

# BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

## Board of Directors Meeting Minutes February 13, 2024

1. **Call to Order:** The meeting was called to order by Denise Stearns, President, at 7:00 PM.

**Revision to Agenda:** It was explained the BOD has not been able to obtain quorum for four (4) consecutive meetings due to directors boycotting meetings to block the HOA's ability to conduct business. The agenda for this meeting includes the item "BOD Nominations." The directors present are Denise Stearns, Adrienne Vining, and Ed Campbell.

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

**Resolve:** To revise the agenda by immediately tending to item ® concerning BOD Nominations to meet quorum and conduct Association business.

- R. **BOD Nominations:** Miguel Viruet accepted the nomination to the Board of Director's vacant Class III seat.

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

**Resolve:** To appoint Miguel Viruet to the vacant Class III BOD seat.

- **Roll Call of Directors/Verification of Quorum:** Denise Stearns (President), Adrienne Vining (Vice-President), Ed Campbell (Secretary), and Miguel Viruet (Director) were present. Fran Telese (Treasurer) was absent, and two (2) seats are vacant. A quorum was established. Doug Pinner represented McNeil Management.
- **Verification of Timely Notice of Meeting:** Timely posting of meeting notice and agenda were confirmed as being distributed on 2/8 by placing on the HOA website and in a conspicuous location at the community center.
- **Reading and Approval of Previous Minutes:**

a. **December 5, 2023, BOD Meeting:**

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel)

**Resolve:** To waive reading and approve December 5, 2023, BOD Meeting minutes as presented.

b. **December 20, 2023, BOD Special Meeting:**

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel)

**Resolve:** To waive reading and approve December 20, 2023, BOD Special Meeting minutes as presented.

c. **December 28, 2023, BOD Special Meeting:**

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel)

**Resolve:** To waive reading and approve December 28, 2023, BOD Special Meeting minutes as presented.

d. **January 9, 2024, BOD Meeting:**

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel)

**Resolve:** To waive reading and approve January 9, 2024, BOD Meeting minutes as presented.

## 2. Board of Directors - Officer reports:

- **President Report:**
  - a. **County Work:** Members were updated on the results of the speed test on Brentwood Hills Blvd and the upcoming traffic study.
  - b. **2024 Election Process:** The election process was reviewed.
  - c. **Resignations:** The BOD recognizes the resignation of Fran Telese from the ACC and Kimberly Norman's resignation from the ACC and Board of Directors.
  - d. **Violations:** An enforcements update was shared.
- **Vice – President:** Nothing to report.
- **Treasurer Report:** Doug Pinner gave the January 2024 financial report.
- **Secretary Report:** Nothing to report.

## 3. Committee Reports:

- **ACC:** Nothing to report.
- **Social:** Fran Telese (Chair) was not in attendance. Denise shared with members that the BOD is currently collaborating with the committee in order for the committee to meet all requirements as they will be making a final decision of HOA funds.
- **Landscape/Maintenance:** Ed gave an update on the lawn maintenance.

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

## 5. New Business:

- A. **BOD Nomination Form - Revision:** It was explained why this form needed further revising as well as what the purpose is and how it is to be used.

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To approve the BH HOA BOD Nomination Form Template as presented.

- B. **ACC Application - Transition:** It was explained that with the change in management, the process in which ACC applications are to be submitted will be changing from paper to electronic.

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To transition the ACC application process from paper to electronic.

- C. **Collection Policy - Revision:** It was explained that with the change of management, there was a need to revise the NOLA and policy in accordance with the contract.

1. **NOLA (Notice of Late Assessment):**

**On Motion:** Duly made by Ed, second by Adrienne and carried unanimously.  
**Resolve:** To rescind the BH HOA NOLA (Notice of Late Assessment) and allow McNeil Management's NOLA.

2. **BH HOA Uniform Collection Policy:**

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To adopt the revised BH HOA Uniform Collection Policy.

- D. **Purchasing Policy - Revision:** It was explained that the BH HOA BOD Purchasing Policy has been revised to reflect what a Purchasing Policy should contain.

**On Motion:** Duly made by Ed, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To adopt the revised BH HOA Purchasing Policy as presented.

- E. **Community Center/Office/Security Hours - Proposal:** The hours for the rest of the year 2024 were presented. It was stated that these are subject to change.

**On Motion:** Duly made by Adrienne, second by Ed. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To approve the proposed Community Center, Office, and Security Staff hours as presented and allowing the President and/or Management company to make any necessary adjustments.

- F. **Guest Bands - Proposal:** It was explained that the BOD felt the need to find a solution so that security could easily track party guests. The process in which the guest bands would be utilized would be that when a resident reserves a party, they would be given the amount of same-colored bands for the expected number of guests. It would be the responsibility of the residents to hand out a band to each of their guests so that they can be recognized upon arrival. The resident will receive a band of a distinct color. The cost associated with the procurement of the bands was shared.

**On Motion:** Duly made by Denise, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To approve the use of guest bands as described and the procurement of the guest bands utilizing office expense funds.

- G. **Meeting Schedule - Revision:** It was explained that BOD meetings became known as monthly meetings. There is no duration as to when a BOD has to hold their meetings. Therefore, the BOD would like to revise the previously approved meeting schedule. It was further explained that the BOD may hold other meetings in addition to the scheduled meetings when the need arises and that meetings may not be held exclusively via zoom.

**On Motion:** Duly made by Denise, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To revise the 2024 meeting schedule that was approved on December 5, 2023, by removing the March 12th and December BOD meeting with all meetings being held in person.

