

Oak Bluff Estates, Phase 2 Subdivision, Homeowners' Association

BOARD OF DIRECTORS MEETING

Teleconference

Thursday, March 26, 2020

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: Farrell Desselle, Shane Hall, Deke Kittrell, Jana Nava, Graves Owen, Pat Martin, 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, the following topics were raised:

*What is the status of the CR 123 property? The Board will be discussing this issue as a main topic later in the meeting. The property has been mowed and the walk-through gate is open.

*How was the demographic survey conducted? The survey was done electronically and was sent to all owners who have an email on file with Spectrum Association Management.

*The noise of the cars with loud mufflers are a nuisance, but the HOA does not have control over the issue.

*When are the Bylaws up for revision? There is nothing in the plans for revisions, but submissions for changes can be submitted to the Board at any time.

IV. Approval of Prior Meeting Minutes (January 2020)

A motion by Jana Nava to approve the January 2020 minutes was seconded by Deke Kittrell. 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. The Treasurer covered the items that were over budget for 2020. He reviewed the "Good Standing Credit" initiative and indicated that the project was a success. Currently, \$32,000(+) in the Operating Account \$153,000(+) in the Reserve Account. Accounts Receivables stand at \$16,700(+). The association is currently under budget for overall expenses. General Maintenance currently has a credit of \$1000 due to an insurance payment which exceeded the actual cost for the repairs for the damage done to the sign columns. Rebates from the City of Round Rock for sprinkler upgrades totaled over \$800. Money is budgeted for other general landscaping initiatives. For the first time, there were no irrigation repairs during a monthly reporting period. Overall, the association is under budget by \$7264 for the year.

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VI. Old Business

A. Demographic Survey (Shane Hall)

Shane Hall provided an update on the responses to the demographics survey of the community. The survey covered was sent to the residents in the neighborhood and responses were collected regarding the things they cared about. There were 106 residents responded, but the survey was limited to 100 viewable responses. The first question dealt with the number of persons in the households. 49 percent only have two people in the home. There were three (3) households with 6 or more residents. 85 percent of the homes have 2 – 4 residents. The second question dealt with the number of children in the household. There were 55 responses to this question and there are 77 children represented among them. Children between the ages of 4 – 8 represented the largest percentage. The third question dealt with the number of adults in the home. 47 percent of the homes have adults ages 61 or older. 22 percent have adults ages 51-60. The fourth question gauge general interest in neighborhood activities. The top 5 areas of interest were group exercise (walking), card & board games, day trips, women's only activities, and community service activities, respectively. The fifth question asked for things to improve. 63 residents responded to this question. There were various responses to this question, with a number of comments related to the CR123 property. The sixth question gauged interest in volunteering. There were 83 responses, with 20 percent interested in serving and 23 percent not interested. Of those interested in volunteering, they listed special projects, committees, and any capacity as their options. Jana Nava will summarize the responses and include them in the quarterly newsletter for the April 2020 edition.

B. 2020 HOA Assessments (Status Update)

The "Good Standing Credits" have been given to all owners who qualified. An eblast was sent to owners on 03/25/20 advising them that the credits had been posted to their accounts and would automatically be applied to their 2021 HOA assessment billing.

C. Storage Unit Inventory

An inventory of the HOA's storage unit has been taken. No objects were discarded.

D. Social Media Policy

The Board discussed the proposed Social Media Policy. The Board tabled the issue until the Communications and Social Media Policy could be reviewed further.

E. CPA Selection

William R. Smith CPA has provided his letter of Engagement. It has been forwarded to Farrell Desselle (President) for signature and he has placed it in the mail.

VII. New Business

A. Quarterly Communication (Jana Nava)

Jana Nava will be drafting of the next Quarterly Communication eblast from the Board. The only items thus far are the CR123 property, demographic survey, and the spring garage sale, which is tentatively scheduled for the first weekend in May 2020. Information will be included on when trash receptacles can be placed out for pick up. Deke Kittrell suggested including information on the negative impact of using herbicides.

VIII. Committee Reports

A. Architectural Control Committee

The ACC has no outstanding ACC requests to be reviewed.

B. Common Area Maintenance Committee

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The Common Area Maintenance Committee discussed access to the CR 123 property. The property was mowed in the past week. Farrell has obtained a bid from Saul for \$380 to install steps and mowing as needed at \$108 per mow. The Board agreed by general consensus to accept the bid.

C. Social Committee

The Social Committee did not present a report at the meeting. Jana Nava will reach out to the respondents to see if there is any interest in serving as chairs for the Social Committee.

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

IX. Executive Session

- A. Aging Report
- B. Violation Report
- C. ACC Requests

The Board Executive Session commenced at 8:36 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.

The Board discussed access to the CR123 property. One resident has accessed the property that resulted in noise complaints from residents that live near the property. The Board will do additional research on whether to limit the type of vehicles allowed on the property.

The Board approved moving forward with resolutions for ordering title work to prepare the lienholder notices for two (2) owners.

The Board approved sending one (1) owner to the attorney for collection of past due assessments.

X. Next Board Meeting

The next Board meeting will be held on May 21, 2020, 7:00 p.m., 3 Meadow Run.

XI. Adjournment

The meeting was adjourned at 9:26 p.m.