

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

Clubhouse

November 8, 2023

5:00 PM

PRESENT:	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 Wantuck at 5:04 p.m.

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

CONSENT AGENDA:

1. October 11, 2023 – Executive and Board of Directors meeting minutes were approved as presented. **(MSC)**
2. Financials – September 30, 2023 Accepted
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

The Committee received 11 applications which included: paint, tree, fencing, solar, etc.

Board Advisory Committee

Nothing to report.

Décor Committee

The Committee will be decorating for Christmas on Tuesday, November 21 at 9:00 AM if residents can come and help it would be appreciated.

Finance Committee

We meet at the end of each quarter to go over income and expenses, everything looks pretty good, Clark is renewing CD's for us.

Newsletter Committee & Committee member appointment

We ran out of newsletters this month so we will be bumping up our request to 230 copies per month, currently we are requesting 200 per month.

Nomination & Election Committee

No report.

Rascals

No report.

President's Report

- The 28-day comment period has expired for Rules 1.1 (Technology Committee) and 1.12 (Welcome Committee). The Board **MSC** to approve adopting these two rules.
- Clark, Sheldon and I met with Adams Pool on October 25th for an update. Adams was waiting for the County inspection to be scheduled. They can't schedule the inspection until the work is complete.
- We do not have to replace the coping (the grey concrete material along the pool edge that you grab onto) and we also do not have to replace the tile, both of which would have cost over \$30,000.
- There is a cracked skimmer box that we do have to replace, which was an unexpected expense. The Board **MSC** to approve Adams to replace at \$4250.
- We received (2) comments in response to posting rule 8.1 for the 28-day comment period. We revised the rule because it was confusing to resident needing clarification of who had to pay for what and when, and how it all works. The BAC was charged with clarifying the rule and making it more user-friendly. We needed to clarify eligibility and that only the Board can approve someone to rent who is not a Resident. We do require them to carry \$500,000 of insurance coverage to protect the Association. The other comment received was about not allowing the use of the facilities for religious events or politics; Civil Code requires that we allow use of the Clubhouse for such events, and prohibits us from requiring insurance for those types of events.
- There was a question about the use of the abbreviation of OA = Office Administrator and BOD = Board of Directors in the Rule. Both abbreviations are defined in the Rule.
- There was a question about whether the rule is in line with the CC&Rs regarding the definition of "Resident." The definition in the Rule matches that in the CC&Rs and Bylaws.
- Residents can pick up a copy of Rule 8.1 and the accompanying forms at the office for review.
- There was a question about Crystal's promotion and title change. In 2022 the Board wanted to increase the responsibilities of the person in the office and clarify the duties. After interviewing in March 2022, Crystal was hired. Her salary is

commensurate with her qualifications, responsibilities, and skills and her title is appropriate.

Vice President

- Holiday Open House is December 13 from 5:30 – 7:30 PM. Brentwood Fine Meats is catering. The event is set up in bistro style, but there will be chairs for those who have difficulty with standing for long periods. Please make sure you sign up by December 1. The information is in the newsletter.
- We just hired two new gate attendants.

Treasurer's Report

- Our reserve funds are now receiving substantial interest, with the investment earning upwards of 5%, which is great.
- The current financial report says that we are in the red for YTD, but some of this is because of some large expenses.

Secretary's Report

- We now have 8 standing Committees and 29 Residents serving on them. These Committees have very important duties. It's important that the Board has an updated list, so we know who is serving on them to make sure they have enough people on those Committees to perform their functions. I will be contacting the chair of each of these Committees to make sure the information we have is up-to-date.

Director of Operations

- The pool furniture has been stacked and covered with plastic to protect from dust from the pool project.
- We are looking into painting crosswalks and adding yellow buttons.
- Bocce court furnishings have been stored, all umbrellas have been secured and stored with covers.
- We are looking into repairing some walkways to prevent trip and falls, we will be developing a strategy for repairs.
- We are looking into rock scaping at the Gladstone gate to be compatible with the front entrance.
- We have investigated a gym overview to determine what pieces of equipment would work best for our community.
- I have been in talks with the city about our perimeter walls. We are behind Summerset I in the queue for some of the exterior repairs from the city. Our painting proposals will be revisited at that time.

OLD / NEW BUSINESS:

Standing Committee Member and Liaison appointments

Tabled

Review 8.1 for approval

The Board **MSC** to approve the rule as posted.

Proposals for approval consideration

- **Pool project change orders**

The Board **MSC** to approve Adams Pool to replace the cracked skimmer at \$4250.

The Board **MSC** to deny the coping, tile, and LED lighting proposal.

- **Red curb & cross walk painting**

Tabled – we have striping included in the reserves in 2024.

- **Concrete mow strips**

The Board **MSC** to approve E & E Landscaping to install concrete mow strips in the parking lot area NTE \$2400.

- **Gladstone gate shoulder rock scaping**

The Board **MSC** to approve ordering 10 yards of stone from Brentwood Decorative Rock NTE \$1800.

- **Purchase Life-Vac anti-choking device**

The Board **MSC** to approve purchase of the device NTE \$100.

- **Gym treadmill repair**

We are not repairing the treadmill at this time; we will be surveying gym users about what equipment they use and what equipment they want to see, and will further be talking to professionals to inquire about what types of machines active adult communities use.

- **Drinking fountain bids**

We were discussing removing them from the bocce and tennis courts because it doesn't appear that anyone is using them. We did receive one response to keep them. We will be surveying the users of the bocce and tennis courts before deciding.

Menorah purchase

The Board **MSC** to approve purchase of a menorah NTE \$275 to represent Hanukkah in the Clubhouse along with other holiday decorations.

Possible sale of gym equipment and fire safe

Tabled

Approval of holiday budget

The Board **MSC** to approve NTE \$3500 for the holiday party.

Statement VS Coupon books for payment of monthly HOA fees

We discussed the cost to stay with coupon books or move to statements, and **MSC** to remain with coupons at this time due to cost.

Request BAC to review rule 1.1 – Outline of Organization, 1.2 Board Advisory Committee, and 2.1 – Policies and Rules

The Board is having the BAC review these policies for any recommended or required changes.

Joint Summerset Boards Golf course concerns

The Joint Summerset Boards discussed forming an ad hoc committee to determine if there is anything the Summersets can do about the conditions of the golf course. Residents who are interested in serving on the Committee, should let Crystal know. The Boards will arrange a meeting in January with representatives from all four Summersets to come up with a plan.

Trilogy events

Trilogy has events that are open to Summerset communities, and we would like to place these in our newsletter. The Board may also discuss opening some Summerset events to Trilogy members in the future as well.

Contra Costa Water District – Lawn to Garden rebate

If you want to remove your lawn and put in a garden, the Water District has a rebate for owners to do so. Crystal has the information in the office.

Lights at back gate update

Tabled

Holiday Décor

The Board **MSC** to approve a budget for \$200.

HOMEOWNER'S FORUM: Homeowner's forum – there were approximately 50 homeowners in attendance. Topics Discussed included:

- Question regarding whether the governing documents on the website are current.
- Question about what the cameras at the back gate record
- Concern about LED lighting in the parking lot not providing enough light
- Question regarding coupon books and if they can only be sent to residents who use them
- Comment that the Brentwood Water Dept. has a discount for Senior Citizens

ADJOURN: 6:15 PM

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on January 10, 2024. 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

Sheldon W. Helms
Secretary/Board of Director

1/10/24
Date

These minutes were formally approved by the Board of Directors at the meeting held
on: 1/10/24