

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting

May 9, 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 5/4 by placing on the HOA website and in a conspicuous location at the community center.
- **Amendment to the Agenda to Run Out of Order:** It was explained that the bylaws do not call for liaison reports and that seems to be where a lot of time is wasted, and the meeting gets out of order.

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

Resolve: To amend the agenda by repositioning the entire Liaison Reports section to the end of the agenda.

- **Reading and Approval of Previous Minutes:** April 11, 2023, Monthly BOD Meeting.

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

Resolve: To waive reading and approve April 11, 2023, minutes as presented.

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

- **President Report:** Denise updated members on the board's decision pertaining to insurance coverage with cost. She presented a breakdown with cost pertaining to the legal invoice for 3/1/23 – 5/1/23.
- **Vice – President:** Nothing to report.
- **Treasurer Report:** Fran gave report on April financials. Denise gave collections report followed by informing members that because of the amount of money in reserves, it is best served that the BOD investigates the FDIC coverage that the HOA has on its accounts and further investigate any actions needed to secure HOA funds. She asked Matt to have Wise accounting look into this and advise the BOD of FDIC coverage.
- **Secretary Report:** Nothing to report.

3. **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. She also stated that because the ACC chair will be leaving due to harassment, the BOD will fill in until new members can be appointed which may result in longer wait times.

- **Social:**
 - a. Applications:** Nothing to be considered.
 - b. Events:** Nothing to be considered.
- **Landscape:** Nothing to report.
- **Maintenance:** Ed and another member have been working on the slip fixes on the PVC fence.

4. **Unfinished Business:**

- A. **Center Pet Restrictions/ESA Policy:** It was explained why the BOD felt the need in changing the “no animal” policy to a “no pet” policy and why they left it to HOA counsel to draft. It was furthered by explaining how the process would work for a member to register their Service or ESA animal into the HOA access system.

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

Resolve: To adopt Brentwood Hills Homeowners’ Association Service Animal & Emotional Support Animal Rules and Regulations along with the request form for processing.

- B. **Community Center Rules:** It was explained to members that while it would take some time to revise the entire document, the BOD feels, with the years of continuous problems within the center, an amendment to the age restriction section was needed. It was furthered by explaining why and how the BOD came to proposed age restrictions which are: (1) Eight-teen (18) is the legal adult age. (2) Anyone under the age of Eight-teen (18) must be accompanied by a registered adult. (3) Children four (4) and under must always be accompanied in the pool with or without a flotation device. (5) All children must always be supervised by the accompanying adult.

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

Resolve: To amend BH HOA recreational facility rules for pool & common areas age restrictions as stated.

5. **New Business:**

- A. **Community Center Access Card Requirements 2023:** It was explained that while going through documentation, the BOD is finding a lot of the wording is repeated on several documents that is not necessary. This was found on the BH HOA Access Key Card Issuance/Rules document. The BOD discussed removing the center rules from this document which then created this new document that speaks only to the requirements to obtain and hold an access card.

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

Resolve: To rescind Brentwood Hills Homeowners’ Association Access Key Card Issuance/Rules and adopt Brentwood Hills Homeowners’ Association Community Center Access Card Requirements.

- B. **Dog Stations:** It was explained that this item needed to be further researched.

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

Resolve: To table Dog Stations.

- C. **Monuments:** An estimate was presented and reviewed pertaining to the renovation of the five (5) entrance monuments. A recap of the previously approved SOW was reviewed, and the BOD justified its actions in only obtaining one bid for this item as the BOD members and Matt had been searching for a replacement handyman and general contractor that hold the specific qualifications to work for the HOA for approximately a year until this vendor was found. It was further explained that the monuments were in poor condition and continue to deteriorate since the prior approved work was halted. The BOD feels that a renovation of an asset with this value should not be put off any longer and soon the rainy season will be upon us. It was explained it would be cheaper for the BOD to procure the paint so a paint

allowance would be needed in addition to the estimate. The pressure washing will be done separately by the approved HOA vendor.

