

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting April 11, 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), Adrienne Vining (Vice-President), Fran Telese (Treasurer), and Ed Campbell (Secretary) were present. Danielle Near was absent 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 4/5 by placing on the HOA website and in a conspicuous location at the community center.
 - **Reading and Approval of Previous Minutes:** March 14, 2023, Monthly BOD Meeting.
On Motion: Duly made by Adrienne, second by Ed and carried unanimously.
Resolve: To waive reading and approve March 14, 2023, minutes as presented.
 - **Reading and Approval of Previous Minutes:** March 20, 2023, BOD Organizational Meeting.
On Motion: Duly made by Adrienne, second by Fran and carried unanimously.
Resolve: To waive reading and approve March 20, 2023, minutes as presented

2. **Board of Directors - Officer reports:**
 - **President Report:** Nothing to report.
 - **Vice – President:** Nothing to report.
 - **Treasurer Report:** Fran gave report on March financials. Denise gave a quarterly and collections report.
 - **Secretary Report:** Nothing to report.

3. **Liaison Reports:**
 - **Public Affairs:** Not in attendance
 - **Landscape:** Ed updated members as to the status of the landscape contract and that the BOD had received three (3) proposals which will be addressed under New Business. He informed members that the approved hardwood trimming was complete and that the remaining forest holes would be addressed later. The cost was also shared.
 - **Landscape Projects:** Denise shared that the Community center perimeter grading was completed along with the cost. She reviewed the areas in the community that still needed to be addressed.
 - **Irrigation/Pump House:** Denise reviewed the work that had been completed with the cost. She further explained that the VFD surge arrestor was found to be not faulty and therefore not covered by the warranty. Instead, it had taken a surge and self-destructed as designed to be done to protect the VFD. The BOD discussed because of the importance of this piece, they approved to order two (2) so that there was a backup. She shared the cost and stated that Morningstar did not charge to install. It was shared with the members information on the break at the forest which appeared to be cut by Yellowstone and that the BOD would hold them accountable.

- **Fences:** Nothing to report.
- **Monuments:** Nothing to report.
- **Amenity Center:** Denise shared what pool furniture has been procured along with the cost and savings. She further explained the BOD was researching different types of lounge chair in hopes it will solve the problems that have been had with the vinyl strap lounge type. A few of the sling back type have been ordered so that the BOD could inspect. The cost of the pool side shower installation, four (4) pool light fixtures, and eight (8) parking lot light fixtures was also shared as those have been completed. The BOD found the need to replace the latch on the splash pad gate and the latch and hinges on the grill area gate as problems of self-closing had been reported.
- **Office Manager:** Wise February Expense Invoice and breakdown were reviewed with members.
- **Violations:** Matt shared information with members as to the status of the violations in that many are being attended to by owners in the time given while some have been referred to the HOA attorney for noncompliance.

4. **Committee Reports:**

- **ACC:** Not in attendance. Denise reminded members that volunteers were still needed and shared that there has been an increase in applications which indicates members are following the process and resolving issues on their property.

- **Social:**

- **a. Applications:** Fran stated that an application was received by member, Danielle Buffaloe.

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

- **Resolve:** To elect Danielle Buffaloe to the social committee.

- **b. Events:** Nothing to consider

- **Landscape:** Nothing to report
- **Maintenance:** Nothing to report

5. **Unfinished Business:**

- A. **Bylaw Amendment-rescind** - dismiss

- B. **Center Repairs** – dismiss

- C. **Summit Fire & Safety (Formerly Protegis) Contract:** It was explained for such a low-cost item, that the BOD discussed it wouldn't be worth contracting as it would cost more for attorney review than the cost itself.

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

- **Resolve:** To dismiss Bylaw Amendment Rescind, Center Repairs, and Summit Fire & Safety Contract from the agenda.

6. **New Business:**

- A. **Insurance Renewal:** It was explained that the HOA insurance, except the workers compensation portion will expire on April 30. The BOD had asked Matt to shop the insurance market. The BOD has received a proposal from the existing agent and was awaiting another one. It was further explained that there are not many carriers that would insure property of the size of BH and because of the amount of the proposed increase, the BOD needed more time to receive another proposal.

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

- **Resolve:** To approve up to \$65,000 for BH HOA insurance coverage to the carrier as determined by the BOD.

B. Pool Pet Restrictions/ESA Policy: Denise explained what this was and the need for it. It was further explained because of the sensitivity of the item, the BOD had agreed to let HOA attorney draft it. The BOD had received the draft, but it has not been finalized yet.

On Motion: Duly made by Denise, second by Fran and carried unanimously.
Resolve: To table Pool Pet Restrictions/ESA Policy.

C. Community Center Rules: Denise explained these were extensive in nature and were still being worked on.

On Motion: Duly made by Denise, second by Fran and carried unanimously.
Resolve: To table Community Center Rules.

D. HOA/Daycare Agreement: Denise explained some ongoing issues with the daycare that have not been resolved despite them being sent letters from Wise. The BOD discussed that with the dumpster repeatedly being used for non-garbage items and it is causing extra pickups and charges, it may be best to terminate said agreement and both parties provide their own trash removal. She further explained that the assessment items in the agreement were in the HOA documents and there was no need to have that restated.

On Motion: Duly made by Denise, second by Ed and carried unanimously.
Resolve: To terminate the agreement between BH HOA and Child's Haven in its entirety and allow Child's Haven to use dumpster until April 30.

E. General Contractor Hire: Denise informed the members the HOA has been without a handyman for over a year when the change of management took place. The BOD and Matt have been searching for a replacement with no success until now. Denise further explained this company was not the same as a "handyman" but instead a general contractor that offers a wide variety of services which will be utilized as the previous HOA construction company has been unresponsive with requested estimates. They are licensed, bonded, and insured. They do not use subcontractors and all their skilled workers have at least a decade of experience. All of them are background checked and drug tested on a routine basis. She stated at this time all the BOD was doing was approving them to be used by the HOA.

On Motion: Duly made by Denise, second by Fran and carried unanimously.
Resolve: To approve the addition of Mr. Handyman to BH HOA approved vendor list.

F. Landscape Contract: Denise explained that as previously stated the RFP went out to 11 companies and 3 proposals came back. Three BOD representatives held a face-to-face interview with all three (3). At which time, all three (3) were given the option to resubmit their final proposals based on the interview. She furthered the conversation by going through reasons on why and how the BOD made its final decision and explained that the BOD will be focusing on reestablishing Client/Vendor relationships because when one is broken, most often, the HOA will see a larger increase in cost when procuring a new contract even if the current contract may happen to be with a previously hired contractor. The rest of the BOD shared additional thoughts and reasons for the selection.

On Motion: Duly made by Denise, second by Ed and carried unanimously.
Resolve: To award BH HOA Landscape contract to Nature Coast to commence on May 1, 2023.

8. Adjournment: The next board meeting is scheduled for May 9, 2023.

On Motion: Duly made by Ed, second by Adrienne and carried unanimously.
Resolve: To adjourn meeting at 8:03 pm.

*BOD approved 9 May 2023