

# **BRENTWOOD HILLS**

HOMEOWNERS' ASSOCIATION, INC.

## **Board of Directors Meeting Minutes April 9, 2024**

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), Ed Campbell (Treasurer) were present. Pablo Alanis (Director) was absent at the time of the roll call but arrived at 7:16 pm, and one (1) seat is 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 4/4 by placing on the HOA website and at the conspicuous location at the community center in accordance with HOA Bylaws.
  - **Reading and Approval of Previous Minutes:**
    - a. **February 13, 2024, BOD Meeting:**

**On Motion:** Duly made by Adrienne, second by Ed. Carried unanimously.  
**Resolve:** To waive reading and approve February 13, 2024, BOD Meeting minutes as presented.
    - b. **March 18, 2024, Organizational Meeting:**

**On Motion:** Duly made by Adrienne, second by Ed. Carried unanimously  
**Resolve:** To waive reading and approve March 18, 2024, Organizational Meeting minutes as presented.
2. **Board of Directors - Officer reports:**
  - **President Report:** Nothing to report.
  - **Vice – President:** Nothing to report.
  - **Treasurer Report:** Doug Pinner gave the March 2024 financial report.
  - **Secretary Report:** Nothing to report.
3. **Committee Reports:**
  - **ACC:** Volunteers still needed.
  - **Social:** Fran Telese (Chair) gave the report on the outcome of the Easter Egg Hunt.
  - **Landscape/Maintenance:** Nothing to report.
4. **Unfinished Business:**
  - A. **Vendor Fair Registration Forms:** Was not addressed due to not being finalized.
  - Pablo's arrival at 7:16 pm was recognized.

## 5. New Business:

- A. **Social – Summary of Events Form:** It was explained why this form was created and how it would be used by the social committee to fulfill their duties to the BOD. The social chair was asked to review said form.
- On Motion:** Duly made by Adrienne, second by Ed. Carried unanimously.  
**Resolve:** To approve the BH HOA Social Committee Summary of Events form as presented.
- B. **Social – Summer Kickoff:** A discussion was held with the social chair and committee members in attendance which resulted in a request to change the date of this event.
- On Motion:** Duly made by Denise, second by Ed. Carried unanimously.  
**Resolve:** To approve the requested change of date for the Summer Kickoff event.
- C. **Social – Spring Vendor Craft Fair:** A discussion was held with the social chair and committee members in attendance which resulted in a request to change the date of this event.
- On Motion:** Duly made by Denise, second by Adrienne. Carried unanimously.  
**Resolve:** To approve the request to change the date for the Spring Vendor Craft Fair contingent on the vendor forms are finalized.
- D. **Holiday Decorating Committee – Creation of:** A discussion was had regarding why the BOD felt the need to create this committee. It was furthered by describing some of the duties this committee shall have.
- On Motion:** Duly made by Ed, second by Adrienne. Carried unanimously.  
**Resolve:** To create a Holiday Decorating Committee.
- E. **ATS Invoice - Ratification:** It was explained that Invoice T0013673 was deemed an emergency in order to fix the security system that was damaged as a result of vandalism in order to keep the community center safe. Keeping in accordance with the Purchasing Policy, it must be ratified.
- On Motion:** Duly made by Adrienne, second by Ed. Carried three (3) in favor and one (1) abstained (Pablo).  
**Resolve:** To ratify ATS Waypoint Invoice T001363 in the amount of \$1,639.23.
- F. **PVC Fence Quarterly Inspection/Repairs:** It was explained that the HOA previously held an agreement with Kevin Johnson similar to the one being proposed. The BOD has discussed the importance of routine fence maintenance and explained that an allowance for the vendor to make immediate repairs was added as well.
- On Motion:** Duly made by Denise, second by Adrienne. Carried three (3) in favor and one (1) abstained (Pablo).  
**Resolve:** To approve the Brentwood Hills HOA PVC Fence Quarterly Inspection/Repairs Agreement between Brentwood Hills' HOA and Kevin Johnson as presented.
- G. **Insurance Renewal - Proposal:** It was explained that all HOA insurances except the workmen's compensation portion would be expiring. The HOA agent has shopped around and presented a proposal to the BOD which resulted in the same coverage from the same carriers as in the existing policy. Members were informed of the increase in price.
- On Motion:** Duly made by Ed, second by Adrienne. Carried unanimously.  
**Resolve:** To approve the HOA insurance proposal received from BKS Partners for the period April 30, 2024, to April 30, 2025, in the amount of \$78,038.80.

