



## Board of Directors Meeting Minutes July 18, 2022

### ATTENDEES:

TITLE	OFFICE HOLDER	PRESENT
President	OPEN	
Vice President	Carol Brooks	X
Secretary	Catherine Ross	X
Treasurer	Brenda Roche	X
Neighbor Relations	Ivonne Sewell	X
Chair - Beautification Standing Committee*	Linda Pool	X
Chair - HOA Property Standing Committee*	Jim Vaught	X
Chair - Communications Standing Committee*	Carol Brooks	X
Chair - HOA Sponsored Events Standing Committee*	Lydia Gagliardi	X

*\*At large Board Members*

### ADDITIONAL ATTENDEES:

NAME	TITLE	REASON FOR ATTENDANCE

**Quorum of Board Members Established: Yes**

**Meeting called to order at: 6:07 PM**

**Voice approval of minutes of previous Board meeting: Approved as written.**

### REPORTS OF OFFICERS:

#### PRESIDENT:

- N/A

#### VICE PRESIDENT:

- Presented draft of proposed mailing concerning amended voting process for 2023
- Presented draft of proposed mailing concerning future of HOA
- Presented draft of those items that need to be included in a Policies and Guidelines process in order to be in compliance with 2021 Texas laws governing HOAs.
- Discussion of upcoming notification and mailing of ballot to vote on needed Amendments to bylaws and CCRs necessitated by 2021 Texas laws governing HOAs.

#### SECRETARY:

- Will research options/pricing for the annual meeting; finalize at October board mtng.
- Suggestions included: Library, Presbyterian church, Spring Garden

#### TREASURER:



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- Balance of \$16,817.62 in checking account
- Balance of \$33,172.92 in Reserve Fund
- Final participation in 2021 dues campaign was 65%
- Audit was completed and is filed in Treasurer's Notebook; suggestions:
  - Sales tax forms
  - Separate receipt for personal expenses
  - File IRS 99N
- Motion made by Treasurer to move \$375.00 from checking to Reserve; seconded by Linda; passed unanimously. This covers the 25% of fees allocated to Reserve from 15 payments made in second quarter
- Motion made by Treasurer to honor requested increase by lawn service company for Cummings frontage. Current cost is \$2,700/year; would increase to \$3,000/year. Seconded by Lydia; passed unanimously.

### **NEIGHBOR RELATIONS:**

- Brenda and Ivonne have developed and will document a process that begins with first contact with new residents and ends with entering resident/ownership information in our database.
- Distributed updated resident report

### **REPORTS OF STANDING COMMITTEES:**

#### **BEAUTIFICATION**

- Sprinkler working well after repairs; investment in solenoids saved plants
- There is still a leak on the west corner of Ashbury - Jim will investigate
- Fall planting will not begin until weather cools sufficiently

#### **HOA PROPERTY:**

- Estimates to replace perimeter fencing:
  - \$54,000.00 for Cheek Sparger frontage
  - \$41,000.00 for Cummings frontage
- Estimates to upgrade/replace Cummings sprinklers:
  - \$3,060.00 to add four zones; would allow grass/flower beds to be separated
  - \$9,800.00 to replace entire system with more efficient/economical system
- Quote for needed masonry repairs primarily for Cummings entrances:
  - \$8,800.00 and includes added rebar and polymer to replace unstable mortar. Carol made a motion to pull money from the reserve fund to prevent further damage; seconded by Lydia; passed unanimously.

### **COMMUNICATIONS: No updates**



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### **HOA SPONSORED EVENTS:**

- Two mailbox meetups were held; good attendance from nearby neighbors
- The July 4th kids parade was canceled due to lack of response

### **UNFINISHED BUSINESS:** *Items that were tabled from last meeting, required more research etc.*

- Draft of Policy and Guidelines document
- Concerns about absence of external painting in CCRs

### **NEW BUSINESS:** *Items discussed during this meeting that will be pursued by specific board and/or committee members. Indicate names, issue & future dates as applicable.*

#### Vice President

- Draft of letter and ballot to vote on amendments to bylaws & CCRs will be sent to board for review and approval; to be mailed during September
- Draft letter to all owners on nominations for Board and future of HOA

#### Financial:

- Status of tax exemption form
- Status of IRS 990N form
- Ideas to make Campaign more effective including other ways to pay

#### HOA Property

- Additional quote for sprinkler replacement

#### HOA Events

- Holiday event date, time, multiple etc.
- Additional Mailbox events?

### **FUTURE MEETINGS:** *Date, time, and location of upcoming Board/Committee and/or Property Owner meetings.*

- Board meeting scheduled for October 3rd
- Annual Association meeting scheduled for November 9th

**ADJOURNED AT: 8:10 PM**

**MINUTES PREPARED BY: Catherine Ross**