

Oak Bluff Estates, Phase 2 Subdivision, Homeowners' Association

BOARD OF DIRECTORS MEETING

33 Meandering Way, Round Rock, TX 78664

Thursday, January 23, 2020

7:00 p.m.

MINUTES

I. Call to Order

The meeting was called to order at 7:04 p.m.

II. Establishment of Quorum

Board Members Present: Farrell Desselle, Shane Hall, Jana Nava, Graves Owen, Deke Kittrell, and Richard Caponigro. 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

During the open forum, one owner informed the board that he would be submitting an ACC request for remodeling of his home to prepare it for sale.

One owner reported that she had receive an unsigned courtesy note from a neighbor regarding her barking dogs.

IV. Approval of Prior Meeting Minutes (October 2019 & November 2019)

A motion by Graves Owen to approve the October 2019 and November 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 compared the financials to the prior report and most areas have improved. He has recommended moving funds from the Operating Account to the Reserve Account. The Treasurer covered the items that were over budget for 2019. The Treasurer recommended stepping up the working on eliminating the Accounts Receivable. A motion by Rich Caponigro to move \$96,000 from the Operating Account to the Money Market Account was seconded by Graves Owen. The motion carried.

VI. Old Business

- A. Quarterly Communication (Jana Nava)

Jana Nava presented a draft of the next Quarterly Communication eblast from the Board. The Board agreed to add the tentative proposals for the trail to the communication.

VII. New Business

- A. Appointment of New Board Member

A motion by Rich Caponigro to appoint Pat Martin to the Board of Directors was seconded by Deke Kittrell. The motion carried.

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B. Appointment of New ACC Members

The Board discussed appoint an additional person to the Architectural Control Committee. The President will be contacting a potential candidate.

C. 2020 HOA Assessments (Status Update)

The Board reviewed the status of the 2020 HOA assessment payments. As of today, Eighty-one (81) owners have assessment balances of \$50 or more. Two hundred eleven (211) have zero balances. Owners still have until January 31, 2020, to pay the 2020 HOA Assessment and to qualify for the \$50 credit.

D. Demographic Survey (Shane Hall)

Shane Hall provided a draft of the demographics survey of the community. The survey will cover the residents in the neighborhood and the things they cared about. The notice of the survey will be included in the quarterly communication. A separate eblast with the link will be sent to owners encouraging them to take the survey.

E. Social Media Policy

The Board discussed the development of a Social Media Policy. Official business will only be conducted on the HOA website. Spectrum has requested a legal opinion on the issue and will share it with the Board when it is received.

F. Storage Unit Inventory

An inventory of the HOA's storage unit will be taken. Unusable objects will be discarded.

G. CPA Selection

The Board reviewed the list of CPA and their respective pricing for completing the 2019 taxes. The Board has a CPA contact that they would like to use and will be getting his contact information to Spectrum.

H. Collection Policy

Spectrum (Ander Mitchell) discussed the Collection Policy and how it is administered. He discussed the various steps in the policy and the administrative fees associated with each step.

VIII. Committee Reports

A. Architectural Control Committee

The ACC has no outstanding ACC requests to be reviewed. Graves Owen requested guidance from the Board on the application of the ACC rules. The ACC will strive to stick as closely to the CC&Rs as possible on all ACC requests.

B. Common Area Maintenance Committee

The Common Area Maintenance Committee reported that the issue with the CR 123 will be tabled until feedback is received from the quarterly communication.

C. Social Committee

The Social Committee did not present a report at the meeting. The Board did address the recent holiday party and the lack of attendance.

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

IX. Executive Session

A. Aging Report

B. Violation Report

C. ACC Requests

The Board Executive Session commenced at 9:13 p.m. and consisted of a review of the Association's pending legal matters, Collections, Aging Report, Violation Report, ACC requests,

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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 March 26, 2020, 7:00 p.m., at 3 Meadow Run.

XI. Adjournment

The meeting was adjourned at 9:28 p.m.