

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

**Clubhouse  
January 10, 2024  
5:00 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
<b>ABSENT:</b>	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 5:06 p.m.

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

**CONSENT AGENDA:**

1. November 8, 2023 & November 27, 2023– Executive and Board of Directors meeting minutes were approved as presented. **(MSC)**
2. Financials – October 31, 2023, November 30, 2023 Accepted
3. CD Investments –
4. Collection Action:

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

**COMMITTEE/CLUB REPORTS (if applicable)**

**Architectural Committee**

We have two new applications submitted.  
The Board MSC to appoint Denise McGrath

**Board Advisory Committee**

No report.

**Décor Committee**

No report.

**Finance Committee**

We will have a meeting this month, everything is in order.

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

We are working on the February newsletter. We have made a few design changes on the cover.

### **Nomination & Election Committee**

If anyone is interested in serving on the Nomination & Election Committee please email Sheldon Helms.

### **Rascals**

We have done some carpet cleaning in the clubhouse, reflectors are being replaced, the Rascals helped the Décor Committee with putting away holiday decorations, there was a pedestrian gate vandalized that will be temporarily repaired, the bathroom lock has also been fixed.

### **President's Report**

- Kudos to Crystal for a fantastic job organizing the Warriors trip.
- Kudos to the Club for collecting over 200 lbs. of food that was donated to the CC Food Bank and thanks to the Residents for taking down the holiday decorations.
- There has been an offer of a baby grand piano for free
- I hope that everyone's New Years is healthy.

### **Vice President**

- Happy 2024 to everybody
- We raised \$860 and donated to the Contra Costa Food Bank

### **Treasurer's Report**

- After review of EOY report, our operating expense exceeded our income by about \$22,000.
- We purchased a new CD with City Bank for \$190,000 at a 5.3% interest rate.

### **Secretary's Report**

- Kudos to Cindy the Vice President for organizing the holiday party and did a great job.

### **Director of Operations**

- The spa and pool is currently being worked on, we are following the permit process (thanks to Julie and Sheldon for spearheading the effort). There are plans for additional landscape at the pool in the future as well. We are possibly planning a small get together when all is completed to showcase the work that is being done.
- The plastic mow strips at the clubhouse were replaced with concrete that will hopefully last longer, we did come in under budget for this project. We are looking at possibly having additional concrete work done as well.
- There has been some lighting repaired at the palms.
- We are looking into solar lighting.
- We have had sidewalks reviewed for repairs, including damaged curbs.
- The Gladstone gate landscape will be tentatively scheduled for February or March once the weather is better.

- We are reviewing electrical issues in the craft room.
- The perimeter wall is being actively discussed and hoping for more updates in early spring.
- We are currently reviewing the gym equipment to find out what pieces of equipment are being actively used. We will be putting out some sort of a survey for the people who use the gym to take part in.

## **OLD / NEW BUSINESS:**

### **Standing Committee Member and Liaison appointments**

The Board **MSC** to appoint the following members to the Welcome Committee: Lily Wescott, Laurie Nardinelli, Jennifer Stuart, Julie Commins, Mary Ann Smith, and Julie Wantuck and Sheldon Helms as the Board Liaisons.

### **Lights at back gate update**

The Board **MSC** to approve NTE \$300 to install motion activated solar lighting for the mailboxes that are poorly lit (as determined by the Board once inspected) and the (3) pedestrian gates.

### **Pool deck sealing**

Quotes will be available for review at the February meeting.

### **Architectural Committee Questions**

No action.

### **Cross walk and red curbs**

The Board **MSC** to approve Pacific Maintenance Solutions (\$1758) to paint the current grey curb, red at the side of the pool and to repaint the cross walks from the clubhouse to the parking lot.

### **Gym fire safe**

We would like to get rid of the fire safe if anyone is interested in taking it.

### **Townhall meetings**

The Board would like to know if Owners would be interested in having periodic townhall meetings where we discuss topics in a more relaxed setting. More to come on this in the future.

### **Website updates**

The Board is working on getting the website up to date.

### **Gatehouse flooring bids**

Tabled to February.

### **Spot Amendment Bylaws 4.5.3**

The current Bylaws state that even if there is no Board election (in the case there is an election by Acclamation

### **2022-23 Rule Changes**

There were many rule changes last year, we are working on going through them and confirming that the most recent versions of all rules changes are included in the current rules packet.

### **CC&R's Signature Page & Certificate of Acknowledgement page**

The current ballot package that you received for the recent CC&R vote should be kept with your important home records. In the event you want the signed pages you can contact Crystal or CIMS to obtain the signature pages.

### **Procedure for Notifying Impacted Parties of Board Decisions**

The Board has established that the President will be responsible for notifying any impacted parties (Summerset employees, Clubs and Committees) of decisions that come out of Board Meetings.

### **Credit Card Guidelines and Procedures**

The Board is currently putting together credit card procedures for Board use for the current and future Boards.

### **Director Duties**

We are developing a Director Description that explain specific duties.

### **Pedestrian Gate Repairs**

The Board has approved Pacific Maintenance Solutions (\$540) to repair the recently vandalized pedestrian gate, and installing a metal plate to prevent future vandalism.

### **Proposal for adding agenda items to Board agendas**

Different Boards have had different procedures for adding items to the agenda. The current Board is creating a policy to identify the best way for items to be added to the agenda each month.

### **1X leaves cleanup proposal**

The Board is discussing the potential to increase street sweeping in the fall as needed with the heavier leaf fall.

### **Tree merit proposal (Ratify)**

The Board **MSC** to ratify the approval of Tree West (\$1305) to complete the merit injections to prevent pest infestation in the common area trees.

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

- Concern about a menorah in the clubhouse, without representation of other religions.
- Concern about coupon books being sent with envelopes that have the owners address on them.
- Question related to the community dumpster that was discussed.
- Comments about rules waiting to be amended.
- Meeting minutes must be available within 30 days upon request.
- Vendors should be reminded to not enter the gates before 8AM.
- Request for an update on the fire marshal report from the clubhouse inspection.
- Who is responsible to empty the trash can at tennis courts?
- Question regarding the status of the repair at the pedestrian gate.
- Question about vine growth on the sidewalk.
- Comments regarding lighting at the mailboxes and being very dark.

**ADJOURN: 6:23 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

Seldon W. Helma  
Secretary/Board of Director

2/14/24  
Date

These minutes were formally approved by the Board of Directors at the meeting held on: 2/14/24