

SUMMERSET AT BRENTWOOD II
SPECIAL BOARD OF DIRECTORS OPEN MEETING MINUTES
November 27, 2023 – 5:00 PM
Clubhouse Library

PRESENT: Julie Wantuck, President Term: 2025
Cindy Bennett, Vice President Term: 2025
Clark Nardinelli, Treasurer Term: 2024
Austin Fayne, Director of Operations Term: 2024
Sheldon Helms, Secretary Term: 2025 (entered meeting 5:20 PM)

ABSENT: None

(MSC) Motion, Second, Carried

CALL TO ORDER: 5:02 PM

NEW BUSINESS

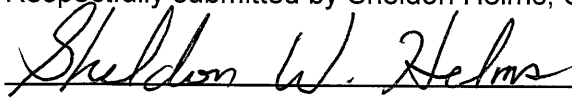
- The Board (BOD) discussed Standing Committee Member and Liaison appointments. Appointments will be made at the January 2024 Board meeting.
- Procedures for adding items to the agenda for regularly scheduled Board meetings were revised. J. Wantuck will update and forward revisions to BOD members for review.
- Procedures and guidelines for using the credit card were revised. J. Wantuck will update and forward revisions to BOD members for review.
- BOD members reviewed the job description for their position. A. Fayne asked Directors to review his provided format. Will discuss again at the next BOD meeting.
- Each director will look at the FastSigns website for replacement signs for adopted Family swim time hours and signs for the spa restricting children's use. Will discuss again at the next BOD meeting.
- There is a need to identify mailboxes, so residents know where to pick up their mail. Crystal has a map with the new mailbox locations. The Rascals will be asked to add the [provided] lettering to the mailboxes.
- Kirk from Water Waze requested a gate clicker. Clickers are restricted to residents only, so the BOD denied his request, but will provide a gate code.
- Procedures and current forms for Parking Waivers and Parking Waiver Updates will be revised by J. Wantuck and forward revisions to BOD members for review.
- A resident asked to see what the new camera at the back gate captures. J. Wantuck will contact the resident to determine why the request is being made to determine if access will be permitted.

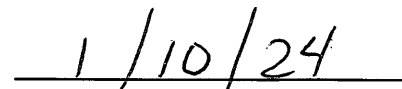
HOMEOWNER FORUM

- A resident asked when the new assessment (\$125.00) would be in effect. (BOD responded Jan. 1, 2024)

ADJOURN: 6:40

Respectfully submitted by Sheldon Helms, Secretary


Secretary


Date

These minutes were approved by the Board of Directors on: 