

**SUMMERSET AT BRENTWOOD II HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

**Clubhouse
August 9, 2023
3:00 PM**

PRESENT:	Diane Brand	President	Term: 2023
	Clark Nardinelli	Treasurer	Term: 2024
	Mike Quinn	Secretary	Term: 2023
	Austin Fayne	Director of Operations	Term: 2024
ABSENT:	Cindy Bennett	Vice President	Term: 2023

ALSO PRESENT: Melody Murray with Common Interest Management Services

(MSC) Motion, Second, Carried

CALL TO ORDER: The Open Meeting of the Board of Directors was called to order by President Brand at 5:10 p.m.

PLEDGE OF ALLEGIANCE: Diane Brand led those present in reciting the Pledge of Allegiance.

CONSENT AGENDA:

1. June 30, 2023 – Special, Executive & Board of Directors Meeting minutes were approved as amended.(**MSC**)
2. Financial – June 30, 2023
3. CD Investments –
4. Collection Action: None

A motion was made and seconded to approve the items on the Consent Agenda.

COMMITTEE/CLUB REPORTS (if applicable)

Architectural Committee

We received 7 applications consisting of: 2 landscape, 1 paint ,1 fence 2 patio covers 1 pipe repair.

Board Advisory Committee

The BAC has completed 8.1. At the last special meeting the Board requested changes regarding caretaker use of the clubhouse. Those changes were then implemented by the BAC and submitted to the Board.

Décor Committee

We will be getting some decorative items for the exterior of the clubhouse for summer which was just approved.

Finance Committee

The finance committee has recommended Bob Wantuck to be their chairman. The Board **MSC** to formally appoint Bob to the Committee. Bob Wantuck would like to put together a chart presentation at a future meeting for the Community. The committee has sent detailed information regarding the 2024 budget to the Board.

Newsletter Committee

There is still a newsletter position open.

Nomination & Election Committee

The Candidate's Night happened last night. The election ballots are counted on September 20th. Ballots need to be in by September 20th at 12:00PM.

Rascals

The Rascals have been working very hard on the parking lot. We are hoping to be completed within the month.

President's Report

We have successfully passed the Articles with 278 votes received. You will be receiving ballots shortly for your Board of Directors Election. We had a great turn out at Candidates Night (55 people). I feel very good about the changes that I have seen. More attendance at meetings, talking with your neighbors. That is what builds our communities and what sets us apart. I have talked to all of the new residents and they are excited to be doing new things. There is more interest in joining the trips and groups. We are building and adding new trips with the other Summersets.

Vice President

No report

Treasurer's Report

We have approved the draft Reserve study. The current reserves are projected to be at 107.7% which means we are in really good shape. We will be increasing the monthly contribution in coming years towards reserves. As most of you know after many years of having assessments at \$115 per month in HOA fees, this year we found we were not covering expenses. We had to end up reducing the reserve contribution. We are planning on increasing the monthly fee beginning January 1, 2024. Part of this increase is to pay back the shortfall for reserves. We have settled on an increase of \$10 per month (\$125/month HOA fee).

Secretary's Report

The video is up on the website for the Candidate's Night.

Director of Operations

The BOD proposed changes to the following rules:

Rule 6.1.12 Exterior wire conduit piping painting. Most vendors will take care of this when you are getting a solar project completed.

Rule 6.1.15 Front and side viewable Property

Rule 6.1.23 Exterior Window Coverings

Rule 7.2.8 Prohibitions: Car coverings

The Board read the new proposed rule to the homeowners in attendance.

The Board **MSC** to post the proposed changes for the 28-day comment period.

We are taking care of minor repairs in the bocce courts. We are installing plumbing in the dog park to bring in water access.

OLD / NEW BUSINESS:

2024 Draft Budget Approval

The Board **MSC** to approve the draft budget with an increase in assessments to \$125 per unit per month to cover operating costs and to pay back the reserve account for the total reduced for the second half of 2023.

2024 Draft Reserve Study – Approval

The Board **MSC** to approve the reserve study as presented.

Appoint IOE for Board Election

The Board **MSC** to appoint the following volunteers to serve as IOE for the upcoming Board election: Judith Monblanc, Rosalie Anderson, Shelley Arnold.

Proposed new standing Committee – Welcome Committee

The Board read the new proposed rule to the homeowners in attendance. This will be going out for a 28-day comment period and posted in appropriate locations and adopted at the September 7th meeting at 5:00 PM. The Board **MSC** to post for a 28-day comment period.

Proposed new standing Committee – Technology Committee

The Board read the proposed rule to the homeowners in attendance. This will be going out for a 28-day comment period and posted in appropriate locations, and adopted at the September 7th meeting. The Board **MSC** to post proposed changes for a 28-day comment period.

Proposed Rule Change – 1.1 Section 4A Standing Committee

The Board read the rule change to the homeowners in attendance. This will be going out for a 28-day comment period and posted in appropriate locations, and adopted at the September 7th meeting at 5:00 PM.

Door Shade Proposal

The Board **MSC** to approve proposal provided by Thomas Meyer to install new door shades in the clubhouse (\$2090.76).

Announce Board Meeting Date Change – September 20, 2023

The Board announced the September open and annual meeting will be on the 20th instead of the 13th.

Rule Change – Vote on removal of forms

The rule was posted for a 28-day comment period to remove the forms from all of the rules. The Board **MSC** to approve and accept the removal of the forms..

HOMEOWNER’S FORUM: Homeowner’s forum – there were approximately 20 homeowners in attendance. Topics Discussed included:

- Where will the association forms be available – on-line?
- How will members receive rules once changed and adopted?
- Thanks to the Board for the great job they have done this year. The Board has managed a multimillion-dollar budget and have spent so many hours to make this community a better place. Special thank you to Diane and Mike, since they are leaving the Board. Diane, thank you for the leadership and how you handle yourself during the board meeting, Mike for the past 4 years you took us out of the paper world.
- When you change rules, what about the homes that are not in compliance?
- Concern regarding removal of the forms and will there be a list somewhere? Request was made to post the whole rule not just the changes.
- Landscape rule change. Is this in compliance with the state’s drought laws?
- Gary Brand put together a presentation concerning the golf course container with two councilmen.
- Gary communicated what came out of that meeting. The Brentwood golf club is putting in a maintenance area that includes a 4,000 square foot shed. They went to the City Council on Tuesday and proposed an amendment to do away with the shed. Now it will be a lot with a chain link fence and lights. It was approved at the planning commission with minor changes.

ADJOURN: 6:06 PM

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on August 9, 2023. A summary of executive action is as follows:

- Proposal & Contract Review
- Personnel Discussions
- Member Complaints/Concerns
- Legal/Litigation Concerns
- Collection & Delinquency Matters

Respectfully Submitted By
Common Interest Management Services

Cindy Bennett
Secretary/Board of Director
Vice President

9/20/23
Date

These minutes were formally approved by the Board of Directors at the meeting held on: 9/20/23