

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors – Monthly Meeting Minutes December 5, 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 Kimberly 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 11/30 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes:** November 14, 2023, BOD Meeting.

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

Resolve: To waive reading and approve November 14, 2023, BOD Meeting minutes as presented before us.

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

- **President Report:**
 - a. **BOD Meetings:** Denise informed members that starting in January, the gate will always be closed. Therefore, members must bring and use their key to gain access. Staff will be advised to watch the access system to ensure that all entering are members.
 - b. **Wise Property Management Expenses:** October expense invoice from Wise Property Management, with cost, was shared with members. It was further stated that the September invoice had been resubmitted but not paid as all charges had not been corrected.
 - c. **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.
 - d. **Reports/Updates:** Members were advised that due to the meeting being early and the lack of documents received from Wise, the reports and updates will be brief.
- **Vice – President:** Nothing to report.
- **Treasurer Report:** Unable to report on November financials.
- **Secretary Report:** Nothing to report.

3. **Committee Reports:**

- **ACC:** Nothing to report.
- **Social:** Fran gave an update as to the Tree Lighting Event that was held on December 2, 2023, followed by a reminder for the upcoming event, Santa is Coming to Town, which will be held on December 17, 2023.
 - a. **Vendor Fair Requirements/Proposal:** Fran gave a presentation as to the event proposals, including the

Spring Fair would be held on May 4, 2024, and the Holiday Fair would be held on November 16, 2024, both 1 – 5pm. Denise informed members that the BOD had investigated the requirements in which the Vendor Fairs shall be regulated including, but not limited to, events can not be open to the public, HOA may not charge or exchange money, and vendors must meet set requirements. It was further explained that upon approval of the proposed dates, the social committee will be allowed to promote the Fairs, but vendors will not be allowed to register until the BOD has approved the registration forms. Upon registration, vendors must provide all documents to the social committee who will then give them to the BOD for final approval.

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

Resolve: To approve the social committee to hold the Spring and Holiday Vendor Fairs on the dates and times as stated, contingent on the information as previously stated.

- **Landscape/Maintenance:** Nothing to report.

4. **Unfinished Business:** Nothing to be considered.

5. **New Business:**

- A. **2024 Meeting Schedule:** It was explained that the BOD would like to stay with having the Regular BOD Meetings to be held on the second Tuesday of the month with the December meeting to be determined and the Annual Meeting held on the third Monday in March. It was furthered by stating that this approval would satisfy the 5-day requirement and that dates are subject to change with further approval as allowed.

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

Resolve: To approve the 2024 Meeting schedule as presented.

- B. **2024 Center/Security/Office Hours:** It was explained that until the BOD gets a better understanding as to the lighting repairs, only January 1st – March 9th, 2024, hours will be considered. The hours were stated as the Center being open daily 7:00 am – 6:00 pm, Office being open daily 1:00 pm – 6:00 pm, and Security being on site 12:30 pm – 6:30 pm. Hours are subject to change as needed and will be posted at the center.

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

Resolve: To approve January 1, 2024, to March 9, 2024, Center, Office, and Security hours as stated.

- C. **Violation Policy Revision:** It was explained that this was made up of three (3) parts to do business under Wise Property Management and with the change of management, the BOD would need to address any changes needed. It was furthered by stating the resolution would remain as is, the SOW made for Wise would just end, and being that McNeil Management has their own notices, the Notice would need to be rescinded which will take affect on January 1, 2024.

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

Resolve: To rescind the BH HOA Notice of Violation effective January 1, 2024.

- D. **Glausier Knight Jones Invoice:** It was explained that the BOD received invoice 36511 in the amount of \$4.23 from Glausier Knight Jones Attorney at Law for work that was not requested nor contracted. Therefore, the BOD must consider whether to pay it.

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

Resolve: To deny payment for invoice 36511 to Glausier Knight Jones Attorney at Law.

E. **ACC/Violation Positions:** It was explained that as with a lot of items, the whole BOD doesn't need to be on everything. Due to the lack of an ACC and the new processes being put into place with the management change, the BOD has discussed to split BOD members up into groups of three (3) to carry out the work needed on behalf of the BOD apart from when full BOD approval is needed. It was furthered by clarifying that the BOD members will not be joining nor creating committees but instead just appointing BOD positions.

