

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Special Meeting Minutes September 26, 2023

1. **Call to Order:** The special meeting was called to order by Denise Stearns, President, at 7:00 PM. It was explained that a written request by four (4) Directors was received on September 13, 2023, to conduct business that needed to be addressed before the next regular meeting.
 - **Roll Call of Directors/Verification of Quorum:** Denise Stearns (President), Adrienne Vining (Vice-President), Fran Telese (Treasurer), and Ed Campbell (Secretary) were present. Three (3) seats are vacant. A quorum was established. There was no representation for Wise Management Company.
 - **Verification of Timely Notice of Meeting:** Timely posting of meeting 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.
 - **Reading and Approval of Previous Minutes:**
 1. **June 28, 2023, Special BOD Meeting**

On Motion: Duly made by Adrienne, second by Fran and carried unanimously.
Resolve: To waive reading and approve June 28, 2023, minutes as presented.
 2. **July 11, 2023, Monthly BOD Meeting**

On Motion: Duly made by Adrienne, second by Fran and carried unanimously.
Resolve: To waive reading and approve July 11, 2023, minutes as presented.
 3. **August 8, 2023, Monthly BOD Meeting**

On Motion: Duly made by Adrienne, second by Fran and carried unanimously.
Resolve: To waive reading and approve August 8, 2023, minutes as presented
 4. **September 12, 2023, Monthly BOD Meeting**

On Motion: Duly made by Adrienne, second by Fran and carried unanimously.
Resolve: To waive reading and approve September 12, 2023, minutes as presented
2. **Board of Directors - Officer reports:**
 - **President Report:** The BOD recognized the resignation of Daniell Near.
 - **Vice – President:** Nothing to report.
 - **Treasurer Report:** Nothing to report.
 - **Secretary Report:** Nothing to report.
3. **Committee Reports:**
 - **ACC:** Members were reminded that volunteers were still needed.

- **Social:**

- a. **Fall Festival:** Fran gave a presentation as to what to expect at the Fall Festival. The BOD received a proposal to grant social funds for this event.

On Motion: Duly made by Denise, second by Adrienne.

Resolve: Denise withdrew the motion of approving up to \$400 for the Fall Festival after Fran had asked the BOD to consider a larger amount.

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

Resolve: To approve up to \$500 for the social committee to fund the Fall Festival.

- **Landscape:** Members were informed that volunteers were needed.

- **Maintenance:** Members were informed that volunteers were needed.

4. Unfinished Business:

- A. **Monuments (medium) – Annual Maintenance - Ratification:** It was explained that because all the previously approved man hours for other repairs were not used, the BOD decided to use some of them for these repairs as they all use the same funding line. Estimate 207876681 from Mr. Handyman will need to be ratified.

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

Resolve: To ratify the approval of man hours, as shown on estimate 207876681, for Mr. Handyman to repair the six (6) medium interior monuments in the amount of \$1,181 plus materials utilizing general maintenance funds.

- B. **Security Cameras:** It was explained that it may be a while before this item could be addressed. Therefore, consideration to dismiss the item from the agenda was made.

On Motion: Duly made by Denise, with no second.

Resolve: Motion failed to dismiss item from the agenda.

5. New Business:

- A. **Pool Side Shower Encasement Funding - Amendment:** It was explained that at the June 28 meeting, the BOD approved this work utilizing reserve funds in an amount up to \$2,362. However, once the work commenced, it was found that a significantly lower number of hours were needed. Therefore, the invoice was paid from general maintenance funds.

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

Resolve: To amend the motion made on June 28, 2023, that reads "To approve up to \$2,362 for Mr. Handyman to make necessary repairs to stabilize the poolside shower utilizing reserve funds" by changing "reserve" to "general maintenance."

- B. **Palm Tree Trimming - Ratification:** It was explained that the BOD decided to agree to ratify and move forward with the palm tree trimming and accept the proposal from Nature Coast due to the fact there would be no business at the 8/8 meeting, Nature Coast is an approved vendor and has completed the work several times, the fronds were falling, and a storm was approaching. The BOD was able to secure last year's price.

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

Resolve: To ratify the agreement and approve the Nature Coast proposal for palm tree trimming in the amount of \$12,400 utilizing landscape improvement funding.

- C. **Irrigation Repairs-Ratification:** It was explained that there were two larger repairs in August that were approved in accordance with the purchasing policy so that there was not a loss to landscape.
1. **Estimate 1368:** Zone 16 a and b had wiring issues due to age.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.
Resolve: To ratify the approval of estimate 1368 for Second Irrigation to perform the necessary repairs to Zone 16 a and b up to \$3,364.05.
 2. **Estimate 1378:** Main break on Mt. Carmel due to valve box and components being run over by traffic.

On Motion: Duly made by Denise, second by Ed and carried three (3) in favor and (1) Fran opposed.
Resolve: To ratify the approval of estimate 1378 for Second Irrigation to perform the necessary repairs up to \$4,562.50.
- D. **Community Center/Pool Lighting Design Proposal:** Proposal 082223-1 from PMD Engineering was presented and explained that this was needed to create a design that will meet criteria to obtain certification to allow night hours at the center. The process was explained to the members.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.
Resolve: To approve PMD Engineering proposal 082223-1 in the amount of \$2,950 to perform the work as described in the proposal to design and certify the center lighting utilizing reserve funding.
- E. **Pump House Renovation:** It was explained that the pump house had severe surface cracking due to lack of maintenance. The BOD elected not to do the door as it is working properly and would cost more. It was further explained that the remaining paint from the monuments would be used. This would be for preservation only. Mr. Handyman advised it may require up to 16 hours.

On Motion: Duly made by Denise, second by Adrienne and carried unanimously.
Resolve: To approve up to \$2,362 plus materials for Mr. Handyman to repair and paint the pump house utilizing general maintenance funds.
- F. **Valve Boxes – Repair and Secure:** It was explained that the HOA has been experiencing more extreme irrigation repairs due to non-replacement of system and it was suggested that the BOD should continue looking at replacements instead of repairs. Denise suggested using the amount shown on the estimate as a guide to approve reserve funds so that the BOD can proceed as soon as the investigation was completed.

On Motion: Duly made by Denise, second by Ed.
Resolve: Denise withdrew the motion to approve up to \$10,500 for Second Irrigation to complete the replacement and securing of the irrigation valve boxes as directed by the BOD utilizing reserve funds.

The discussion was furthered when Fran stated she did not agree with using the same vendor for all the irrigation repairs and a second opinion should be had.

On Motion: Duly made by Denise, second by Adrienne.
Resolve: Denise withdrew the motion 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.

Ed stated he would like the motion to specifically state a second opinion would be had.

On Motion: Duly made by Ed, second by Adrienne and carried unanimously.
Resolve: 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 and obtain a second opinion.

- G. **Wise Property Management – Termination of Contract:** It was explained that the contract held between BH HOA and Wise Property Management was set to expire on December 31, 2023, and would auto renew unless the BOD served a 60-day notice to terminate. The notice has been reviewed and will be delivered on behalf of the Association, in accordance to the contract, by the HOA attorney. It was explained because of the nature of this item discussion with members would be held after the votes were cast.

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

Resolve: To terminate the management agreement held between Brentwood Hills Homeowners' Association and Wise Property Management effectively on December 31, 2023, and approve the termination notice, as presented before us, that will be delivered by Tinkel Law Firm on behalf of the Association.

The BOD held a discussion with the members as to why they decided to terminate the management contract.

6. Adjournment:

At 9:15 pm all business was completed according to the agenda; therefore, the meeting is adjourned.

*BOD approved November 14, 2023