

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting Minutes October 10, 2023

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, and three (3) seats are vacant. A quorum was established. Zachary Davis represented Wise Management Company.
 - **Verification of Timely Notice of Meeting:** It was explained that after further investigation and attorney consultation, it was found that mailing a notice for the budget was not required unless the BOD was levying an assessment. It was furthered by explaining the difference between levying an assessment and setting the amount of yearly dues. Timely posting of meeting/budget notice and agenda were confirmed as being distributed on 9/20 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 “Reserve Funding for Irrigation Replacements” and “Fence Repair Funding” to be considered after item B.
 - **Amendment to Take Up Business Out of Order:** It was suggested that the item “Management Company” be taken up out of order as it would make better sense when reviewing the proposed budget.
 - On Motion:** Duly made by Denise, second by Ed and carried unanimously.
 - Resolve:** To amend the agenda by moving “Management Company Proposal/Contract” to first position under new business.
 - **Reading and Approval of Previous Minutes:** September 26, 2023, Special BOD Meeting. It was explained that with the short time in between meetings, the minutes were not ready.
 - On Motion:** Duly made by Denise, second by Adrienne and carried unanimously.
 - Resolve:** To postpone reading and approval of September 26, 2023, Special BOD Meeting minutes until the next available meeting.
2. **Board of Directors - Officer reports:**
 - **President Report:**
 - a. **DBPR Complaint:** Denise gave a report as to the DBPR complaint that was filed against the HOA by member, Olin Barnett. A final order was issued by the DBPR stating all counts were dismissed as they found the HOA to be compliant in the way the 2023 Election was held which further confirmed that only the seats in which the term is expiring be placed on the election ballot. In addition, it was found that all other complaints, pertaining to why certain BOD members should be removed from their seats, lacked merit. Members were advised of the cost associated with this exceeded \$6,000 and that HOA attorney has filed a request for the petitioner to pay the association’s fees.
 - b. **2022 Audit:** Members were informed that the audit draft had been received and there were no wrong findings to the Association’s financial records for the year 2022 which included the operating and reserve accounts and spending thereof.
 - c. **Legal Services:** Legal services, with cost, for July – September was shared with members.

d. **Wise Property Management Expenses:** Expense invoices received from Wise Property Management, with costs, for May – August were shared with members.

e. **County Update:** There were several updates pertaining to work requested from Hillsborough County shared with members which included a seven-day traffic study at intersections of Mt. Carmel/BHB Blvd and S. Valrico/BHB Blvd., sidewalk repairs, tree trimming/removal, and issues at Dew Bloom dead End.

• **Vice – President:** Nothing to report.

• **Treasurer Report:** Fran gave report pertaining to June - September financials. Denise gave the Collections report.

• **Secretary Report:** Ed shared that the Wise Property Management Notice of Termination letter had been signed, delivered, and confirmation of receipt was received.

3. **Committee Reports:**

• **ACC:** Volunteers still needed.

• **Social:** Fran reminded members of the Fall Festival coming up.

• **Landscape:** Volunteers needed.

• **Maintenance:** Volunteers needed

4. **Unfinished Business:** Nothing to consider.

5. **New Business:**

A. **Management Company Proposal/Contract:** A presentation as to the details and cost of the proposal was given and a discussion was had with members as to why the BOD felt reverting back to McNeil Management Company was the best for the community. It was also explained that per Florida Statutes and HOA attorney advise, for management contracts, the BOD did not have to obtain multiple bids.

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

Resolve: To accept the terms of the McNeil Management Services Company proposal that will commence on November 1, 2023, and run for a term of 38 months contingent on being reviewed by Tankel Law Firm.

B. **Consideration of the Proposed Budget and Assessment for 2024:** A presentation of the proposed budget was given, and a discussion was had with members as to how the amounts were calculated. Members were also advised that the BOD reviewed several different drafts and that the one being proposed allowed an increase in the amount to only close the inflation gap. In addition, the members were made aware that this amount would only cover the essentials, and nothing was allowed for the unexpected items which may result in budget overage. The BOD took into consideration the affects members were already feeling due to the economy themselves. It was furthered by explaining that to decrease the increase, either maintenance or the reserve contribution would have to be eliminated. Members were advised that the approved budget would be mailed to every member within 10 days as required by law and to expect the new coupon books to arrive around December 1st.

