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

**HOA Board Meeting Minutes**

**August 17, 2015**

**The Homestead Clubhouse**

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

I. Call Meeting to Order

The meeting was called to order at 7:10 p.m. by Ashlynn Wells, SVP of Management, FirstService Residential

Attendance

Homeowner Board members present were:

Neil Anson – President

Steve Kerper – Vice President

Edwin Skelton – Treasurer

Those representing FirstService Residential management team were Ashlynn Wells and Cathy Quaid.

II. Approval of July 20, 2015 Meeting Minutes

All were in favor to approve the minutes with no changes.

III. Old Business

1. Sign painting project- was confirmed to be already ordered and work to be completed in same week.
2. Sofa Repair/Replacement- Cathy confirmed that she had worked with an owner volunteer to look at various locations and had identified at least one suitable sofa in price range. The Board gave authorization for her to purchase and have delivered. If more affordable, and handyman has capability, the preference was that the handyman would handle deliver rather than a higher delivery charge.
3. Fence repair update- the section of fence that was previously authorized for repair had been completed and work was inspected and determined to be well done; there are additional areas that also need painting and pricing has been requested by management.
4. Window violations- Cathy made a report as to a pending ACC request and the decision was to deny the request and issue a violation due to the fact that it was in contrast to the document requirements.
5. Collections Procedures- a question was asked about if it were possible to have a lien filed prior to a delinquent account being sent to the attorney. Ashlynn reported that the state law is very specific that only an attorney can file a lien relating to the HOA.
6. Pool, Gate, Security – etc. It had been reported that there were several instances where individuals have been seen getting into the gate by reaching underneath and pulling the handle down, and that the code was still widely used even though the card system had been activated. Management recommended and the Board approved additional mesh to be added to the gate, as well as notifying the owners that within a certain period of time (ex: 2 weeks) all codes will be changed and owners will be required to sign off on the pool pass agreement and be issued a card in order to access the pool. Only management, board members and vendors will be provided the code.

IV. New Business

1. Southern Botanical presented a proposal to replace the roses with other plant varieties due to the infection that killed those currently in place. This item was tabled until Southern Botanical could be present to present the option in person.
2. The new pool signs were approved as submitted in the packet, to be purchased by Fast Signs in the amount of $4,176.09.
3. The playground equipment repairs in the amount of $3,160.86 to GameTime were approved as submitted.
4. Southern Botanical had presented a detailed irrigation report showing irrigation repairs that were immediately necessary as well as those that were recommended. The Board approved those of an immediate nature, in the amount of $5,127.01 and for management to further review the recommended repairs and report back to the board at the next meeting.

V. Homeowner Forum

Mr. Ty Albright attended the meeting and shared his perspective of the reasons the management contract was contracted as outlined in the current agreement, specifically to include an onsite resource. He also volunteered to step in to volunteer as a board member should there be any board vacancies in between now and the next general election.

VI. Adjournment to Executive Session

The meeting was adjourned at 8:10 p.m.

**HOA Board Meeting Minutes – Executive Session**

The only item on the agenda for Executive Session was the updating of the FirstService Residential contract. All board members voted unanimously to approve the new contract as presented, which contained no pricing increase from what is currently being paid to the management company. It was agreed that Ashlynn Wells would work directly with Neil Anson in order to tweak any language on a go-forward basis, and that any changes agreed to by both parties would be used to create a revised contract, if desired.

The meeting was adjourned at 8:30 p.m.