

**Homestead Homeowners' Association Board of Directors
May 16, 2011 Minutes**

- I. The regularly scheduled board meeting was held May 16, 2011, at The Homestead clubhouse. The following board members were in attendance:
 - Ty Albright
 - Charles LaFleur
 - Rusty NejdI
 - Edwin Skelton
 - David Gatz
- II. Quorum was established and the meeting was called to order by Director Ty Albright at 7 p.m.
- III. Ty Albright moved to approve minutes from the April 18, 2011 board meeting and Charles LaFleur seconded. Board approved unanimously. Karen Rayl Bassham, HOA Administrator, was appointed scribe for this meeting.
- IV. Meeting with Southern Botanical representatives Matt Ross and Tommy Silver
 - A. Discussed recent estimate of more than \$600 to fix two valves. SB said estimate was a "worst case" price and would probably be lower.
 - B. SB discussed possibly using an "ET" calculator which tells when to use sprinklers. They will get estimates for us. Would probably pay for itself in 2 years.
 - C. Charles reported a number of bare spots on the 1700 block of Morning Glory medians that he is getting calls about. SB has been working to get rid of weeds and fertilizing. Now will seed with Burmuda grass. They will give us estimates both for overseeding and hydro-mulch.
 - D. Board asked SB to check the current irrigation system on Morning Glory, including the spot just inside the fence at the pool.
 - E. Discussed which homes were eligible for yard mowing as part of their assessment fee. Includes Cambridge Homes on Morning Glory plus 3821 and 3819 Cemetery Hill and 1800 Pecan Grove (need to verify this). Mowing includes all grass outside fences. Sprinkler systems and heads are responsibility of residents. Board will develop a communications plan for affected residents regarding what extra service includes and references for other landscaping/irrigation vendors.
 - F. SB will do a walk-through May 18th to show landscaping progress.
- V. Social Events
 - A. Reported that Easter Egg Hunt on Friday, April 22, 5 p.m. at Primrose Park organized by Meredith Saunders and Golf Tournament on Saturday, May 7, at Riverchase Golf Club in Coppell with after-party at Homestead pool organized by John Waida was a success.
 - B. Since no organizer has been found for a pool party on Memorial Day, this will not be a formal event, but residents may bring food/drink to pool.
 - C. Rusty NejdI and his wife have volunteered to organize July 4 Parade/Party on Monday, July 4th. KRB supplied an event plan and will take care of the parade permit with the city.

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- VI. The Clubhouse Rental Agreement revision was reviewed; Charles moved and Ty seconded, board approved unanimously. This will be posted on both Real Manage's and The Homestead's website.

- VII. Financial:
 - A. Bank signature cards were reviewed and signed
 - B. Ed Skelton asked to set up a meeting with RealManage's accountant to get answers on how books are set up.
 - C. Sent RM form to transfer \$58,000 to reserve fund re annual meeting approval.

- VIII. ACC
 - A. Board reviewed updated spreadsheet of approved requests.
 - B. Discussed Mastellar request handling (house rebuild after fire) and Board agreed to let possible non-compliance issues go for now, but may need to address the fence and front door at a later time.
 - C. David Gatz has contact information for the "Village Architect" and will send this to KRB.

- IX. Liability insurance status
 - A. Ed wants to review all insurance policies.
 - B. The Board decided that for expenditures under \$20,000, they can ask for non-insured vendors to bid on projects (RM currently requires insurance coverage for all bidders).

- X. Updates:
 - A. Pool cleanup completed (old lounges hauled away, grills fixed, etc.)
 - B. New Intelliflo pool pumps installed.
 - C. Bob Owens Electric made sure electricity on in pool area and is coming back to replace some outlet covers and address other electrical issues.
 - D. Atomic clock purchased, shipped and hung in pool area (Rusty has receipt).

- XI. Board decisions made:
 - A. Purchase 6 new poolside tables (KRB will supply comparative pricing)
 - B. Compare bids from Will Leeper (doesn't have insurance required from RM) and RM vendor bids for painting 113 ornamental light poles
 - C. Purchase 2 park benches, one for Maud's Park and one for Hillside Park (get input from Rich Phillips)
 - D. New pool filters are not yet necessary.
 - E. Pool furniture replacement put on hold for another year except for tables.
 - F. Front entrance flag pole lighting put on hold for another year.
 - G. Hold on replacing wood deck at gazebo (\$3,129 estimated cost per reserve study)
 - H. Hold on painting and repairing hardi plank siding on club house (\$2,574 estimated cost per reserve study)
 - I. Hold on resealing capping joint (Seal-O-Deck) (\$1,695 estimated cost per reserve study)

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- J. Hold on washing and staining cedar arbors (\$3,651 estimated cost per reserve study)
 - K. Hold on developing budget for recreation equipment at clubhouse pool area
 - L. Explore new locking mailboxes; (okay per HOA documents): *Section 3.13 Mailboxes shall be standardized and shall be constructed of a material and design approved by the Committee (unless gangboxes are required by the U.S. Postal Service).* (Board will look at this more closely at next board meeting.)
 - M. Rusty needs emergency phone number at pool to check on getting Wi-Fi at pool
- XII. Board agreed to reimburse Rusty NejdI for purchase of atomic clock for pool area (\$87.99) and book "Texas Homeowners Association Law" (\$26.37).
- XIII. Board signed petty cash waiver form for RM so they can issue KRB a check for \$500.
- XIV. Fines/violations update
- A. Requested RM to delete the "Courtesy Notice" and just send first, second and pre-fine notices prior to a fine being assessed.
 - B. Pre-fine warning sent 4-26 to 3831 Cemetery Hill regarding fence replacement per ACC request agreement. Resident has agreed to fix fence but will not be installing an electric gate.
 - C. Fine warning sent 5-3 to 1808 Pecan Grove regarding lawn maintenance. KRB set up Cajun Clippers to mow lawn and resident has set up a long-term mowing agreement.
 - D. KRB rode along with RM inspectors on 5-6. Afterward sent following questions to RM. (RM responses italicized below.)
 - i. Explain the source of the Open Violations List – are these violations reported by residents or others? *Reported by both residents and inspectors.*
 - ii. Last Inspection Log – do inspectors look at open violations to judge progress or do they only go by their inspection logs? *They go by open violations.*
 - iii. What happens when a resident gets to "pre-fine" or "fine" stage? Are letters sent out? *Yes, letters are sent out.* Have any fines been assessed in the last year or so? *No fines have been assessed; the fining policy was just recently established (Actually in January 2011).*
 - iv. Do the same inspectors always do these inspections are do they switch out? *The same inspectors do the inspections.*
 - v. Are there always at least 2 inspectors for each drive-through? *Usually there is just one inspector but we have added a second for your community temporarily.*
 - vi. How long does it take after an inspection to download their updates into your mainframe? *All inspection updates are uploaded the evening after the inspection.*

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- vii. Inspection logs and violation lists don't always coincide, and inspectors may take homes off their list from time to time. Who looks at the big picture to see when notices/fines should go out? Our letters are generated through the system; RealManage software keeps track of the "big picture" and automatically generates a notice/fine when it is time.*

The meeting was adjourned at 9:10 p.m. with an Executive Committee meeting directly following.