**The Homestead at Carrollton Homeowners Association, Inc.**

**3917 Windmill Trail, Carrollton, TX 75007**

**Via Zoom**

**January 25, 2021**

**7:00 pm**

**Board Meeting Minutes**

**Board Members Present:** Jill Sparks, Roy Atwood, Terry Humphrey, John Waida, Kelsey Purswani

**Others in Attendance:**. Shonna Brown-First Service Residential, Patty Cash-HOA Admin,

**Homeowners:** Scott Carrington, Scott Drillette, Kim McHard

**Actions by the Board of Directors. The following actions were approved/opposed by the Board of Directors:**

Zoom Meeting was called to order at 7:01 by Patty Cash. It was acknowledged that quorum had been achieved.

Roy motioned the December Board Minutes be approved. Terry second. All in favor.

Terry motioned the meeting be adjourned at 7:50 pm. Jill 2nd . All in favor.

**Approvals by the Board of Directors via email:**

Approval was given by the Board to have Lentz Landscape Lighting install lighting at Primrose Park at a cost of $5899.62.

**Committee Reports:**

**ACC** –John reported ACC requests are up to date. There have been 5 requests submitted since January 1.

**Landscaping:** Roy stated nothing new to report regarding Sunset Landscape. After further investigation it was determined a car ran over the sprinkler head at Hillside Park causing the break and leak. The boulders which were placed on the median on Morning Dove seem to be working. There are no new tire tracks in the grass and no paint on the boulders.

**Volunteers/Committees**: Jill said nothing has happened with volunteers due to the COVID-19 crisis. There are 2 Board positions which will be open at the annual meeting.

**Communications**: Kelsey reminded the Board all articles are due to her by February 2. Terry has offered to write an article about neighbors helping each other. No names will be submitted; only the types of help people have received.

 **Secretary**: Terry had nothing new to report.

**HOA Admin:** Patty updated the Board on the status of the damage to men’s restroom. She has been working with a Carrollton PD detective who has enough to issue a warrant for criminal trespass. Due to problems with the security cameras, the video footage is not available to send to Carrollton PD. Technician from Connect Technology Group is working on restoring the video.

Scott Carrington asked if a keypad could be installed on the restroom doors requiring residents to use their pool key card to enter. Roy and Patty stated their understanding is the restrooms have to remain unlocked when the pool is open. Shonna will contact Robert’s Pool Service regarding this issue.

**Old Business:**

Shonna reported the lighting at Primrose Park should be completed on February 25. This is a one-day project.

The pool is estimated to be finished on February 3 weather permitting. Rusty reported to Patty he does not plan on having a Polar Bear Plunge this year once the pool opens since we cannot gather in the clubhouse.

Jill asked a question submitted to her from a resident regarding the surface of the pool. The resident is asking if the pebble rock used in the entrance slope to the pool and in the kiddie pool be a smoother surface. Shonna will check with Robert’s Pool Service regarding the type of material to be installed.

**New Business:**  Shonna will begin 2021 Inspections in February. She will follow the same order from last year so homeowners will receive inspections a year apart. Regarding the letter that accompanies the inspection, Terry asked if the line “effort to make every homeowner aware” can be changed. Shonna will “fluff” the wording in the letter.

Patty inquired about the removal of Christmas lights from homes. There is no specific wording in The Homestead covenants. To add a ruling on removing lights, it would take 2/3 vote from homeowners at the annual meeting. For now, Patty will include a reminder to be included in the newsletter.

**Financials:** Roy reported we are on budget for the year. We are in good shape on assessments and we are $4000 over budget for revenue. We were $7000 over budget for utilities due to water and irrigation leaks. Roy said Sunset is quick to respond to leaks and it has been helpful when homeowners report the leaks. We are under budget for landscape maintenance and over budget for common area maintenance. Administrative costs were up due to legal fees for delinquent accounts. Insurance and taxes increased in 2020.

Jill asked if the monies in the reserve account can be invested. Roy and Shonna said part of the reserve fund is invested (as indicated by Investment Income) and part of the reserve has to be available for emergencies.

**Management Report:** Shonna reported The Homestead was the 1st HOA to hold a virtual annual meeting in 2020. The meeting will have a different format this year. All candidate applications are due to Shonna by Friday January 29. Shonna and Patty will email reminders via FSR emails and Discuss list. We will not have nominations from the floor the night of the meeting. All voting will occur via paper before the meeting. The votes will be on the proxy form and will be counted before the meeting and announced during the meeting. This will be a change for homeowners and information will be emailed and placed on our website.

The reserve study is scheduled for this year and will help determine if dues will need to be raised in the future. Shonna will acquire bids from 3 companies for the Board to vote on and choose a company to complete the study.

The next meeting will be February 22, 2021 to discuss the annual meeting.

Terry motioned the meeting be adjourned at 7:50 pm. Jill 2nd . All in favor.