

Homestead Homeowners' Association Board of Directors
February 21, 2011
Minutes

- I. The regularly scheduled board meeting was held February 21, 2011, at The Homestead club house. The following board members were in attendance:

Ty Albright
Kathy Vargo (by phone)
Charles LaFleur
Erin Pottebaum

- A. Quorum was established.
- B. The meeting was called to order by Vice President Ty Albright at 7:15 p.m.
- C. Erin Pottebaum moved to approve minutes from the January 17, 2011 board meeting and Charles LaFleur seconded. Board approved unanimously.
- II. The Board acknowledged the resignation of Mike Gray effective 2/17/11. Rusty NejdI volunteered to take over the remaining one-year term as HOA Board Member and Treasurer vacated by Mike Gray's resignation. Ty Albright moved and Charles LaFleur seconded approval for Rusty to join the board immediately. Board approved unanimously.
- III. Karen Rayl Bassham (KRB), HOA Administrator, gave a report on actions taken in her new position, including:
- A. Procuring a dedicated cell phone
- B. Setting up Homestead email
- C. Designed business card that can be printed on Xerox printer
- D. Made various website updates through Beckye Brown
- E. Retrieved clubhouse key and minutes docs from Carolyn Titterington and have asked Kathy Vargo for box of documents.
- IV. The HOA Board took the following actions:
- A. Approved the purchase and distribution of business card magnets with administrator contact information in quantity of 1,000, which would be sent along with the second annual meeting notice to all residents. Ty Albright moved to approve that KRB be authorized to order magnets, with Erin Pottebaum seconding. Board approved.
- B. Approved setting a <\$1,000 limit for KRB to approve various invoices for budgeted items directly with Real Manage (Ty Albright moved and Erin Pottebaum seconded).

- C. The Board authorized Ty Albright to execute on behalf of the board a waiver of insurance for KRB until this can be obtained. Meanwhile, this waiver will allow KRB to be paid. Ty will call Rob Betancur to ensure KRB can be paid for her first month's invoice immediately.
- D. Individual Homeowners in the neighborhood had each received notices in the mail about trees that obstruct the sidewalk in November. Offenders were sent courtesy notices in December, and given until the end of February to correct the situation. Much progress has been made but some homes, despite these multiple notices still have not corrected the situation. The Board approved having Ty Albright (VP Grounds) and other volunteers to work with Real Manage to identify all homes that continue to have trees that obstruct the sidewalk (must have a 7 foot clearance) and to have Real Manage send the offenders a notice of violation including assessing a \$10.00-per-day fine for failure to correct the problem. The \$10.00-per-day fine will stop at such time as the Homeowner contacts Real Manage to report that they have corrected the situation (subject to a subsequent verification inspection).

V. Real Manage Actions

- A. The Board discussed the management contract with Real Manage, which comes up for renewal in April 2011. Ty Albright moved that the Board take no action, which will result in the automatic renewal of the contract for a three year period, in accordance with the terms of the management agreement. Rusty NejdI seconded and board approved. The board also acknowledged that the contract does allow for termination with a 60-day notice and payment of a \$3,500 termination fee, so the association is not locked into the contract should a change be desired in the future.
- B. KRB will discuss insurance needs/costs, including Worker's Comp for HOA and extended liability for KRB, with Rob Betancur at Real Manage.
- C. The Board also discussed getting Real Manage to send out welcome packets to new residents as soon as new welcome packet is developed by the board.
- D. The Board authorized KRB to ask Real Manage to attend the next board meeting on March 21 (which is one week prior to the Annual Meeting on March 28) to go over the task list and answer questions.
- E. KRB will work with Real Manage to determine which vendors are currently under contract with the HOA and to begin a list of trusted vendors.

VI. Amenities

- A. Board approved for Roberts' Pool to replace the pool pump/filter damaged by the hard freeze with a new unit. KRB is authorized to approve up to \$1,700 for replacement and will work with Real Manage and Roberts' Pool to determine the timing.
- B. Board approved setting up a regular quarterly schedule with Frisco Building Services for window cleaning at \$65 per service.

- C. Rusty NejdI volunteered to take possession of the HOA's DJ/sound system from Erin Pottebaum.

VII. Community Services Division

- A. KRB reported that the updated registration with the City of Carrollton's Community Services Division has been confirmed by the City.
- B. As a result of this registration, The Homestead may be eligible for matching grants up to \$5,000 on projects improving common areas. KRB will get the application for further information.

VIII. Delinquency/Violation/Fine Update

- A. The Board reviewed the list of homeowners delinquent on homeowner's dues, which indicated that nine residents owe more than \$1,000 (totaling \$21,652.99); nine residents owe between \$500 and \$999 (totaling \$6,345.28) and 43 residents owe under \$500 (totaling \$5,592.71).
- B. Several residents owe odd amounts under \$15. The Board approved waiving these to clean up the accounts
- C. The Board requested Real Manage to ensure that all residents that owe more than \$1,000 on quarterly dues be referred to an attorney and put lien on the home. The Board approved waiving any delinquent balances under \$15 to clean up the accounts and allow more homeowners voting rights at annual meeting. (Ty Albright moved and Charles LaFleur seconded.)
- D. The Board discussed the fining policy and how Real Manage can collect \$10-a-day fines for violations not fixed promptly. KRB will discuss this further with Rob Betancur as to implementation plan in which residents would have to notify Real Manage when the violation is fixed to stop the \$10-a-day fine accumulation.
- E. Board approved Ty Albright's proposal to have volunteers do a survey of the trees that were cited for low branches over sidewalks on Feb. 28 and then initiate (with Real Manage) fines for those not in compliance.

IX. Annual meeting

- A. KRB will draft a cover letter to send out with the second Annual Meeting notice to encourage sending in proxies. The letter, notice and contact magnet will be sent out in the next week or so.
- B. KRB reported that 12 proxies had been received in the Drop Box. She will ask Real Manage how many they have received for a final update.
- C. Kathy Vargo will provide KRB with last year's agenda and PowerPoint presentation to be modified for the March 28th meeting.
- D. Possible nominees for the new board were discussed. Kathy Vargo will check with Roy Atwood and Ed and Lynn Rossol; Ty Albright will contact David

Gatz; Erin Pottebaum will contact the list of "PTA Moms" provided by Diane Albright.

- E. KRB and Erin Pottebaum will work on obtaining gift certificates from area restaurants to use in a drawing at the meeting (only open to homeowners attending).
- F. KRB will develop a final social events calendar and a questionnaire for attendees to fill out on their interest in the various social activities.
- G. Real Manage will be asked to bring an updated delinquency list to the Annual Meeting.

X. Event calendar

A. Board discussed these dates for official HOA events:

Monday, March 28	Annual Meeting for Residents
Saturday, April 16 or 23	Easter Egg Hunt (Easter Day is April 24)
Saturday, May 28	Memorial Day Picnic
Monday, July 4	July 4 th Parade and Picnic
Saturday, Sept. 3	Labor Day Party/Picnic
Tuesday, Oct. 4	Neighborhood Night Out
November TBD	Fall Festival
Saturday, Dec. 17	Holiday Reception

B. Erin Pottebaum will work with KRB to transfer all social event documentation.

- XI. ACC requests year-to-date were reviewed. The Board will request an accounting of the ACC process from Real Manage and ACC Committee to confirm the process is working adequately.

The meeting was adjourned at 9:15 p.m.