

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Regular Meeting Minutes December 17, 2024

1. **Call to Order:** The meeting was called to order by Denise Stearns, President, at 7:00 PM. Meeting rules were explained.
 - **Roll Call of Directors/Verification of Quorum:** Denise Stearns (President), Adrienne Vining (Vice-President), and Miguel Viruet (Secretary) were present. 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 by placing it on the HOA website and at the conspicuous location at the community center in accordance with HOA Bylaws on 12/11/24.
 - **Amendment to Add Item to the Agenda:** To consider committee/volunteer applications.

On Motion: Duly made by Denise, second by Miguel. Carried unanimously.
Resolve: To add item "Committee/Volunteer Applications" to the agenda as the first item to be considered under New Business.
 - **Reading and Approval of Previous Minutes:**

October 23, 2024, BOD/2025 Budget Meeting:

On Motion: Duly made by Miguel, second by Adrienne. Carried unanimously.
Resolve: To waive reading and approve October 23, 2024, BOD/2025 Budget Meeting minutes as presented.
2. **Board of Directors - Officer reports:**
 - **President Report:**
 - a. DOH and County Fire violations have been completed.
 - b. Reminder that there is not a BOD meeting yearly schedule and meetings will be noticed in accordance with the Bylaws.
 - c. Portal is being updated pursuant to new laws.
 - d. Review of damages and costs associated with Milton that have been addressed so far.
 - **Vice – President:** Nothing to report.
 - **Treasurer Report:** Doug Pinner gave November 2024 financial report including a current collections report. Denise returned the answer to a member's question from the previous meeting regarding whether the HOA CD interest income would be taxed.
 - **Secretary Report:** Nothing to report.
3. **Committee Reports:** A reminder to review all guidelines when submitting ACC applications to ensure all required information and documents are included. Denise addressed the question of the importance of Committee members and how committees assist the BOD and HOA.
4. **Unfinished Business:** Nothing to be considered.

5. New Business:

- A. **Committee/Volunteer Applications:** One (1) application was received from Danielle Harper to be considered to be a volunteer on the Social and Holiday Decorating Committee.

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

Resolve: To approve the application.

- B. **Actions Without a Meeting:** Pursuant to the HOA Purchasing Policy, the BOD has deemed several items as an emergency and will be ratifying all of the following items as required. A brief description, explanation of action, and cost was shared for each item.

1. **Panorama Tree Service invoice 1029350922:** Removal of twelve (12) fence columns due to Milton.
2. **Landscape Workshop proposal 176385:** Milton tree hazards which was a revision of the previously approved proposal as the county addressed some of these. Members were advised that a proposal was also obtained from Panorama Tree Service.
3. **Morningstar Electric proposal 4361:** To replace parking light pole and fixtures due to Milton.
4. **Second Irrigation Estimates:**
 - a. **Estimate 1542:** November routine repairs above the allowable contracted amount. It was explained that the increase in repairs was due to delays between inspections as well as having multiple vendors on the grounds due to Milton.
 - b. **Estimate 1529:** Bypass/repair of mainline due to Milton.
 - c. **Temporary Release of Agreement:** The BOD and the vendor came to an agreement that there was no cause for the vendor to perform the December irrigation inspection due to the delay of the November inspection.

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

Resolve: To ratify all items that were deemed an emergency pursuant to the HOA Purchasing Policy.

- C. **Pressure washing Agreement:** It was explained that the BOD has monitored the pressure washing needs of the community over the last several years and have drawn up a revised agreement with the current vendor, keeping the current pricing. The agreement is budget friendly, commencing January 2025, as all the needs are spread over the three (3) year period and contains the month that the selected pressure washing will be completed in. This allows transparency to the members as well as allowing the vendor adequate time to schedule the work.

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

Resolve: To retain Priority Termite & Pest Solution LLC and execute the BH HOA Pressure Washing agreement.

- D. **ATS Support Agreement:** It was explained that ATS was formerly AAS where the HOA was not required to hold an agreement to secure the preferred rates. ATS has informed the BOD that this would be required to maintain that status. The support agreement was constructed with the HOA security camera needs in mind. The agreement will commence on January 1, 2025, for the annual amount as reflected in the budget.

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

Resolve: To retain ATS Waypoint and execute the Brentwood Hills HOA ATS Support Agreement.

- E. **2025 Pool & Security Staff Hours:** It was explained that because the hours may change, a guide has been drawn up based on several things including previous years, budget, and that the lighting becomes certified.

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

Resolve: To approve the 2025 Community center and security staff hours guide continuing to allow the HOA office manager and/or management the authority to adjust as needed.

- F. **Party Applications - Revision:** It was explained that the BOD has reviewed the timeslots for party reservations and found a revision was needed so that they coordinate with the community center & staff hours as well as some of the time slots have been extended to allow residents more time and avoid having to double book.

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

Resolve: To accept the revised time slots as stated on the party applications.

- G. **Camera Replacement - Proposal:** It was explained the BOD has been following the plan put in place to get the security and access system to the state in which it should be. Part of that plan was to replace, consolidate, and upgrade the existing cameras as they fail. This being due to the current ones being discontinued and providing proper coverage. The details and cost of the proposal was reviewed. It was suggested that the remaining expenses be placed in the reserve study.

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

Resolve: To approve \$8,051 plus tax for ATS Waypoint to procure and replace the existing cameras as stated in the September 24, 2024, proposal utilizing reserve funds.

- H. **Tennis & Basketball Court Refurbishment:** It was explained that the courts were due to be resurfaced so Stewart Tennis & Fencing, who is the HOA preferred vendor, was met and an inspection was done due to the noticeable drainage issue on the Tennis/Pickleball court. A proposal was submitted with recommendations to resolve the issues, including installing a drainage system, and resurfacing. This also included options for the fence which the BOD elected not to address at this time. This proposal also included the addition of a second set of pickleball lines.

On Motion: Duly made by Miguel, second by Adrienne. Motion failed.

Resolve: To approve the Stewart Tennis Courts & Fencing proposal for the resurfacing of the Tennis/Pickleball/Basketball courts with the optional drainage installation up to \$35,000 utilizing reserve funds.

A discussion was held with members where a few members mentioned the possible need of more pickleball courts and further suggested converting the Tennis courts exclusively into pickleball courts. The members were informed that at least one (1) Tennis court needed to remain, but the BOD was willing to see what the difference in price would be to convert one into two (2) pickleball courts but reminded them that this was meant to be a resurfacing project. In conversation, a member informed the BOD they knew of other companies that performed this type of work. The BOD agreed to bid the project out and gave the member two (2) weeks to submit the company names to the management company so as not to delay the project any further.

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

Resolve: To approve up to \$35,000 for the resurfacing of the Tennis/Pickleball/Basketball courts with the optional drainage installation utilizing reserve funds.

- I. **Landscaping - Proposal:** More time would be needed.

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

Resolve: To postpone this item.

- J. **Pool Renovation - Proposal:** More time would be needed.

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

Resolve: To postpone this item

Time was allowed for any remaining member comments. At which time a few brought to the attention of the BOD that proxies for the 2024 election were submitted by someone else other than themselves. They were advised to send an email to management with their name and address.

6. **Adjournment:** At 9:09 pm, all business had been completed; therefore, the meeting was adjourned.