

**Homestead Homeowners' Association Board of Directors
January 9, 2012 Minutes**

- I. The regularly scheduled board meeting was held January 9, 2012, at The Homestead clubhouse. The following board members were in attendance:
Ty Albright
Rusty Nejd
Edwin Skelton
David Gatz
Noureen Kahn
- II. The agenda was presented, Quorum was established and the meeting was called to order by President Ty Albright at 7 p.m.
- III. Ty introduced representatives from Premier Communities, the HOA's new management company as of Jan. 1: Nicolo Amari and Caroline Guerra. Caroline will be the manager for The Homestead and will work with Karen Rayl Bassham, the HOA Administrator (who now works for Premier).
- IV. Ty Albright moved to approve minutes from the Nov. 14, 2011, board meeting and Edwin Skelton seconded. Board approved unanimously. Karen Rayl Bassham, HOA Administrator, was appointed scribe for this meeting.
- V. Board meeting schedule: Discussed having quarterly rather than monthly meetings. Board is able to "discuss" issues between meetings via phone or email, but all decisions must be made in open session unless an "emergency situation" (e.g., major irrigation repair approvals). These would be posted in the next board meeting's minutes. Discussed the possibility of setting up a subcommittee with certain powers to review non-budgeted expense items, which would then be included in the next board open session.
- VI. The Board approved the following meeting schedule:
 - Monday, Jan. 9, 7 p.m., board meeting at clubhouse
 - Monday, Feb. 20, 7 p.m., board meeting at clubhouse
 - Monday, Mar. 19, Annual Meeting planning session, 7 p.m. at clubhouse
 - Monday, March 26, Annual Meeting, (time TBD) at Homestead Elementary
 - Monday, April 9, 7 p.m., board meeting at clubhouse
 - Monday July 9, 7 p.m., board meeting at clubhouse
 - Monday, Oct. 8, 7 p.m., board meeting at clubhouse
- VII. Premier Communities report on management transition:
 - A. Nicolo reported that RealManage has provided Premier with 27 boxes of records for The Homestead.
 - B. Caroline and Nicolo reported that bank accounts have been set up and any unpaid invoices in question should go to Premier. For all budgeted items checks will be automatically signed; with any expense over \$10,000 needing 2 signatures from the management company. Any excess on assessments will go into the reserve account.
 - C. Future invoices (on budgeted items) will be reviewed by KRB and management company before payment.
 - D. Caroline explained the new collection policy required by Texas Law as of Jan. 1, regarding notices to residents and ability to set up payment plans.

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- E. The Board had previously approved the new legislative policies that became effective Jan. 1 and re-approved them at this board meeting. These included:
 - a. Collection Process
 - b. Document Retention Policy
 - c. Records Production and Copying Policy
 - d. Priority of Payments
 - e. Alternative Payment Schedule

- VIII. An audit of RealManage was discussed. It was decided to let Premier do a General Ledger review as records are transferred and the tax return is prepared. At Edwin Skelton's suggestion, Premier will get bids for doing an annual audit/review for approval at the next board meeting.

- IX. Irrigation Upgrades:
 - A. Discussed need to obtain bids for irrigation upgrades and repairs to compare with Southern Botanical's estimate of almost \$17,000. It was decided to approve Southern Botanical to proceed if they agreed to a 10% discount on their estimate. Premier (Hart) will negotiate this with Southern Botanical.
 - B. KRB was requested to get the irrigation map for The Homestead from the City.

- X. ACC:
 - A. Spreadsheet for 2011 ACC requests was provided by KRB, indicating 156 total requests, with 152 approved and 4 denied.
 - B. KRB will work with Premier to adjust ACC process to work through Premier's system and managed by KRB.
 - C. Architectural Standards Bulletins were signed by Ty Albright indicating board concurrence with the ACC unanimous approval: These 2 bulletins will go with the already approved bulletin regarding solar screens to be recorded with the county. These new bulletins are:
 - a. 4.5-1 - Retaining wall/fence
 - b. 4.5-3 - Fence maintenance

- XI. Homeowner Comment Session: Teresa Barbero presented information about an alternative landscaping company to be considered as a replacement for Southern Botanical. Premier will contact this vendor.

- XII. Ty Albright announced a short Executive Session would be held with the representatives of Premier regarding management related issues.

- XIII. The regular board meeting was adjourned at 8:15 p.m.