- H. **Camera Encoders - Proposal:** It was explained what encoders are and what they are used for within the security system as well as why a replacement was needed. It was further explained that while an actual proposal has not been received as of yet by the BOD, the BOD feels it necessary to approve funds so that it can act upon this important matter as soon as possible.

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

**Resolve:** To approve up to \$2,000 for ATS to procure and replace encoders.

- I. **Collections – Suspension of Accounts More than 90 Days Delinquent:** It was explained why the BOD needed to consider the suspension of the accounts that are currently more than 90 days late on their assessment payments. The properties are located at:

1. 1604 Citrus Orchard Way
2. 1123 Tuscanny St
3. 310 Sand Ridge Dr
4. 503 Beth Ann St
5. 401 Sand Ridge Dr
6. 633 Sand Ridge Dr

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

**Resolve:** To suspend the accounts for the mentioned lots until the HOA attorney notifies management that their accounts have been paid in full.

- J. **Hardwood Tree Trimming/Removal - Proposal:** It was explained the BOD is currently in the process of placing all Hardwood trees owned by the Association on a routine maintenance schedule. A proposal was received from Nature Coast to tend to this years select trees. It was further explained as to why the BOD was not obligated to nor elected to obtain multiple proposals for the amount as stated on the proposal. The BOD discussed placing a cap on this for their use in the event that any other items are found before the work has been completed.

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

**Resolve:** To approve up to \$16,000 for Nature Coast to perform the requested Arbor Care.

- K. **Forest Irrigation - Proposal:** It was explained the BOD received an estimate from Second Irrigation for repairs needed to the forest that were found during the March inspection period. The BOD discussed the ongoing issues they have been faced with within this area and how to address this area which resulted in needing further information.

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

**Resolve:** To go against the recommended repairs at this time and dismiss this item from the agenda.

- L. **Irrigation Zone 31 – Proposals:** It was explained the BOD received two (2) estimates from Second Irrigation for repairs needed to Zone 31 that were found during the March inspection period. The BOD discussed the ongoing issues they have been faced with and within this zone. It was noted that the total of the two (2) estimates does fall below the threshold as stated in the purchasing policy and can be approved if a decline in the landscape becomes apparent.

**On Motion:** Duly made by Denise, second by Pablo. Carried unanimously.

**Resolve:** To postpone the approval of the recommended repairs by Second Irrigation as indicated on Estimate 1445 & 1446.

- M. **BOD Nominations:** It was explained that there was one (1) Class I seat vacant in which the term will expire in March of 2025. Therefore, if the BOD appoints a member to this seat, they will carry out their duties for the remainder of the term.

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

**Resolve:** To nominate and appoint Miguel Viruet to the vacant Class I BOD seat.

N. **Secretary Position:** It was explained that the BOD received and recognized the resignation of Ed Campbell as to the Secretary position on 4/8/24 and that the directors should consider filling the position.

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

**Resolve:** To nominate and appoint Miguel Viruet as the HOA Secretary.

## 6. **Liaison Reports:**

- **Landscape:** Ed gave report as to landscape maintenance.
- **Amenities/Office:** Denise gave report on ongoing maintenance and areas being addressed.
- **Monuments/Fence:** Denise informed members that the BOD was looking into the renovation of the monument on the side of the community center and gave an update as to where the PVC fence renovation project was currently at.
- **Violations:** Adrienne advised that violations were following the process.
- **Irrigation/Pump House:** Nothing to report.

7. **Adjournment:** At 8:52 pm, all business had been completed; therefore, the meeting was adjourned.

\*BOD approved 5/14/24