

BRENTWOOD HILLS

HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Regular Meeting Minutes July 8, 2025

1. **Call to Order & Roll Call:** The meeting was called to order by Olin Barnett, President at 7:03 PM.
 - Roll Call of Directors/Verification of Quorum: Olin Barnett (President), Adam Bouters (Vice President) and Don Pohlmeier (Treasurer) were present. Larry Lewis (Secretary) and Glen Greenly was on the phone. A quorum was established. Mcneil Management was present.

2. **Proof of Notice**
 - 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 7/5/25.

3. **Reading of Minutes**
 - Bouters made a motion to approve minutes of June 20th, 2025 Special Board of Directors meeting and forgo reading of the meeting minutes; second by Pohlmeier. In favor - Bouters, Pohlmeier, Lewis, Barnett, Greenly. Motion passed to accept minutes of 6/20/25 Board Meeting.

4. **Directors reports:**
 - **President Report:**
 - Mentioned electrical disruption and fix on 7/2/25, and several items that have been repaired or replaced in the community center.
 - **Vice - President Report:**
 - Mentioned the creation of the Community Property Committee email (brentwoodhillsCPC@gmail.com), and the Board of Directors email (bhhoadirectors@gmail.com). For residents to contact with questions and concerns.
 - **Treasurer Report:**
 - Reported on financial status and items that need to be investigated further as our Board is completely new.
 - **Secretary Report:**

- Nothing to report.

5. Committee Reports:

- **Social Committee:** Nothing to report. **Motion made by Barnett, second by Bouters to appoint Baron to Social Committee.**
 - Discussion among Directors and Members
- **Motion Approved to appoint Baron to Social Committee. by - Barnett, Bouters, Pohlmeier, Lewis, Greenly**
- **ACC Committee** - Nothing to report.
- **Community Property Committee** - Nothing to report. **Motion made by Barnett, second by Pohlmeier to appoint Baron, Norman, Meredith to CPC**
 - Discussion among Directors and Members
- **Motion Approved to appoint Baron, Norman, Meredith to CPC Committee. by - Barnett, Bouters, Pohlmeier, Lewis, Greenly**

6. Unfinished Business:

A. CONSIDER TO STOP OR CONTINUE ALL CONTRACTORS WORK ASSIGNMENTS AND CONTRACTS - UNDER REVIEW AND APPROVE:

On Motion: To have President solicit Fire Protection Contractor
Motion made by Pohlmeier, second by Bouters to have president solicit bids for Fire Protection Contractor

- Discussion among Directors and Members

Motion Approved by - Barnett, Pohlmeier, Lewis, Greenly, Bouters to have president solicit bids for Fire Protection Contractor.

7. New Business:

A. INVOICES TO APPROVE –UNDER REVIEW AND APPROVE

On Motion: To approve Brandon Electric invoice for approximately \$262.50, Gatetech previous invoice # 166258 for \$2456.58, and replace gate post estimate # 136110 for \$978.80.

Motion made by Barnett, second by Bouters to approve Brandon Electric invoice and two Gatetech invoices.

- Discussion among Directors and Members

Motion Approved by - Barnett, Pohlmeier, Lewis, Greenly, Bouters to approve Brandon Electric invoice and two Gatetech invoices.

B. POLICIES TO AMEND OR RESCIND

1. RATIFY – COMMUNITY CENTER- RESERVATION TERMS AND CONDITIONS – REVISED POLICY. ADOPTED 7/8/2025

On Motion: To Ratify Community Center Reservation Terms and Conditions policy.

Motion made by Barnett, second by Pohlmeier

- Discussion among Directors and Members
- Discussion by Pohlmeier to add wording to the policy which includes; the resident reserving the party is responsible for the conduct of their guests and if there is a disturbance within the party that causes staff to contact the authorities the event will be ended and the party must vacate the premises. And any violation of these rules may result in loss of future reservation privileges determined by the Board.

Motion Approved with added wording by - Barnett, Pohlmeier, Lewis, Greenly, Bouters

2. COMMUNITY CENTER ACCESS CARD REQUIREMENTS – REVISE FIRST 2 SENTENCES TO READ: TO RECEIVE OR ACTIVATE AN ACCESS CARD, A RECORDED DEED (IF OWNER) OR A FULLY EXECUTED LEASE BY THE TENANT NAMED (IF THE PROPERTY IS NOT OCCUPIED BY THE OWNER) MUST BE PRESENTED WITH ID BEFORE A CARD WILL BE ISSUED OR ACTIVATED. ADOPTED 7/8/2025.

On Motion made by Barnett, second by Pohlmeier : To REVISE FIRST 2 SENTENCES TO READ: TO RECEIVE OR ACTIVATE AN ACCESS CARD, A RECORDED DEED (IF OWNER) OR A FULLY EXECUTED LEASE BY THE TENANT NAMED (IF THE PROPERTY IS NOT OCCUPIED BY THE OWNER) MUST BE PRESENTED WITH ID BEFORE A CARD WILL BE ISSUED OR ACTIVATED.

Discussion among Directors and Members

Motion Approved by - Barnett, Pohlmeier, Lewis, Greenly, Bouters

- C. ACQUIRE BIDS FOR EMERGENCY GATE EXIT, INTERIOR GATE POST REPLACEMENT \$978.80, EMERGENCY CALL BOX REPLACEMENT, REPAIR OR REPLACE POOL AREA LED

LIGHTS AND PARKING LOT LED LIGHTS.

On Motion made by Barnett, second by Bouters. To ACQUIRE BIDS FOR EMERGENCY GATE EXIT, EMERGENCY CALL BOX REPLACEMENT, REPAIR OR REPLACE POOL AREA LED LIGHTS AND PARKING LOT LED LIGHTS.

- Discussion among Directors and Members
- Discussion that Gatetech 'replace post' was previously approved

Motion Approved by - Barnett, Pohlmeier, Lewis, Greenly, Bouters

D. APPROVE TO PURCHASE LAPTOP COMPUTER FOR HOA USE AND MEETING DISPLAY.

On Motion made by Barnett second by Pohlmeier. To APPROVE PURCHASE OF LAPTOP COMPUTER FOR HOA USE AND MEETING DISPLAY. MAX AMOUNT INCLUDING SOFTWARE AND HARDWARE WITH CAP OF \$500.00

Motion made by Barnett, second by Bouters.

- Discussion among Directors and Members

Motion Approved by - Barnett, Pohlmeier, Lewis, Greenly, Bouters

E. APPOINT MEMBERS OF ARCHITECTURAL CONTROL COMMITTEE AND COMMUNITY PROPERTY COMMITTEE AND SOCIAL COMMITTEE

Subject previously completed

F. DISCUSS BYLAW AMENDMENTS

On Motion made by Barnett, second by Pohlmeier To continue reviewing and discussing Bylaw Amendments

- Discussion among Directors and Members

Motion Approved by - Barnett, Pohlmeier, Lewis, Greenly, Bouters

8. Adjournment:

On Motion: To adjourn by Pohlmeier.

Motion made by Pohlmeier, second by Lewis.

Motion Approved by - Barnett, Pohlmeier, Lewis, Bouters, Greenly

**Meeting Adjourned at 8:46 PM