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

Resolve: To approve up to \$11,200 for Mr. Handyman to repair and paint the five (5) entrance monuments and a \$800 paint allowance to the BOD for a total of up to \$12,000 utilizing entrance monument reserve funds.

- D. **Knee Wall:** An estimate was presented and reviewed in detail to renovate the white knee wall (located in front of the center). It was furthered by stating the same vendor was selected to do this work as well for reasons mentioned beforehand. A paint allowance will be needed and an explanation of why the pressure washing could not be separated out of this SOW was given.

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

Resolve: To approve up to \$5,300 for Mr. Handyman to repair and paint, including but not limited to the SOW as outlined on the estimate, and an allowance up to \$400 for the BOD to procure the paint.

- E. **Aggregated Columns:** It was explained what this was and needed further research.

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

Resolve: To table aggregated columns.

- F. **Office Rehab Allowance:** It was explained that initially when the new access system was procured, the intent was to have a separate computer for all other items to not use all the space and slow the access system. The old system was replaced with insurance funds, but a small monitor and desk may will be needed. It was further explained that a few smaller items may be needed to organize the office and create a resident self-help center.

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

Resolve: To approve up to \$200 to organize and create a self-help center located in the community center office.

- G. **PVC Fence Allowance:** It was explained that a plan will be drawn out for the PVC fence renovation. Denise suggested the BOD be allowed to have Mr. Handyman come in and fix problems as they find them within a certain allowed number of hours as they are qualified to fix the multiple issues starting with the least problematic sections while the BOD investigates the other sections. Upon exhausting funds, a proposal would be drawn up requesting more. She explained the rates and how the amount being asked for was figured. Members were reminded that this was not merely maintenance of the fence and could take longer than one year to complete.

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

Resolve: To approve up to \$3000 for the PVC fence renovation/repairs not including the columns.

6. **Liaison Reports:**

- **Public Affairs:** Not in attendance
- **Landscape:** Ed updated members on the start-up of Nature Coast contract and work performance under the new detailed SOW.
- **Landscape Projects:** Nothing currently.
- **Irrigation/Pump House:** April repairs were reviewed, and cost given. It was explained that preventive measures are helping limit repairs and the BOD will continue to monitor repairs. Denise shared that Yellowstone had agreed to pay for damage they caused to the tree forest valve box, and she was awaiting a response on how they preferred to pay. The final invoice would not be approved until reimbursement of damages was received or credited.
- **Fences:** Nothing to report.
- **Monuments:** A report was given as to the repair of Lumsden lights with cost. Members were informed of the approval of the estimate to repair the lighting for the S. Valrico monument which includes replacement of all seven (7) bulbs with correct bulbs that hold a 5-year warranty and repair of spliced underground wiring.

- **Amenity Center:** Work that had been completed with cost was shared with members. It was furthered by providing details of preparation for annual fire inspection and DOH inspection followed by estimated time for pool pump motor and plumbing to be done. It was also shared that the inspection and repair of access and security systems will resume to finish from a few years ago.
- **Office Manager:** Denise stated the BOD had not received the Wise Expense Invoice for March and inquired with Matt as to why.
- **Violations:** Denise explained that she had made a tracking system so the BOD could track violations as the system that Wise uses does not track past entry to attorney stage. This also gives the BOD the ability to share select information with members. This will also assist the BOD to know if the new policy is efficient. There has been much compliance but there are still many violations to be noticed to be caught up from the time when no violations were enforced. She followed with a report, as of 4/28, of how many violations were issued, referred to the HOA attorney, and how many had been cured and closed whether it be before or after entering attorney status.

7. **Adjournment:** The next board meeting is scheduled for June 13, 2023.

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

Resolve: To adjourn meeting at 8:41 pm.

*BOD approved 13 June 2023