

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Organizational Meeting Minutes – March 20, 2023

Call to Order: The meeting was called to order by Denise Stearns, President, at 7:35 PM.

1. **Roll call of Directors/Verification of Quorum:** Denise Stearns (President), Ed Campbell (Treasurer), Adrienne Vining (Vice-President), and Danielle Near (Secretary) were present, Fran Telese was absent and 2 seats are vacant. A quorum was established. Matt O'Neil represented Wise Management Company.
2. **Verification of Timely Notice of Meeting:** Timely posting of meeting notice and agenda were confirmed as being distributed via USPS on 2/24/23 and by placing on the HOA website and in a conspicuous location at the community center.
3. **Reading and Approval of Previous Minutes:** The BOD counsel at the time (Glausier) nor Wise Management was able to provide the BOD with a draft for 2022 Organizational Meeting. Therefore, the BOD was unable to read, review, and approve previous minutes.
4. **Board of Directors - Officer reports:** Nothing to Report
5. **Committee Reports:** Nothing to Report
6. **Unfinished Business:** No business to address.
7. **New Business**

A. **Election of Officers:**

1. **President Position**

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

Resolve: To elect Denise Stearns to serve as BH HOA President.

2. **Vice-President Position**

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

Resolve: To elect Adrienne Vining to serve as BH HOA Vice-President.

3. **Treasurer Position**

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

Resolve: To elect Fran Telese to serve as BH HOA Treasurer.

4. **Secretary Position**

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

Resolve: To elect Ed Campbell to serve as BH HOA Secretary.

5. **Violation Tracking/Attorney Communication Position-** Denise explained that the BOD had discussed that this officer position wasn't needed any longer and should be dissolved.

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

Resolve: To dissolve the Violation Tracking/Attorney Communication Officer position.

8. **Adjournment:** The next board meeting is scheduled for April 11, 2023.

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

Resolve: To adjourn meeting at 7:40 pm.

*BOD approved 11 April 2023