

# **Oak Bluff Estates, Phase 2 Subdivision, Homeowners' Association**

## **BOARD OF DIRECTORS MEETING**

3 Meadow Run, Round Rock, TX 78664

Wednesday, October 9, 2019

7:00 p.m.

## **MINUTES**

### **I. Call to Order**

The meeting was called to order at 7:01 p.m.

### **II. Establishment of Quorum**

Board Members Present: Tom Castro, Farrell Desselle, Jana Nava, Graves Owen, Deke Kittrell, and Richard Caponigro. Michael Treadwell was not present. The Board Members present constituted a quorum.

Spectrum: Ander Mitchell

### **III. Homeowner Open Forum**

A. 3-minute forum for homeowners present

B. 5-minute response/speaking forum for Board Members

There were no homeowners present for the open forum.

Board members raised concerns regarding the communication that takes place on social media. They are in agreement that it would benefit the community and the Board to improve communications from the Board. The proposal is to distribute a quarterly communication that highlights upcoming events and accomplishments by the Board.

The Board gave feedback on the garage sale. Saturday was very busy, but Sunday had little traffic. Some residents were observed starting their garage sale on Friday.

### **IV. Approval of Prior Meeting Minutes (September 2019)**

A motion by Deke Kittrell to approve the September 2019 minutes was seconded by Jana Nava. The motion carried.

### **V. Financial Review**

The Treasurer (Rich Caponigro) reviewed the Association financials and identified several items in the over-the-month financials that were notable expenses. He noted that the Accounts Receivable have gone up. Because of the good standing of the financials, he proposed providing credits to homeowners for the coming year. There are still potential landscape issues and irrigation repairs that may be necessary and will add to budgetary expenses. The Board completed the review of the financials and with no other concerns, moved to the next order of business.

A motion by Rich Caponigro to offer a \$50 credit for owners who have a zero balance on their account as of February 1, 2020, was seconded by Graves Owen. The motion carried.

### **VI. Old Business**

## **Oak Bluff Estates, Phase 2 Subdivision, Homeowners' Association**

### **A. 2019 Annual Meeting**

The 2019 Annual Meeting will be held on Thursday, November 7, 2019, 7 p.m., at The Oaks at Forest Creek Golf Club, 99 Twin Ridge Pkwy., Round Rock, TX 78664. Meeting notices will go out the week of October 14. The facility will be provided \$200. Refreshments will be water and snacks.

### **B. BrightView Outstanding Invoices**

BrightView provided Spectrum them with any outstanding invoices for Oak Bluff Estates. All invoices for BrightView have been received and approved.

### **C. Newsletter (Status Update)**

Jana Nava provided a report regarding the status of the newsletter. Instead of a newsletter, there will be a quarterly communication from the Board with highlights recent Board and community activity.

## **VII. New Business**

No new business was presented for discussion during the meeting.

## **VIII. Committee Reports**

### **A. Architectural Control Committee**

The ACC has no outstanding ACC requests to be reviewed.

### **B. Common Area Maintenance Committee**

Farrell Desselle will present the Common Area Maintenance Committee report at the Annual Meeting. In the coming year, all trees on the east side will be trimmed. The tree limbs that are hanging in owners' yards will also be trimmed. A motion by Graves Owen to get an estimate for the tree trimming was seconded by Jana Nava. The motion carried. Farrell Desselle with get bids for the project.

### **C. Social Committee**

#### **1. Holiday Decorations**

Farrell Desselle contacted two (2) vendors that do holiday decorating for homes and businesses. The first bids were from EZ Holiday Lights and the vendor provided two (2) proposals for the decorations. The second bids were from Christmas Décor. Farrell Desselle will provide the Board with an updated estimate from EZ Holiday Lights.

#### **2. Holiday Party**

There will be no holiday party this year.

#### **3. Volunteers**

The Board will solicit volunteers for the Social Committee during the Annual Meeting.

#### **4. A motion by Rich Caponigro to give JNL Landscapes a \$100 landscape was seconded by Jana Nava. The motion carried.**

**\*\*\*\*\* (All committee members/homeowners are excused) \*\*\*\*\***

## **IX. Executive Session**

### **A. Aging Report**

### **B. Violation Report**

### **C. ACC Requests**

## **Oak Bluff Estates, Phase 2 Subdivision, Homeowners' Association**

The Board Executive Session commenced at 8:45 p.m. and consisted of a review of the Association's pending legal matters, Collections, Aging Report, Violation Report, ACC requests, and other pending issues. The Board addressed several issues involving deed restriction violations and requested that the Site Manager address the issues through the Fine and Enforcement Policy.

### **X. Next Board Meeting**

The next Board meeting will be held on January 23, 2019, 7:00 p.m., at 33 Meandering Way.

### **XI. Adjournment**

The meeting was adjourned at 8:51 p.m.