

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Meeting Minutes June 11, 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) and Miguel Viruet (Secretary) were present. 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 6/6 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. **May 14, 2024, BOD Meeting:**

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

Resolve: To waive reading and approve May 14, 2024, BOD Meeting minutes as presented.
2. **Board of Directors - Officer reports:**
 - **President Report:** Denise informed members that the BOD was contacted by a public outreach representative for the South Hillsborough Pipeline Project stating that written materials and presentations were available to residents of the Brentwood Hills Community. A discussion was had as to if members would like the BOD to arrange this.
 - **Vice – President:** Nothing to report.
 - **Treasurer Report:** Doug Pinner gave May 2024 financial report.
 - **Secretary Report:** Nothing to report.
3. **Committee Reports:** Volunteers still needed.
 - **ACC:** Nothing to report.
 - **Social:** Nothing to report.
 - **Landscape/Maintenance:** Nothing to report.
4. **Unfinished Business:**
 - A. **Official Records Access Policy:** Members were informed that the BOD had decided to wait to finish this until after reviewing any new laws that may affect this.

5. New Business:

- A. **Statement of Inspection for Surface Water Management System:** Adrienne informed members what this was and what needed to be done in order to obtain accurate proposals.

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

Resolve: To postpone this item.

- B. **Pest Control Agreement - Revision:** It was explained that Priority Termite & Pest Solution has been a long-time vendor and currently holds two agreements for monthly pest & mosquito control. It was further explained that the BOD felt it was necessary to make agreements that were previously done by way of estimates and vote and create a simple agreement. Using the pest control agreement, in the amount of \$75 per month, and the mosquito agreement, in the amount of \$85 per month, for a total of \$160 per month, the Brentwood Hills HOA Pest, Rodent, & Mosquito Treatment Agreement was created. Members were also informed the BOD included ala carte items and a 60-day termination clause.

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

Resolve: To approve the Brentwood Hills HOA Pest, Rodent, & Mosquito Treatment Agreement between BH HOA and Priority Termite & Pest Solutions commencing on June 11, 2024.

- C. **Clear Tech Pools Estimate - Ratification:** It was explained that the BOD deemed this situation an emergency due to receiving a notice by the Department of Health that one of the pool ladders was not in compliance, forcing the pool to be closed. Estimate 1630214832 was received in the amount of \$2,250. Per the HOA Purchasing Policy, the BOD will need to ratify their decision.

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

Resolve: To ratify Clear Tech Pools' estimate 1630214832 in the amount of \$2,250.

- D. **Center Monument Renovation - Proposal:** It was explained that this would involve two vendors, therefore needing to be done in two parts. It was further explained that funds were limited, and the BOD discussed a cap of \$3,000 should be sufficient to do the work needed for appearance purposes of the monument.

1. **Two (2) Signs** - The BOD received estimate #745 from Signs by Mineo to remove, reprime, paint, and install both signs in the amount of \$698.75.

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

Resolve: To approve up to \$700 for Signs by Mineo to perform the work as indicated on estimate #745 utilizing reserve funds.

2. **Monument facing** – It was discussed with members that this was an unknown as to the extent of repairs that would be needed until the work begins. The issues were then discussed with the members and that the BOD received an estimate from Kevin Johnson to remove all the loose brick facing, remove as much of the paint as possible so that the facing would adhere better, clean and reattach the brick facing in the amount of \$1500 - \$2000. The BOD also instructed Kevin Johnson to secure the access door on the side. The BOD further discussed that this section would need a cap.

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

Resolve: To approve up to \$2300 for Kevin Johnson to renovate the community center southside monument utilizing reserve funds.

- E. **Site Lighting for Nite Swim - Proposal:** A discussion was had with members as to why the lighting around the pool was not sufficient and was needed as well as the design that was drawn up by the electrical engineer had been sent out in the form of an RFP. Members were informed that the BOD had contacted eight (8) companies and received one (1) proposal back from Electric Power Solutions LLC. In the amount of \$27,630 which includes all materials, machinery, concrete work, and county electrical permits. The company has been very responsive to the BOD, and has done previous work with the electrical engineer, as well as references that include Hillsborough County schools and sheriff's department. All items requested have been received

and will be further reviewed by the BOD and the electrical engineer to confirm everything meets all requirements. Therefore, the BOD believes it is ready to select the vendor and approve funds up to the allowable amount as stated in the reserves. The discussion was furthered with the members regarding asking about the use of solar lighting which the BOD agreed to inquire about before executing the proposal.

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

Resolve: To approve up to \$30,000 for the installation of the Community Center Site Lighting for Nighttime use by accepting the proposal from JB Electric Power Solutions, LLC contingent on the contractor meeting all specifications of the electrical engineer and meeting all requirements to conduct business with the HOA.

F. **PVC Fence/Tree/Column - Proposal:** It was explained that this would be done in two (2) sections, therefore needing to be done in two parts.

1. **Removal of Columns** – It was explained the BOD has identified and marked seven (7) fence columns for removal. It was furthered by sharing the location and problem of said columns. The BOD received an estimate from Panorama Tree Service to remove and haul the seven columns in the amount of \$2,450 (\$350 each).

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

Resolve: To approve estimate 110891 from panorama Tree Service in the amount of \$2,450 to remove and haul away the seven (7) columns at the designated locations.

