

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

- I. The regularly scheduled board meeting was held March 21, 2011, at The Homestead club house. The following board members were in attendance:
 - Ty Albright
 - Kathy Vargo
 - Charles LaFleur
 - Erin Pottebaum
 - Rusty NejdI
- II. Quorum was established and the meeting was called to order by Vice President Ty Albright at 6:50 p.m.
- III. Ty Albright moved to approve minutes from the February 21, 2011 board meeting and Charles LaFleur seconded. Board approved unanimously. Karen Rayl Bassham, HOA Administrator, was appointed scribe for this meeting.
- IV. The Board welcomed the participation of Rob Bentacur and Duane McPherson from RealManage at the board meeting.
- V. The Board acknowledged the resignation of Erin Pottebaum effective 3/21/11. David Gatz (ACC Chairman) volunteered to take over the remaining one-year term as HOA Board Member vacated by Erin's resignation. Kathy Vargo moved and Charles LaFleur seconded approval for Erin's resignation and David's replacing her on the board immediately. Board approved unanimously. Both Erin's resignation and David's appointment will be announced at the annual meeting on March 21.
- VI. Kathy Vargo, President, signed the 2010 tax forms for the HOA and Rusty NejdI, Treasurer, will send them back to RealManage.
- VII. RealManage decisions: Karen Rayl Bassham, HOA Administrator, reported on her meeting with RealManage on 3/9/11.
 - A. The following ACC process changes were discussed with the board and RM representatives.
 - a. RM will enter all ACC requests when received into their website's Task Log to facilitate tracking. (David Gatz, as board member, will have access to the Board Portal on RM's website to check the Task Log.)
 - b. ACC will contact residents immediately with results of decision and let RM do its normal notification.

- c. ACC will scan all request forms with signature and notes and send to Karen Rayl Bassham and Kelley Samples at RM, ensuring that all requests with notes are saved electronically for HOA and RM records.
- d. KRB and RM will keep separate request logs to double-track responses.
- e. Shannon McLaughlin at RM will call David Gatz, ACC Chairman, every Friday to coordinate requests received and acted on that week.

VIII. Fining policy and enforcement discussed with RM representatives:

- A. Board wants to ensure that all fines are implemented with 10% interest per annum (per the terms of the governing association documents).
- B. Because RM doesn't have a system to enforce a \$10 per day fine, they will notify the resident after each inspection (once or twice a month depending on season) of the summation of their fines (\$140 every 14 days-two weeks or \$300 every 30 days-4 weeks).
- C. Duane McPherson at RM said RM will write a new letter to inform residents who receive a violation notice of the \$10/day fines to be assessed until the violations are corrected.
- D. Property Liens on overdue assessments: Board will work with RM and attorneys to determine how many homes currently have attached liens as a result of past-due assessments or other amounts. May need Board Resolution to have this properly updated by attorneys.

IX. Two Board Resolutions were discussed.

- A. APPROVED. This resolution was signed by Kathy Vargo, President, and sent to RealManage: "The Board resolves that RealManage should automatically refer any resident owing more than \$1,000 on HOA quarterly assessments to the attorney to have lien attached."
- B. TABLED: This resolution was tabled for further research by board member Charles LaFleur. "Ask attorneys to locate delinquent homeowner (named deleted) who leases his property (address deleted) and get response on long-term delinquencies and violations.

X. Board discussed the following:

- A. Public Storage Unit, 4101 N. Josey: KRB received key and authorization code from Kathy Vargo. Both will go to the unit to sign over authorization to KRB.
- B. Petty Cash fund for KRB. Board decided not to have separate fund but send invoices to RM for expense/supply reimbursement.
- C. Boy Scout donation for distributing proxy forms: The Board approved a donation of \$100 to reward Troop 114 for helping to collect proxies. A "thank you" slide will also be inserted into the annual meeting presentation.

- D. Fence replacement between properties when neighbors have different plans: homeowners may erect separate, parallel fences within each of their property lines.
- E. KRB will condense/abstract DCCRs and Bylaws to provide simple-language document for new neighbor welcome packets (with caveat saying the legal documents will be used to enforce issues).
- F. Handling “escalations” of complaints from residents (noisy dogs, delinquent clubhouse rental fees). Board decided it would be best for homeowners to follow the currently established procedures and work with RM on issues. In situations (such as barking dogs) where other authorities have jurisdiction (e.g. the City of Carrollton), homeowners should be encouraged to work with these authorities to resolve issues. If after all other avenues have been exhausted and the problem still exists, the Board will become involved if the issues are addressed in the association’s governing documents and it is determined that the board has authority and an obligation to take actions on behalf of the homeowner.
- G. Tree inspection: the next tree-height inspection from RM will take place 3/29 to update earlier violation report.

XI. Annual meeting planning.

- A. The Board reviewed and provided changes to the Agenda, 2010 Minutes and PowerPoint presentation.
- B. Proxies/Quorum: At meeting time, had collected 87 proxies. Quorum requires 128 (30% of 461) to attend or be available by proxy. Board will do presentation at regularly scheduled time on March 28, 2011, and, if it is necessary to schedule a second meeting due to lack of quorum, will hold the next meeting in the clubhouse to authorize actions.
- C. RM has been requested to waive dues delinquencies under \$15.
- D. Door prizes will be available to anyone who sent in a proxy or attends the meeting.
- E. Elma Vazquez and Shannon McLaughlin from RM will attend the meeting, register people and hand out meeting packets (KRB will assist).
- F. Board nominations/election: Ed Skelton has filled out a candidate form to be elected to the board.
- G. Kathy Vargo will introduce meeting. The Board decided to each take part in the PowerPoint presentation.
- H. The Board instructed Rusty NejdI, Treasurer, to make a motion at the meeting to transfer \$58,000 excess income into the HOA Reserve Fund.

The meeting was adjourned at 9:05 p.m.