

**Brandon Brook Homeowners Association, Inc.**  
**Board Of Directors Meeting**  
**February 27, 2007**  
**Brandon Community Center**  
**502 E. Sadie Street – Brandon, Florida**

**Minutes**

**Call to Order:** The meeting was called to order by Bill Davis, President, at 7:07 p.m.

- **Verify Quorum** - It was verified that a quorum was present. Directors Bill Davis, Marsha Schwartz and Claudina Doyle were in attendance. McNeil Management was also present.
- **Confirmation of Proper Meeting Notice** – It was confirmed that the meeting sign was posted at least 48 hours in advance of the meeting.
- **Approval of Minutes** – Bill Davis moved to approve the minutes as presented. Second and passed unanimously.

**Financials:** Financials were presented.

- The bank account balance at January 31, 2007 is \$79,697.79.
- Accounts receivable were reviewed totaling \$3,119.
- The BOD reminded everyone of their pre-approval of the attorney assessment collection process. Manager to proceed with turning over delinquent accounts to attorney once the 30 day notice has elapsed.
- The report is filed for audit.

**Unfinished Business**

- Bill Davis indicates that Verizon FiOS is installed and functional. Now that the FiOS is installed, the security system must be reconfigured to work with the internet connection.
- Bill Davis provided updates regarding the pool deck repairs currently under way. While on site, the vendor has provided an updated proposal at \$1,400 for re-staining of the entire deck area to ensure a uniform appearance. Marsha Schwartz moved to accept the new, lower priced proposal at \$1,400 to re-stain the entire deck. Second and passed unanimously.

**New Business**

- Bill Davis indicated that Michael Hansen has tendered his resignation from the Board of Directors for Brandon Brook due to time constraints. The board respectfully accepted Michael's resignation.
- Notices Report and ACC Report was reviewed.
- Manager was requested to pull bids for painting of end caps on center islands at Mt. Carmel end of Brandon Brook Road and at Silver Flask.
- Manager to contact landscaper with complaints regarding failure to cut islands at cul-de-sacs, non-removal of trimmings/clippings and bushes that require trimming.
- Manager to contact vendor(s) to request advice/input/proposal regarding potential upgrades to playground area.

**No Committee Reports**

**Adjournment**

- Bill Davis moved for adjournment at 7:50 p.m. Second and meeting adjourned. The next meeting will be held March 27, 2007.

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Claudina Doyle, Secretary

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Date