

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

**Clubhouse  
October 11, 2023  
3:00 PM**

<b>PRESENT:</b>	Julie Wantuck	President	Term: 2025
	Cindy Bennett	Vice President	Term: 2025
	Clark Nardinelli	Treasurer	Term: 2024
	Sheldon Helms	Secretary	Term: 2025
	Austin Fayne	Director of Operations	Term: 2024

**ABSENT:** None

**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 5:05 p.m.

**PLEDGE OF ALLEGIANCE:** Julie Wantuck led those present in reciting the Pledge of Allegiance.

**CONSENT AGENDA:**

1. September 20, 2023 & September 25, 2023 – Special, Executive, Board of Directors, Annual and Organizational Meeting minutes were approved as presented. **(MSC)**
2. Financial – August 31, 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 have 4 paint applications, 4 landscape, 2 fence applications.

**Board Advisory Committee**

Not present.

**Décor Committee**

We have decorated the clubhouse for fall. The next decorations going up will be Christmas.

### **Finance Committee**

We are looking forward to reviewing contracts. We will be talking about CD's next month that need to be reinvested.

### **Newsletter Committee & Committee member appointment**

We have a new member; Jim Wagner who is returning as a contributor. We are currently working on the November newsletter and have some holiday issues included. The newsletter will be interviewing Sheldon Helms, new Board Member for an upcoming newsletter.

### **Nomination & Election Committee**

If you would like to be part of the Committee for the 2024 election, please let us know so we can formally appoint you.

### **Rascals**

No report.

### **President's Report**

I want to convey my sincerest gratitude to past Board Members Diane Brand and Mike Quinn for their contributions and efforts to make Summerset II better. We are looking at our processes and possibly putting together a policy and procedure handbook for all future Boards to be able to refer to. Sheldon is great with surveys, if you would like to see a survey, please put your suggestions in the Board drawer for us to consider. The Board will be reviewing the Board ethics policy and have all future Board Members sign. I would like to establish duties for each Board member moving forward so that the person coming in has an idea of what the job entails. The Board meeting location has been in question. The Board can meet anywhere if it meets legal posting requirements. When we have open forum questions, members can ask questions, but we are limited to how we can respond. We can briefly respond to questions or make brief announcements but can take no action on anything not on the agenda.

### **Vice President**

We will have a gate attendant opening at the end of November. If you know of anyone interested in the position, please let Shelly Arnold know as she is our lead attendant. We would also like to hire another Rover to go around every night just to make sure there are not a lot of vehicles on the road, etc. Overnight guests need to park in the driveway if there is room instead of on the street. Our holiday party will be Wednesday, December 13<sup>th</sup> from 6-8:30 PM. The sign up will be in the November newsletter. If you would like to attend, please fill out the form and drop it off at the clubhouse. There will be a donation established and announced for entry into the event. We will do stations again like was done in 2022 so people can mingle, more people can attend and are not crammed into a table.

### **Treasurer's Report**

We have not yet received the financial report for September. The expenses do not exceed the income. The one big expense we have coming up is for the pool. The pool will be closed in 5 days.

### **Secretary's Report**

Thank you for voting for me, I'm going to do my best to represent all of you. The standing Committees are, Architectural, Board Advisory, Clubhouse/Décor, Finance, Newsletter, Nomination Nominating and Election Committee. We have a couple of committees that are not approved yet: the Technology Committee and Welcome Committee. We have three committees that require a board liaison. Right now, (Clark is liaison for the Finance Committee, and Cindy is liaison for Newsletter and Architectural Committees. I would like to have a Newsletter article written and a Constant Contact message sent since these Committees need additional members. Please contact Crystal in the clubhouse. To qualify you need to be an Association member.

### **Director of Operations**

Thank you to the Rascals and Roy Kappesser who was an asset and helped with many projects. I was very grateful for the Rascals and all they contributed. Parking lot landscape – repaired and painted the walls, posts, and trellises, irrigation was installed, planted shrubs and trees, added flood lighting and decorative rock. The parking lot lighting has all been repaired and upgraded to LED lighting, additional electrical outlets installed, GFI up to compliance and is completed. The dog park fence and walls have been painted and repaired; we are adding concrete benches that were donated by a Resident. These will last longer than wood or metal which corrode. The bocce ball courts landscape grounds have all been improved, courts repaired and replenished with shell, and sidewalls painted, benches painted, umbrella with stands installed to add additional shading, the sprinklers and drainage repaired, Sunbrella cushions were provided there as well. Additional deck boxes were installed for furnishings, trash receptacle installed with a volunteer to maintain that so there is no additional cost to the membership. Gladstone gate landscape, there will be a proposal provided for additional rock. We are partnering with the adjacent homeowner to have a cohesive look. We had a visual inspection done with the City of Brentwood with the walls. They provided a map to identify ownership and maintenance repairs/replacements. The repairs and painting will be addressed by the city City of Brentwood. We are working with a professional fitness instructor to inspect gym and equipment that is not used or obsolete.

