

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors - June 28, 2023 - Special Meeting Minutes

1. Call to Order: The meeting was called to order by Denise Stearns, President, at 8:00 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. There was no representation from Wise Management Company.
- **Verification of Timely Notice of Meeting**: Denise stated that in accordance with HOA by laws, between June 13th and June 15th, she received written request from four (4) BOD members to hold a special meeting on June 28th to conduct vital HOA business that could not be done at the July 11th monthly meeting due to knowing that there would be a lack of quorum. The meeting was called, and timely notice was given by posting of meeting notice and agenda were confirmed as being distributed on 6/20 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes**: June 13, 2023, Monthly BOD Meeting. Denise explained that because the motion to adjourn failed, the minutes are edited to reflect that time as all business was completed.

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

Resolve: To waive reading and approve June 13, 2023, minutes with edit to adjournment time.

2. Board of Directors - Officer reports:

- **President Report**: Denise informed members that Tankel Law Firm had received notice from the DBPR (Department of Business and Professional Regulations) that a member had filed a complaint against the HOA. Tankel Law Firm has responded within the time given and said that any follow-up information will be shared later. She reminded members of the proper procedures when submitting a complaint to the BOD.
- **Vice – President**: Nothing to report.
- **Treasurer Report**: A financial report was not given as a full month had not passed in between meetings. Denise gave the collections report that was not ready at the previous meeting.
- **Secretary Report**: Ed reported that the approved by law amendment has been signed and recorded. Also stating that a copy is scheduled to be sent to all owners within the allowed time frame.

3. Committee Reports:

- **ACC**: Nothing to report.
- **Social**:

A. **Applications**: Nothing to be considered.

B. **Events**:

1. **Community BBQ**: Fran gave a brief presentation on what would take place at the BBQ. Denise explained there would be two (2) motions to be made pertaining to this event and why.

a) **Expenses (Misc.)**:

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

Resolve: To approve the social committee up to \$300 for the Community BBQ miscellaneous expenses.

b) Price per Meal:

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

Resolve: To approve the social committee up to \$2.50 per meal to procure the meal ingredients as presented for the Community BBQ.

4. Unfinished Business:

- A. Aggregated Columns:** It was explained that an estimate was received from Mr. Handyman to repair damaged areas of concern to prevent further damage while the BOD researches and discusses if there is a need for a structural engineer. The estimate is for up to eight (8) man hours.

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

Resolve: To approve up to \$1,181 for Mr. Handyman to repair the Community Center aggregated columns per BOD directive.

- B. Community Center & Common Area Rules & Regulations:** It was explained that this document and attachments were in final editing stage and that the BOD may elect to consult the HOA attorney on certain items. Furthermore, these documents are set to be finalized before the August meeting and will take the place of the BH HOA Recreational Facility Rules for Pool & Common Areas that were last revised on 4/15/23 and all other BOD approvals and/or changes.

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

Resolve: To rescind and delete the document "BH HOA Recreational Facility Rules for Pool & Common Areas" in its entirety as well as any other approvals or changes made by the BOD since in relation to and adopt the document "BH HOA Community Center & Common Areas Rules & Regulations", along with its attachments, with further editing as the BOD agrees upon.

- C. Poolside Shower - encasement:** It was explained that the poolside shower had to be stabilized and was unknown what would be required at this time. It was explained what would be done first to see if it worked, using minimal funds. The estimate obtained from Mr. Handyman included up to sixteen (16) man hours if needed.

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

Resolve: To approve up to \$2,362 for Mr. Handyman to make necessary repairs to stabilize the poolside shower utilizing reserve funds.

5. New Business:

- A. Access System:** It was explained there have been ongoing issues with the dog park junction box and the battery backup/surge protector (UPS) for the access system and should be replaced. The estimate from ATS was explained. Discussion was furthered by explaining that because these are part of the access system, reserve funds would be utilized.

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

Resolve: To approve up to \$3,717 for ATS to procure required materials and replace the dog station junction box and battery backup/surge protector (UPS) for the access system utilizing reserve funds.

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

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

- 6. Adjournment:** It was announced that all business was conducted in accordance with the agenda. Therefore, the meeting was adjourned at 8:26pm.