

# BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

## **Board of Directors – Monthly Meeting Minutes November 14, 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), Ed Campbell (Secretary), and Kim Norman (Director) were present, and two (2) seats are vacant. A quorum was established. There was no representation from Wise Management.
- **Verification of Timely Notice of Meeting:** Timely posting of meeting notice and agenda were confirmed as being distributed on 11/8 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes:** September 26, 2023, Special BOD Meeting and October 10, 2023, BOD/Budget Meeting.

**On Motion:** Duly made by Ed, second by Adrienne and carried four (4) in favor and one (1) Kim abstained.  
**Resolve:** To waive reading and approve September 26, 2023, Special BOD Meeting minutes as presented before us.

**On Motion:** Duly made by Ed, second by Adrienne and carried four (4) in favor and one (1) Kim abstained.  
**Resolve:** To waive reading and approve October 10, 2023, BOD/Budget Meeting minutes as presented before us.

## 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, by stating the request for reimbursement of Association legal fees had been denied. Therefore, costing members the full amount of over \$6,000.
  - b. **2022 Audit:** Members were informed that the audit had been finalized and they could obtain a copy free of charge from Wise Management Company.
  - c. **Legal Services:** Legal service charges for October were shared with members.
  - d. **Wise Property Management Expenses:** September expense invoice from Wise Property Management, with costs, was shared with members. It was further stated that the invoice had not been paid and was sent back for an explanation or correction of charges.
  - e. **Management Transition:** Denise shared the status as to the transition and reminded members to continue to do business through Wise Management until notice was received via mail.
- **Vice – President:** Nothing to report.
- **Treasurer Report:** Fran gave report pertaining to October financials. Denise stated that a Collections report would not be given due to not receiving requested documentation from Wise Management.
- **Secretary Report:** Nothing to report.

### 3. Committee Reports:

- **ACC:** Volunteers needed.
- **Social:** Fran gave an update as to the Fall Festival that was held on October 21, 2023.
  - a. **Tree Lighting Funding:** Fran gave a presentation as to what the event would consist of, including the date and time.

**On Motion:** Duly made by Adrienne, second by Ed and carried unanimously.  
**Resolve:** To approve up to \$350 for the social committee to procure items for the Tree Lighting Event.
  - b. **Santa Claus is Coming to Town Funding:** Fran gave a presentation as to what the event would consist of, including the date and time. She further explained that volunteers were needed to hang Holiday lights.

**On Motion:** Duly made by Ed, second by Adrienne and carried unanimously.  
**Resolve:** To approve up to \$450 for the social committee to procure items for the Santa Claus Coming to Town Event.
- **Landscape/Maintenance:** Volunteers needed.

### 4. Unfinished Business:

- A. **Security Cameras:** It was explained that when this item was placed on the agenda that it was for consideration of replacing one camera. Since it has been noted that the BOD would need to go back to the original plan and continue the investigation into the whole system, which will take some time.

**On Motion:** Duly made by Denise, second by Ed, carried three (3) in favor and two (2) Kim and Fran opposed.  
**Resolve:** To dismiss the item "Security Cameras" from the agenda to allow more time to further investigate the issues.

### 5. New Business:

- A. **Pool Leak Detection - ratification:** It was explained that it was brought to the attention of the Board that there was indication that the community pool may have leaks through the presence of water levels decreasing, more chemicals being needed, and higher water bills. It was furthered by informing members of the Purchasing Policy and why/when the BOD would utilize it. The contractor, Red Rhino, was referred to the Board by the HOA contracted Pool maintenance vendor and a proposal was received to perform a leak detection. In such cases, whereas the Board deems an emergency in accordance with the Purchasing, they must ratify it.

**On Motion:** Duly made by Ed, second by Adrienne and carried unanimously.  
**Resolve:** To ratify the emergency approval allowing up to \$1,795 for Red Rhino to perform a leak detection on the community pool as outlined on Quote 353186 utilizing pool repair funds.
- B. **Irrigation Repairs-ratification:** It was explained when the irrigation vendor performs the monthly inspection, he is only allowed up to a certain amount to make repairs and then he must submit an estimate for any remaining repairs. In receiving said estimate, the board deemed it an emergency in accordance with the purchasing policy so not to have any damage to the landscaping and therefore must ratify it.

**On Motion:** Duly made by Adrienne, second by Ed with three (3) in favor and two (2) Fran and Kim opposed.  
**Resolve:** To ratify the emergency approval allowing up to \$1,248.54 for Second Irrigation to make the additional October repairs that were above the allowed contracted amount as outlined on estimate 1405 utilizing irrigation repair funding.

- C. **Pool Motor Replacement - ratification:** It was explained it was brought to the attention of the Board that the pool motor was experiencing issues and may fail. The Board obtained an estimate from Sav-A-Buc to procure and replace the motor. Because it would take time to have the motor delivered and installed, the Board deemed it an emergency so that the pool could remain running as needed to comply. It was furthered by explaining the Board will be receiving an estimate to rebuild the existing motor and keep it on hand.