On Motion: Duly made by Denise, second by Adrienne with three (3) in favor and one (1) abstained, Fran.

Resolve: To accept the proposed 2024 budget, as presented before the BOD, setting members annual dues at \$740.

C. **Reserve Funding for Irrigation Replacements:**

1. **Rescind Motion:** It was explained that after further review of the irrigation contract, some members expressed having a change of opinion.

On Motion: Duly made by Denise, second by Adrienne with three (3) in favor and one (1) denied, Fran.
Resolve: To rescind the motion made at the 9/26 special meeting which stated "I move to approve up to \$10,500 to complete the replacement and securing of the irrigation valve boxes as directed by the BOD utilizing reserve funds & to obtain a second opinion.

2. **Funding for Irrigation Replacement:** Denise clarified what was previously being proposed and that there was no specific estimate being proposed. However, it is imperative that if irrigation goes offline, the BOD acts swiftly on it so that landscape is not lost. It was furthered by explaining the increase in repairs was due to the system not being properly replaced in prior years causing the older components to fail. As previously discussed with the BOD, it was suggested that they consider going back to approaching the irrigation from a preventative standpoint and continue with replacements instead of repairs. To do this, the BOD would need funds available at the time so that they did not have to wait for a meeting. A discussion was had as to what the current issues were and what was thought to be an accurate cost. Members were also informed that the funds being asked for were not just for these areas and that the unused funds would remain on the table for future replacements.

On Motion: Duly made by Denise, second by Adrienne with three (3) in favor and one (1) denied, Fran.
Resolve: To approve up to \$20,000 from the reserves for the BOD to use exclusively for irrigation replacements as explained and agreed upon to do so per zone as needed utilizing services from Second Irrigation.

- D. **Fence Repair Funding:** It was explained that the minor PVC fence repairs and the areas where the trees are encroaching the fence still needed to be finished this year and because they are in the final stages, it was suggested that the remaining funds on the fence repair operating line be made available so that the BOD could move ahead when ready to proceed.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.
Resolve: To approve up to \$4,638 for the BOD to continue the fence repairs utilizing fence repair funds.

- E. **BOD applications:** It was explained that the BOD received three (3) applications by members of the Association. There are currently three (3) Class III seats vacant. It was further explained that the term for these seats would expire in March 2024.

1. **Olin Barnett:** No motion was made.
2. **Joe Saldivar:**

On Motion: Duly made by Fran, no second was made.
Resolve: Motion failed to appoint Joe Salvidar to the BOD.

3. **Kimberly Norman:**

On Motion: Duly made by Denise, second by Fran and carried unanimously.
Resolve: To appoint Kimberly Norman to a Class III BOD seat.

6. **Liaison Reports:**

- **Landscape:** Ed updated members as to Nature Coast's performance and that they were on the off-season schedule. He further explained that planting had been delayed due to the weather. The final costs for tree trimming and replacement of the waste stations were shared.

- **Irrigation/Pump House:** Denise gave an update on costs associated with irrigation repairs and that the pump house renovation had been scheduled.
- **Fences:** Denise shared that because getting all the vendors together at once to do the PVC renovation was not feasible, it has been broken down into steps. It was explained what these were and how it would be approached. She furthered by informing members that the part involving the columns would run into the next year. Fence repair costs were shared.
- **Monuments:** The costs were shared as to the entrance monument renovation and interior monument repairs. It was furthered by stating the small signs would be done next year, and that the monument located on the south side of the center would be addressed after a structural engineer inspected it.
- **Amenity Center/Office:** Costs were shared for many items that were renovated and/or repaired at and around the center. It was further explained that the BOD would continue to procure the new furniture, but it would not be placed out until the work at the center was done.
- **Violations:** Legal enforcement costs for July – September were shared. An update was given as to the status of inspections and that there has been much compliance.

7. **Adjournment:** The next board meeting is scheduled for November 14, 2023.

At 9:14 pm all business had been completed; therefore, the meeting is adjourned.

*BOD approved November 14, 2023