### **Special Board Meeting Sessions**

I feel that all Board Meetings should be held in the Clubhouse whenever possible. If something is critical someone's house is ok, but I think that the regular board meetings should be held in the Clubhouse so that all board members feel like they are on equal standing. A recent board meeting was held at a director's house, with proper notice because the library was being used.

## **OLD / NEW BUSINESS:**

### **Tree Maintenance Proposals**

The Board **MSC** to approve Tree West to trim the 17 palms trees on Summerset Dr. \$2975 and the palm trees and Crape Myrtles at the clubhouse \$1125 to do crown cleaning to trim away from the roof.

### **Bender Board Proposal**

The Board is not going to approve this proposal currently since it doesn't last long. We are going to investigate installing concrete mow strips instead since it will last longer.

### **Gate Repair Modification Proposals**

The Board **MSC** Automatic Gates to make repairs noted during their preventative maintenance inspection including removal and replacement of the safety edge and transmitter \$684 and \$470.25.

### **Summerset Dr. planter strips**

There is a shoulder when you enter the community, that area needs to be addressed (potentially in the spring), in the interim there will be pruning of trees. Sheldon has offered to assist with that project.

### **Painting curb next to pool red**

This area is unsafe to park here. There is no room for cars to safely pass on our narrow busy streets. We will have to have parking in this location for an upcoming project but other than that, we are considering painting the curb red for residents' safety. The Board has **MSC** to approve getting a quote for painting the curb next to the pool red and refresh the paint at the cross walks (4 board members in favor of painting the curb and 1 board member opposed). Management will obtain bids to present to the Board.

### **Remove speed bumps at back gate**

Tabled

### **Proposal for Procedures for Home Sales (policy or rule)**

Sometimes when realtors come in, they don't know that they are not allowed to place A-frame signs throughout the community. Our rules say it, but often the homeowners and realtor don't know. The Board is in the process of developing materials for realtors and homeowners when a house goes up for sale. We will talk more about this in November. It is currently in the beginning stages. We will then discuss if it will be a policy or a rule.

### **Echo subscription**

Educational community for homeowners, it's a journal about case law and other things that effect the HOA. It's around \$650 per year, it's something the Board is looking at right now. A lot of times the articles are very informative and helpful. We have not yet made a decision about this but are actively discussing.

### Pool umbrellas

The last standing Board approved the cost to replace the current umbrellas which was a reserve fund allocation. We did have a Board meeting last month where there were complaints about the new umbrella canopies not being adequate. We were able to negotiate to return the recently purchased umbrellas and get new umbrellas with a larger canopy; we are doing so at no cost, they will cost us less and will have a 5-year warranty. The new umbrellas are 108" and the old umbrellas were too small and light weight. The yellow umbrellas don't fit into the color scheme. The new umbrellas are a light tan color.

**HOMEOWNER'S FORUM:** Homeowner's forum – there were approximately 35 homeowners in attendance. Topics Discussed included:

- Question regarding the trees on someone else's property and who's responsibility to trim them.
- 8.1 rule changes concerns.
- Thanks to the new Board and wish them health and prosperity.
- Speed limit concerns with vendors driving through the community and 20 MPH.
- People walking through the golf course not picking up after their animals.
- Golf balls being dangerous.
- Crystal's title change from Activities Director to Office Administrator.
- Concern about the Standing Committee's requirement to have a board liaison and plan to appoint a Board Member to those committees.
- Suggestion to purchase Life Vac for the clubhouse to help with anyone choking, it's approximately \$40.

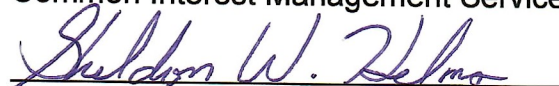
**ADJOURN:**6: PM


### EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on October 11, 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

  
Secretary/Board of Director

  
Date

These minutes were formally approved by the Board of Directors at the meeting held on: 11/8/23