**THE HOMESTEAD AT CARROLLTON HOMEOWNERS ASSOCIATIONS, INC.**

**HOA Board Meeting Minutes**

**April 23, 2015**

**The Homestead Clubhouse**

**3917 Windmill Trail, Carrollton, Texas 75007**

**I. Call Meeting to Order**

The meeting was called to order at 7:07 p.m. by Katie Paul, Director of Management.

**Attendance**

Homeowner Board members present were:

Neil Anson – President

Steve Kerper – Vice President

Edwin Skelton – Treasurer

Kishore Chukkala - Secretary

Noureen Khan – Member at Large

Those representing FirstService Residential management team were Katie Paul, Director, and Kristen Denby, Association Manager.

Robin Mercer and Chris Carpenter with Southern Botanical attended to review the Landscaping Bids

**II. Approval of February 26, 2015 Meeting Minutes**

Ed motioned to approve the meeting minutes, Noureen second the motion and all were in favor. Minutes approved by the BOD.

**III. Old Business**

1. **Southern Botanical Bids**The following proposals were approved by the BOD:  
    **#33248 for $300.00** – This is for the Mulch on the medians at Branch Hollow & Cemetery Hill. Then to remove remaining turf under the trees and shaded areas in these locations. (There are still items pending on this proposal number)  
   **#34159 for $4,075** – Tree pruning & trimming at the Park at Countryside and Morning Glory. (Maude Park) This proposal includes 51 trees. (There are still items pending on this proposal number)
2. Light Poles - **#1159 for $7750** this is to paint the light poles throughout the community. This item was tabled for a future agenda.
3. **Landscaping Knowledge**Robin discussed the normal tree trimming cycle to keep a tree healthy and prevent overgrowth is 2-3 years. This will prevent bald spots of the grass by thinning the trees out.
4. **# of Trees for the bid**Countryside = 61 trees  
   Countryside & Morning Glory = 51  
   Primrose Park = 46

**IV. New Business**

1. **Shrubs on Rabbit Run**The shrubs on Rabbit Run need to be trimmed back due to visibility issues
2. **Short Sale and Proceed**Account # 83-03 : Homeowner had a short sale on the home and board agreed to accepting a settlement of $1,500 vs the $5,450.35 that was due.  
   The future process in situations like this will be that the board will contact the seller directly and attempt to negotiate further. This is not a normal situation for this community and was a first seen by this board.
3. **Amenity Equipment**The board discussed monitoring and tracking all amenities in the community and their status. Pool furniture, signs at the monuments and bandit signs within the community.
4. **New ACC Member Appointed**  
   The board appointed David Gatz as a replacement of Neil Anson, for the ACC
5. **Electronic Billing**  
   Katie discussed the eStatement Process that FirstService offers to their clients. This quick guide that was reviewed will be located on The Homestead at Carrollton’s website. With this program, when homeowners sign up, they will begin to receive emails monthly with a link to their account statements. This stemmed from a discussion at the previous annual meeting from the homeowner forum.
6. **Associate for Clubhouse**  
   We reviewed the job description and firmed up several of the current and new aspects of the position. The position will be posted and interviews will begin. Once we have a pool of candidates, the board would like to visit with them to find the best fit for the community’s needs.

**V. Homeowner Forum**

1. **The Clubhouse Committee requested that the pool company have access to the Clubhouse so that they could perform housekeeping:**  
   The board approved the housekeepers to have a key.
2. **Homeowner asked about the clubhouse door being rekeyed to an electronic lock so codes could be given out?** The board stated that they would entertain the idea and requested for bids.

**VI. Social Committee Updates**

1. May 22 is the community Pool Party

**VII. Adjournment**

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