- H. **Vendor Fair Registration Forms:** It was explained these were not completed at this time.

**On Motion:** Duly made by Denise, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To postpone the agenda item "Vendor Fair Registration Forms" until all the information has been gathered and the forms have been drafted.

- I. **2024 Social Event Calendar - Proposal:** It was explained that the BOD is in receipt of the proposed 2024 Social schedule of events and that only the events, dates, and times will be considered.

**On Motion:** Duly made by Denise, second by Adrienne. Carried three (3) in favor and one (1) abstained (Miguel).  
**Resolve:** To approve all of the social events, dates, and times as shown on the schedule.

- J. **Strawberry Celebration - Proposal:** It was explained the BOD is in receipt of the proposal for the Social Strawberry Celebration which includes the request that the committee be granted up to \$150 for this event and that it had been scheduled for February 17, 2024. The social chair was not in attendance to provide further details.

**On Motion:** Duly made by Adrienne, second by Ed. Carried three (3) in favor and one (1) abstained (Miguel).

**Resolve:** To approve the social committee up to \$150 to fund the Strawberry Celebration Event.

- K. **Easter Egg Hunt - Proposal:** It was explained the BOD is in receipt of the proposal for the Social Easter Egg Hunt which includes the request that the committee be granted up to \$700 for this event and that it had been scheduled for March 30, 2024. The social chair was not present to provide further details.

**On Motion:** Duly made by Adrienne, second by Ed. Carried three (3) in favor and one (1) abstained (Miguel).

**Resolve:** To approve the social committee up to \$700 to fund the Easter Egg Hunt event.

- L. **Landscape Contract - Addendum:** It was explained that this was not an amendment to the current contract but instead the BOD would like to add the annual palm tree trimming to the contract as was done in previous years with the difference being it will no longer be ale carte but the work will be carried out at a certain time of year at a fixed cost.

**On Motion:** Duly made by Denise, second by Ed. Carried three (3) in favor and one (1) abstained (Miguel).

**Resolve:** To approve the addendum to add the annual palm tree pruning to the BH HOA Landscape Maintenance contract as presented.

- M. **Restroom Painting - Proposal:** It was explained that the light beige areas of the restroom walls and benches needed to be cleaned and painted. The BOD is in receipt of the estimate from the HOA handyman, Kevin Johnson, in the amount of \$1,500. The BOD discussed placing a cap on the proposed amount.

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

**Resolve:** To approve up to \$1,700 for Kevin Johnson to complete the painting of the restroom walls and benches as described.

- N. **Restroom Flooring - Proposal:** It was explained that the epoxy portion of the restroom floors are worn and must be recoated with a non-slip coating. The BOD has discussed and made its selection as to which vendor would be best to perform this task from the five (5) vendors that were contacted. The BOD chose Performance Floors & Coating which submitted a proposal in the amount of \$3,024.95. The BOD discussed placing a cap on the proposed amount.

**On Motion:** Duly made by Denise, second by Ed. Carried three (3) in favor and one (1) abstained (Miguel).

**Resolve:** To approve up to \$3,500 for Performance Floors & Coating to complete the restoration of the epoxied portion of the restroom floors in accordance with proposal 559652.

- O. **Irrigation Repairs:** It was explained that the BOD was in receipt of three (3) estimates that needed to be addressed.

1. **Estimate 1429:** This estimate was approved in accordance with the Purchasing Policy to immediately excavate a mainline break causing the irrigation system to be shut down and would need to be ratified.

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

**Resolve:** To ratify Estimate 1429 and approve up to \$1,500 for Second Irrigation to further investigate the mainline break in order to obtain an estimate to repair.

2. **Estimate 1431:** It was explained that ants have gotten into the forest controller and caused it to stop working and therefore would need to be replaced. It was explained that preventative measures would be attempted in an effort to stop this from happening again.

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

**Resolve:** To approve up to \$1,209 for Second Irrigation to perform the work on the tree forest controller as described on estimate 1431.

3. **Estimate 1436:** The BOD is in receipt of estimate 1436 along with pictures and videos depicting the leak and surrounding components. Being that the surrounding components are old and worn, the BOD has decided to consider a full replacement of this area so not to have further complications to the system.

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

**Resolve:** To approve up to \$3,750 for Second Irrigation to replace the exposed components at this location as described on estimate 1436.

- P. **Social Committee Nominations:** It was explained the BOD is in receipt of three (3) social committee applications from Pamela McGuire, Candy Malaspina, and Rocco Telese showing interest in becoming social committee members.

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

**Resolve:** To appoint Pamela McGuire, Candy Malaspina, and Rocco Telese to the social committee.

- Q. **ACC Member Nominations:** It was explained the BOD is in receipt of an ACC application from Charlie Leo showing interest in becoming an ACC member.

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

**Resolve:** To appoint Charlie Leo to the ACC committee.

- R. **BOD Nominations:** This item was moved to and addressed at the beginning of the meeting.

- S. **Adoption of Amended and Restated Bylaws:** It was explained that the current Bylaws adopted in 2019 contain inconsistencies and undue burdens that hinder the Association's ability to properly operate. The proposed Bylaws were reviewed. Every member would receive a recorded copy if approved.

**On Motion:** Duly made by Denise, second by Ed. Carried three (3) in favor and one (1) abstained (Miguel).

**Resolve:** To adopt the Amended and Restated BH HOA Bylaws as presented.

- **Members were allowed to speak on all designated agenda items.**

6. **Adjournment:** At 8:30pm all business had been completed; therefore, the meeting was adjourned.

\*BOD approved 4/9/2024