

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

**Clubhouse
July 10, 2024
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 5:05 p.m.

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

CONSENT AGENDA:

1. June 12, 2024 Executive and Board of Directors meeting minutes were approved as presented. **(MSC)**
2. Financials – June not available.
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 Architectural Committee received: 1 Solar, 2 Paint, 4 Landscape applications. It was discussed how the Architectural Application

Board Advisory Committee

6.1 review has started and will be reviewed through August. There is still an opening on the Committee.

Décor Committee

Not present.

Finance Committee

The June financials were not available at the time of this meeting. The budget is coming up for Board review. Some issues we are having are with GL Codes with Reserves VS Operating. One of our Committee Members is running for the Board.

Newsletter Committee & Committee member appointment

August newsletter is being worked on.

Nomination & Election Committee

We have received 3 candidates to run for the 2 open seats: Austin Fayne, Jim Fisher and Cathie Krackower. The Board **MSC** to approve Candidates night for Wednesday, August 28th at 7PM, with possible light refreshments. The votes will be counted and the winners announced at the annual meeting held September 11th.

Rascals

There have been some umbrella issues that we fixed, some parking lot irrigation issues have come up and have been repaired, we hung a clock, we would like to start washing down the pool deck 2x a month, we are working on removing weeds

Welcome Committee

We are meeting with new Residents as they move in, approximately 7 new residents. We tentatively have our next meet and greet August 16th.

President's Report

In the newsletter we talked about how poor the entry looks leading up to Summerset Dr., and recommended you to go to Public Works to send a report to the city to ask them to maintain it. A Resident suggested that we circulate a petition to ask that they maintain the planting strips. We are still waiting for the spa inspection to be passed. There is an issue behind the spa that is currently being addressed. Thank you to Donna Finnegan for cleaning the craft room refrigerator.

Vice President

No report.

Treasurer's Report

The latest financial is not available. There are no big surprises as we review expenditures. Income is currently equal or greater than expenses. We don't have anything major coming up other than pool deck maintenance, rear clubhouse gutters and resurfacing tennis courts eventually.

Secretary's Report

No report.

Director of Operations

Reminder to everyone that the reserve fund is there to replace and refurbish items in this community. The following is a list of things the Board is working on: the landscape as you enter the front gate onto the right is going to be worked on and will possibly be

started late fall to integrate new plantings, lighting of the palms may need to be replaced, the pedestrian gates are having ongoing problems and are being addressed, the torn windscreen at the tennis court is being replaced, some rock scaping will be redone at the right and left of the Gladstone gates, the dog park turf was repaired with top soil with Lisa Gallo's help. The Board **MSC** to approve NTE \$1400 for landscape rock improvement.

OLD / NEW BUSINESS:

Proposals for Review and Consideration

- Clubhouse Gutters

The Board **MSC** to approve All Pro (NTE \$4000) to clean and replace the leaking back gutter.

- Janitorial

The Board met with Class Act to discuss performance issues. The Board will monitor how their performance improves over the course of the next 3 months and re-evaluate after review. If you see anything let the Board or Management know.

- Hire Part Time Maintenance Person

The Board is looking into a part time maintenance person to handle repairs at Summerset, no decision has been made yet but discussion is in the works.

- Pool Deck Maintenance

The pool deck maintenance contract has already been approved but we will be waiting until the fall since it takes 3-4 weeks to complete.

- Up-light Replacement

At least one of the up lights needs replacement. Cindy will be reviewing the lights and the Board will make a decision on how to proceed at a later meeting. The current lights are 25 years old so we are finding it difficult to find parts to repair.

Review Paint Books

The Board will be reviewing the paint books to see what colors should remain and what colors should be removed.

Rules Resident Survey

If you have any ideas about what rules should be added or removed please let us know, we are open to ideas. We will try and put something in the August newsletter for Resident comment.

Authorized Club Disbandment Add to Rule 1.3

There have been clubs disbanded in the last several years, the Board is discussing putting a policy in place to describe what happens when a Club is disbanded, including what to do with any left-over money. This will be discussed at a later date.

Review Owner Comments About Rules 1.1, 1.2., 2.1 & Discuss Reposting or Adoption

The Board has received (2) comments to the rules that were posted for a 28-day comment period. These rules may be adopted at the August meeting.

Townhall Meeting for Residents RE: Governing Documents

We are hoping to have a meeting to talk about the CC&R's, Bylaws, Articles and hold a Q&A with Residents.

Dark Window Film or Awning for Rear Doors of Clubhouse

When the sun is bright the clubhouse gets very hot, so the Board is looking into possibly installing film on the doors in the rear of the clubhouse.

Pool Hours for Guests

Resident's comments and concerns related to family hours was discussed.

HOMEOWNER'S FORUM: Homeowner's forum – there were approximately 25 homeowners in attendance. Topics Discussed included –

- Comments related to the Shea pedestrian gate and why it may be failing
- Comments related to the drip system
- Questions about the reserve study and recommendation on a review of the report
- Comments related to complaints about pool guests
- Comment related to the condition of the streets
- Board candidate introduced herself
- Complaint about cobwebs under the pool chairs and tables
- Request/inquiry about returning to printing the Newsletter in color
- Complaint about missing directions for operating the cantilever umbrella at the pool
- Question about the names and proper number of Inspectors of Election
- Comment about screens for ballroom doors similar to the ones on the craft room doors
- Complaint about the position of the lights on the Clubhouse's flag/flagpole
- Comment that a maintenance person (if hired) could set up and take down tables and chairs for Board meetings instead of some Board members and residents doing it
- Lack of annual liquor liability coverage (may be able to get "special risk" policy)
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ADJOURN: 6:PM

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on May 8, 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



Secretary/Board of Director

8-14-24
Date

These minutes were formally approved by the Board of Directors at the meeting held on: 8-14-24