

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting

June 13, 2023

Meeting Minutes

1. **Call to Order:** The meeting was called to order by Denise Stearns, President, at 7:02 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 6/8 by placing on the HOA website and in a conspicuous location at the community center.
- **Amendment to Add Items to the Agenda:** It was explained that sometimes items come in after the agenda is made that need attention before the next meeting.

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

Resolve: To amend the agenda by adding the items "ACC App Revision" to ACC Committee section and "Knee Wall" to the end of new business.

- **Reading and Approval of Previous Minutes:** May 9, 2023, Monthly BOD Meeting.

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

Resolve: To waive reading and approve May 9, 2023, minutes as presented.

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

- **President Report:** Denise explained that the photometric study for the center lights had failed and that the community center hours would be adjusted accordingly. She furthered the explanation by stating that the BOD would be receiving a proposal to obtain a lighting design that would satisfy the requirements.
- **Vice – President:** Nothing to report.
- **Treasurer Report:** Fran gave report on May financials. Denise stated that there would not be a Collections report due to the lack of receiving the AR report from Wise in a timely fashion.
- **Secretary Report:** Nothing to report.

3. **Committee Reports:**

- **ACC:** Not in attendance. Denise reminded members that volunteers were still needed and the BOD would continue to fill in. Members were informed that the wait time for a response may increase due to the workload of the BOD. It was explained that there were two (2) stipulations that were being added manually to every application and to save time, she proposed that they be added onto the application itself. The stipulations to be added are as stated: (1) I agree that all county rules and regulations are the responsibility of the homeowner. The HOA has no liability to ensure county laws. AND (2) I agree that no contractor signs will be allowed in the yard after work is completed.

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

Resolve: To accept the revision to the ACC application as presented.

- **Social:**

- a. Applications:** Nothing to be considered.

- b. Events:**

- 1. **Kona Ice:** Fran presented the proposed Kona Ice schedule and explained that they agreed to no minimal sales which would have zero cost to the HOA. The dates proposed were every Friday, at the Community Center, June 16 – July 28.

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

- Resolve:** To accept the proposed dates for Kona Ice to visit BH HOA property with the condition that no minimum sales would be required.

- **Landscape:** Nothing to report.

- **Maintenance:** Ed explained that the committee had replaced the men's restroom light bulbs and that both restroom entranceway light bulbs were replaced. This fixed the men's restroom light, and it is currently working but the women's restroom would need an electrician to further evaluation.

4. Unfinished Business:

- A. **Dog Stations:** It was explained that the dog stations were installed in early 2017. They have become rusted, broken, leaning, faded, and non-functional due to the opening of the receptacle being too small and large trash items are obstructing the opening. The BOD researched ways to rectify all the problems at hand. They researched the option of paint and repair and found it would be costly compared to total replacement of all twenty-one (21). It was further explained that there is a problem with trash being left in the parking lot and that these could also be used for trash. With the BOD being able to get a discount on a large quantity, it would be an opportune time to do this.

- 1. **Procurement of Stations:** A presentation was given on a different style station that was discovered. It contains a plastic receptacle with a wider opening which comes with a 10-year guarantee. A snapshot of the shopping cart to one website was shared with the cost and it was explained that the BOD would further research other websites for a cheaper price before procuring.

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

- Resolve:** To approve up to \$4200 to procure twenty-four (24) pet waste stations.

- 2. **Removal/Installation:** A presentation was given to include the estimate that was received from Nature Coast to remove all current stations and house them in the pump house area so that the BOD could dismantle and save parts. The proposal included assembly and installation of all twenty-four (24) stations. It was further explained that the HOA could possibly save money if volunteers were available to assemble the stations but the amount being proposed would not reflect that.

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

- Resolve:** To approve up to \$2515 for Nature Coast to remove twenty-one (21) pet waste stations and install twenty-four (24) new ones in accordance with the scope of work as presented.

- B. **Aggregated Columns:** It was explained the estimate for this item has not been received. No action was needed at this time.

5. New Business:

- A. **Bylaw Amendment – Recission of 2022 Amendment:** The amendment was presented, and it was explained that on February 21, 2022, the sitting BOD approved an amendment to the HOA Bylaws to add the provision: Article VII, Section 4, Bids and Contracts for Products and Services. Whereas additional restrictions were added to FL Statutes 720.3055 making it complicated for some members to understand. It was further explained that this provision was not previously in the Bylaws but instead was in the BH HOA Purchasing Policy. It was also explained that when work comes before the BOD, no two items should be treated the same. The BOD consulted with the HOA attorney to draft the amendment in the most efficient manner which resulted in recission of entire provision. The members were advised that this would be recorded and distributed to all members within the required amount of time.

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

Resolve: To amend the BH HOA Amended and Restated Bylaws, recorded in O.R. Book 27036, Page 1822-1833 by rescinding and deleting Article VII, Section 4., Bids and Contracts for Product and Services in its entirety.