**On Motion:** Duly made by Ed, second by Fran, carried unanimously.

**Resolve:** To ratify the emergency approval allowing up to \$1,876.23 for Sav-A-Buc to procure and replace the pool motor as outlined on estimate 1929 utilizing mechanicals reserve funds.

- D. **2023 Audit Proposal:** It was explained that a proposal from Bashor and Legendre was received for Brentwood Hills 2023 financial statement services and tax return. It was further explained that Bashore & Legendre has prepared BH HOA year-end financial statements and tax returns for years. A discussion was had regarding the total cost and how it is paid.

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

**Resolve:** To approve the proposal from Bashor & Legendre, LLP for BH HOA 2023 financial statement services including tax return for the estimated amount of \$7,150 but allowing for any unexpected circumstances as outlined in the proposal with the retainer, in the amount of \$3,400, being paid in 2023 and the balance to be paid in 2024 utilizing accounting funds.

- E. **December BOD Meeting Date:** It was explained that when the 2023 meeting schedule was approved, the date for the December BOD meeting was left to be determined as in the past years, due to the holidays, there wasn't a scheduled meeting held. It was further explained that only a 48-hour notice is required for a monthly BOD meeting. In keeping with a Tuesday but a week early, the proposed date is December 5, 2023.

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

**Resolve:** To hold the December BOD meeting on December 5, 2023, at 7:00 pm.

- F. **Proxies for BOD Meetings:** It was explained that recently proxies were being submitted by members to use at BOD meetings. After further investigation and attorney consultation, it was found that there seemed to be no such thing nor does the law or BH HOA documents allow for the BOD to accept them as would be used at a member meeting. A discussion was had as to why the BOD would vote on an item already addressed by the law or documents.

**On Motion:** Duly made by Denise, second by Ed, three (3) in favor and two (2) Fran and Kim opposed.

**Resolve:** To deny the use of proxies for BOD meeting attendance.

- G. **Dog Park Sure-Fi:** A detailed explanation was given as to the components and how they work pertaining to the dog park gate access along with the findings that the Sure-Fi has failed and needed to be replaced. The proposal from ATS was reviewed and shared with members. It was stated that this is part of the access system and there were remaining funds in the reserves.

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

**Resolve:** To approve up to \$2,126 for ATS to procure the dog park Sure-Fi and perform all work in accordance with the 11/8 Sure-Fi Install proposal utilizing reserve funds for the first \$1,636 and the remaining utilizing general maintenance funds.

- H. **Pool Gutter Repairs:** It was explained that during the leak detection, leaks and repairs were found. Red Rhino provided the BOD with a detailed report. Upon receiving the quote, the BOD deemed it as an emergency to get the leaks repaired as soon as possible to avoid additional costs associated with them and that more work was still to follow. Denise stated that after the Quote was approved, Red Rhino verbally stated that the tile was included. However, the approved quote would be the one ratified.

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

**Resolve:** To ratify the emergency approval for \$1,995 plus the cost of the tile for Red Rhino to repair the three (3) pool gutter leaks in accordance with quote 355487 utilizing pool repair funds.

I. **BOD applications:** It was explained that the BOD received two (2) applications by members of the Association. There are currently two (2) Class III seats vacant.

1. **Olin Barnett:** No motion was made.

2. **Joe Saldivar:**

**On Motion:** Duly made by Fran, second by Kim, with two (2) in favor and three (3) Denise, Ed, and Adrienne opposed.

**Resolve:** Motion failed to appoint Joe Saldivar to the BOD.

## 6. **Liaison Reports:**

- **Landscape:** Ed updated members as to Nature Coast's performance and that they were on the off-season schedule. Denise added that the BOD has requested an updated proposal for the Kiddie Area Bed cleanup.
- **Irrigation/Pump House:** An update was given as to the costs associated with irrigation repairs and the pump house renovation.
- **Fences:** An update was given regarding the scheduling of the minor repairs and status of the rest of the repairs.
- **Monuments:** It was explained that the investigation has begun regarding the small sign renovation that is scheduled for 2024 with Kim taking the required pictures.
- **Amenity Center/Office:** Updates were given stating the leak repairs have been scheduled, the pool pump and splash pad timer have been replaced, and that PMB Engineering has made their initial visit and has started on the design for the center lighting. Members were also updated on the cost associated with the procurement of furniture to date.
- **Violations:** Legal enforcement costs for October were shared in which three (3) accounts were sent an initial demand. An update was given as to the status of inspections and that there has been much compliance. Members were reminded that it is a long process so while they may not see owners complying, that doesn't necessarily mean they weren't noticed. The members were asked if they see a property of concern, they should send that address to Wise Management so that the status may be checked. If it has not already been noticed, it will go on the list for the next inspection.

7. **Adjournment:** The next board meeting is scheduled for December 5, 2023.

At 8:28 pm all business had been completed; therefore, the meeting is adjourned.

\*BOD approved 12/5/23