valuable to the HOA.

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

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

Resolve: To adjourn meeting at 9:35 pm.

*BOD approved 11 April 2023