2. **Tree/Plant Encroachment** – It was discussed with members that a specific SOW was not able to be made as it was unknown in several locations as to what the exact work needed would be. Therefore, the vendors were instructed to look at the areas marked with the blue tape and provide a proposal based on what they can see to resolve the issues where plants and/or tree roots have encroached the fence. It was also shared there were several large oak trees that were posing a problem that would need to be removed as they are up against the fence. The BOD had not received any proposals back but discussed the approval of funds at this time so to get started as soon as possible.

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

Resolve: To approve up to \$3000 to remove the plant material that is causing damage to the HOA PVC fence using a HOA approved vendor as agreed upon by the BOD.

G. **PVC Fence (portion of) Replacement - Proposal:** It was explained that the BOD needed to select an area for replacement due to not being able to get the same kind of fence. With that said and the damage to the PVC fence being done at the Dew Bloom retention pond, the BOD has discussed removing the southwest section for parts and replacing it with a black 6ft high chain link fence. Due to the lack of time, the BOD reached out to Witt Fence Company and requested an approximation on how much it would cost based on 64ft in length which was \$2,284. After further discussion, due to not knowing how much could be reused or would be needed to make repairs at other locations, the BOD used the figure to set a cap. Further investigation will be done, and the vendor will be called to the site to give an actual estimate at a later date.

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

Resolve: To approve up to \$4,000 to replace the PVC Fence located at the southwest end of the Dew Bloom retention pond with 6ft high black chain link fence using a HOA approved vendor as agreed upon by the BOD utilizing reserve funds.

H. **Financials – Relocation of Funds:** It was explained that this would be done in two (2) parts as the BOD will have to rescind a previous motion before proceeding to the new proposal.

1. **Rescinding Previous Motion** – It was explained the BOD had made a motion on June 13, 2023, to move funds utilizing the Insured Cash Sweep process under Wise Management that was not completed.

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

Resolve: To rescind motion made on June 13, 2023, that reads “To approve that all funds in the BH HOA Truist operating account that exceed \$200,000.00 and all the funds in the BH HOA Truist Money Market account that exceed \$48,000.00 be “swept” and distributed throughout the network of banks accordingly by utilizing the Insured Cash Sweep (ICS) process, keeping Truist as the Association’s primary bank of operations.”

1. **Allocation of Funds** – It was explained that the total amount of HOA funds at Truist Bank well exceeds the FDIC limit as well as the BOD was provided with Money Market and CD rates from TD Bank and OZK Bank that are at a much higher rate than the existing Money Market account with Truist. It was furthered by explaining that the HOA Truist checking account will remain as it is. After further discussion, the BOD had agreed it would better serve the HOA to relocate some of the Money Market funds which resulted in the proposal that \$140,000 would be moved to a 8-month CD with OZK Bank, \$240,000 would be moved to a TD Bank Money Market account, and the balance would remain at Truist. The discussion was furthered by stating that the BOD would like to consider moving \$100,000 from the TD Money Market account to a TD 6-month CD upon further investigation as to not secure funds that would be needed before the CD matures.

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

Resolve: To approve the relocation of HOA Money Market funds by securing an 8-month CD with OZK Bank in the amount of \$140,000 and opening a Money Market account with TD Bank in the amount of \$240,000 and contingent on further review of the financial records, move \$100,000 from TD Money Market to a TD 6-month CD.

6. **Liaison Reports:**

- **Landscape:** Members were advised of upcoming work to be scheduled as well as the work that had been completed and procurements made with the cost.
- **Amenities/Office:** Updates were provided as to status and cost on the following items.
 - a. Courts/Dog Park Expansion: BOD has met with vendor and is awaiting the proposal.
 - b. Fire Safety Equipment: Two (2) E-lights and GFIs have been completed.
 - c. Backflow Prevention Test: Completed
 - d. Pool and splashpad main drains have been replaced.
 - e. Office, Janitorial, and Misc Supplies
 - f. DOH permits are in the process of being renewed.
 - g. DOH Inspection – A detailed explanation of the items that needed to be addressed was provided. As well as what had been completed with cost. The members were informed of other pool safety items were also being addressed.
 - h. County Water Supply Leak – The members were informed as to what was found, cost of repairs and that there isn't any insurance coverage for this type of repair. However, McNeil will be contacting BOCC regarding a possible partial refund for water usage now that the leak has been fixed.
 - i. Furniture – A review of total costs since 2022 for pool furniture was shared.
 - j. Splashpad pump housing was leaking and has been replaced.
 - k. Due to people pushing on and entering through the Citrus Orchard Maintenance Gate, the drop rods were replaced so the gate could not be moved, and combination locks were installed.
 - l. Vending machines – research is being done regarding having vending machines at the center
- **Monuments/Fence:** Members were informed of the completed section of the fence project and that the pump station 613 Sand Ridge Drive had been completed
- **Violations:** Nothing.
- **Irrigation/Pump House:** Irrigation running under budget. Members were advised that if they witness any irrigation outside the scheduled times, to make the BOD aware via management company.

7. **Adjournment:** At 8:35 pm, all business had been completed; therefore, the meeting was adjourned.

*BOD Approved 10/23/24