

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Meeting Minutes May 14, 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:** The resignation of Pablo Alanis was recognized on 5/1/24. Denise Stearns (President), Adrienne Vining (Vice-President), and Miguel Viruet (Secretary) were present. Ed Campbell (Treasurer) was absent. 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 5/9 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. **April 9, 2024, BOD Meeting:**

On Motion: Duly made by Adrienne, second by Miguel. Carried unanimously.
Resolve: To waive reading and approve April 9, 2024, BOD Meeting minutes as presented.
2. **Board of Directors - Officer reports:**
 - **President Report:** Denise gave a report on the county water supply line leak. A discussion was had with members regarding county work updates and how members could assist.
 - **Vice – President:** Nothing to report.
 - **Treasurer Report:** Doug Pinner gave April 2024 financial report.
 - **Secretary Report:** Nothing to report.
3. **Committee Reports:** Members were informed that the committee website page has been updated to include a description of some of the duties for the committees. It was furthered that all committees are in need of volunteers.
 - **ACC:** Many applications are being received.
 - **Social:** The resignation of Fran Telese was recognized on 4/25/24.
 - **Landscape/Maintenance:** Nothing to report.
4. **Unfinished Business:**
 - A. **Vendor Fair Registration Forms:**
 - B. **Social Summer Kickoff – Proposal:**

On Motion: Duly made by Denise, second by Miguel. Carried unanimously.
Resolve: To dismiss items A & B from the agenda.

5. New Business:

- A. **Collections – Suspension of Accounts More than 90 Days Delinquent:** A discussion was held with the members regarding accounts that exceed 90 days in being delinquent and their thoughts of suspending access to the amenities. It was furthered by explaining that the BOD had discussed instead of going by days delinquent, using the status of each account would better serve the community. It was discussed and proposed the BOD should use the “lien” status. The two (2) accounts that have entered lien status are:

1. 1604 Citrus Orchard Way
2. 310 Sand Ridge Drive

On Motion: Duly made by Denise, second by Miguel. Carried two (2) in favor and one (1) opposed (Adrienne).

Resolve: To suspend the accounts regarding community center access until the HOA attorney notifies management that their accounts have been paid for in full.

- B. **Official Records access Policy - Revision:** It was explained this had not been finalized yet but is expected to be by June meeting.

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

Resolve: To postpone until the June 11 meeting.

- C. **HOA County Water Supply Leak Repair:** It was explained that the BOD deemed this situation an emergency and acted in accordance with the Purchasing Policy which requires the quote to be ratified. A quote was received from Conyers Plumbing in the amount of \$7,500.

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

Resolve: To ratify Conyers Plumbing quote 4755 in the amount of \$7,500.

- D. **Hardwood Tree Trimming - Proposal:** It was explained that since last meeting, it was brought to the board's attention there was another area of concern where hardwood trees were hazardous. A proposal was received from Nature Coast to remove one (1) tree, prune the rest, and remove some foliage that was encroaching on a house.

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

Resolve: To approve \$2,400 for Nature Coast to perform Arbor Care as stated on the proposal.

- E. **Forest Repairs - Proposal:** It was explained that since the last meeting, the BOD furthered the investigation as to the forest irrigation repairs. A discussion was held with the members regarding any future spending to repair the irrigation at the phase one test site of the forest and that the repair cost has now exceeded the asset value.

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

Resolve: To dismiss this item from the agenda.

6. Liaison Reports:

- **Landscape:** Nothing to report.
- **Amenities/Office:**
 - a. Community Center Lighting: RFP is underway, and proposals are being received.
 - b. Courts/Dog Park Expansion: BOD has met with vendor and is awaiting the proposal.
 - c. Fire Safety Equipment: Vendor has inspected and repaired all equipment. Two (2) E-lights have aged and need replacing. Currently being scheduled.
 - d. The pool and splashpad main drains have been replaced.
 - e. Pool/Splash pad renovation: Currently only one (1) proposal has been received. Therefore, this work has been delayed.

- **Monuments/Fence:** Proposals for the side monument and PVC fence should be ready by June. The BOD approved installation of fence at county pump station 633 location to prevent vehicle movement utilizing improvement funds.
- **Violations:** Nothing.
- **Irrigation/Pump House:** Nothing to report.
- A discussion was had with members on various other items.

7. **Adjournment:** At 8:22 pm, all business had been completed; therefore, the meeting was adjourned.

*BOD approved 6/11/24