- B. **Fundraising Rules & Regulations:** It was explained that residents had inquired about holding a fundraising event at the Community Center. Therefore, the BOD thought it be best to create Rules & Regulations for this in the event other residents would like to take part. The Rules & Regulation were presented and a summary of the Rules & Regulations were shared with members.

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

Resolve: To adopt BH HOA Fundraiser Rules & Regulations as presented.

- C. **Soccer Field Rules & Regulations:** It was explained that the document that regulates the soccer field is outdated and the revised rules & regulations would take the place of BH HOA Athletic Field Complex Rules dated February 20,2012. The document was presented, and a summary was given pointing out that there would no longer be any 3rd party usage.

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

Resolve: To rescind BH HOA Athletic Field Complex Rules – February 20, 2012, and adopt BH HOA Soccer Field Rules & Regulations as presented.

- D. **Community Center & Common Areas Rules & Regulations:** It was explained that the BOD was still creating these. Therefore, would need to be postponed.

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

Resolve: To postpone consideration of BH HOA Community Center & Common Areas Rules & Regulations.

- E. **Banks Accounts – (ICS):** A detailed explanation was given as to what this was and why it was needed to secure HOA funds.

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

Resolve: To approve that all funds in the BH HOA Truist operating account that exceed \$200,000.00 and all the funds in the BH HOA Truist Money Market account that exceed \$48,000.00 be “swept” and distributed throughout the network of banks accordingly by utilizing the Insured Cash Sweep (ICS) process, keeping Truist as the Association’s primary bank of operations.

- F. **Monuments (medium) – Annual Maintenance:** It was explained that the BOD was still waiting on the estimate for this. Therefore, would be postponed.

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

Resolve: To postpone consideration of agenda item BH HOA annual maintenance for the six (6) medium monuments.

- G. **Poolside Shower - encasement:** It was explained that the BOD was still waiting on the estimate for this. Therefore, would be postponed.

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

Resolve: To postpone consideration of agenda item Poolside Shower – encasement.

- H. **Arbor Care:** The estimate was presented, and the scope of work was reviewed with members. Members were advised as to the condition of the trees and the extent of the work is a result of not having had structural pruning in several years.

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

Resolve: To approve up to \$21,550 for Nature Coast to perform the specific arbor care as stated on the proposal.

- I. **Roof/Attic Vents:** A presentation was given that included pictures from the inspection report of the community center roofs and the eight (8) gable vents that presented leaking, aging, and other forms of distress. It was explained that since the new roof had vents, these were no longer needed. Therefore, the BOD obtained a proposal from Shingle Masters to remove all eight gable vents and surrounding siding and replace it with James Hardie Plank Lap siding.

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

Resolve: To approve up to \$9,000 for Shingle Masters to remove eight (8) existing attic vents and surrounding siding and replace it with James Hardie Plank Lap siding on all eight (8) gables in accordance with the proposal.

- J. **Security Cameras:** It was explained that the BOD was still waiting on the estimate for this item. Therefore, would be postponed.

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

Resolve: To postpone consideration of agenda item Security Cameras.

- K. **Center Entrance Lights:** It was explained that the twelve (12) entrance lights, located on the columns at the community center, have rusted and are starting to break and fall off. A picture of the replacement fixture with an approximate cost was presented to the members. It was stated that the BOD would further research the price before procuring.

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

Resolve: To approve up to \$3,000 for the procurement of twelve (12) cylinder light fixtures to be installed at the community center entranceway utilizing reserve funds.

- L. **Knee Wall:** A presentation was given that included pictures as to what was found once the wall was scrapped. These provided evidence of extensive damage and would require more work, estimated at approximately sixteen (16) hours, than originally approved to complete the renovation.

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

Resolve: To approve up to \$2,500 for Mr. Handyman for additional man hours and materials to complete the renovation.

6. **Liaison Reports:**

- **Landscape:** Ed updated members as to Nature Coast's performance stating all work has been performed in accordance with the contract.
- **Landscape Projects:** Nothing currently.
- **Irrigation/Pump House:** Denise stated there was nothing outside of normal repairs.
- **Fences:** Nothing to report.
- **Monuments:** Pressure washing has been completed of all monuments and signs in accordance with the agreement.
- **Amenity Center:** Nothing to report.
- **Office Manager:** Nothing to report.

- **Violations:** Denise explained that there was still a lot of confusion about how the violation process was being carried out by the management company and that it requires several days of work by the BOD to ensure accuracy. Therefore, a report cannot be given at this time.
7. **Adjournment:** It was explained the BOD was discussing having a special meeting possibly on June 28, 2023, and advised members to watch for notice. The next board meeting is scheduled for July 11, 2023.

On Motion: Duly made by Denise, motion failed.

Resolve: To adjourn meeting at 8:28 pm.

At 8:28 pm all business was completed according to the agenda, therefore the meeting is adjourned.

*BOD approved June 28, 2023