1. **ACC Positions:** It was explained that the BOD thought that Fran, Kim, and Denise, with Denise being liaison, would be the best choice for these three (3) positions.

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

Resolve: To appoint ACC positions as stated and grant said BOD members authorities to conduct HOA ACC business apart from when a majority of the BOD approval is required.

2. **Violation Positions:** It was explained that the BOD thought that Ed, Denise, and Adrienne, with Adrienne being liaison, would be the best choice for these three (3) positions.

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

Resolve: To appoint Violation Enforcement positions as stated and grant said BOD members authorities to conduct HOA ACC business apart from when a majority of the BOD approval is required.

F. **Reserve Contribution:** It was explained that when the 2023 budget was made, the BOD was misinformed by Wise Property Management as to how much should be allowed on the bad debt line and that after further discussion, the BOD had agreed to approve said budget with the edit to move \$5,000 from the proposed reserve contribution to the bad debt line. It was furthered by explaining there were a few lines running under budget that would allow the BOD to move those funds to the appropriate account. While it is too premature to approve which lines that would come from, it will be done at the time the request is sent to Wise to cut the check.

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

Resolve: To approve an extra reserve contribution, form the operating account in the amount of \$5,000.

G. **Sign Renovation:** It was explained that the last time the eleven (11) signs had been professionally renovated was in 2015 and was needed to ensure they last until the replacement funds were available in the reserves. The BOD had received an estimate from Signs by Mineo to repair the three (3) broken signs, to remove/install and prime/paint, including the posts, for all eleven (11) signs. It was furthered by stating that Signs by Mineo is an approved vendor and has done BH HOA signs for numerous years.

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

Resolve: To approve up to \$5,375 for Signs by Mineo to renovate the eleven (11) small interior signs in accordance with estimate 738.

H. **Handyman Hours:** It was explained that due to change in events since the agenda was made, that there was no need for this item to be taken up.

I. **Management Transition of Official Records/Duties:** It was explained since the agenda was made; Wise informed the BOD that they will not be complying with the requests in the planned transition process. It was furthered by explaining the problems the BOD has seen with Wise referring accounts to collections and that the BOD had discussed and agreed it would be in the best interest to waive the referral process for delinquent assessment accounts to collections for the December 2023 cycle to allow time to review and adjust ledgers.

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

Resolve: To waive the referral process for delinquent assessment accounts to collections for the December 2023 cycle.

J. **BOD applications:** Members were reminded that there is a deadline to submit applications for appointment.

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

6. Liaison Reports:

- **Landscape:** Ed updated members as to Nature Coast's performance. Denise added that the BOD had previously approved up to \$2,000 for no particular vendor to bring the Kiddie plant bed into a maintainable state per the landscape contract. The BOD received a proposal in the amount \$1,975 from Nature Coast as they will be the vendor held accountable to maintain it per their contract. In addition, members were informed that Yellowstone had corrected their invoice from April in which they reimbursed the HOA \$460.38 for irrigation damage caused by their crew.
- **Irrigation/Pump House:** An update was given as to the costs associated with irrigation repairs for November.
- **Fences:** An update was given regarding the completion of the minor repairs and was furthered by explaining that McNeil would be contacting the two vendors for the next phase as to a date when they both would be available so that it can be done soonest next year. Because there are still fence repair funds, the BOD agreed to procure and store the needed fence post caps that will be installed in the final phase.
- **Monuments:** It was explained that in addition to the signs being renovated, some of the posts are exhibiting wood rot and may need to be replaced accordingly.
- **Amenity Center/Office:** Updates were given with cost, including but not limited to, the pool leak detection and gutter repairs, pool pump and splash pad timer replacements, dog park Sure-Fi was ordered, and two (2) maintenance gate hinges were being replaced due to level of rust and breakage.
- **Violations:** It was explained that there were (24) violations currently still with the attorney. A discussion was had as to how the new process under McNeil Management would be carried out.

7. Adjournment: The next board meeting is scheduled for January 9, 2024.

At 7:57 pm all business had been completed; therefore, the meeting was adjourned.

*BOD approved 2/13/24