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

**HOA Board Meeting Minutes**

**February 26, 2015**

**The Homestead Clubhouse**

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

**I. Call Meeting to Order**

The meeting was called to order at 7:05 p.m. by Katie Paul, Director of Management.

**Attendance**

Homeowner Board members present were:

Noureen Khan – President

Steve Kerper – Vice President

Edwin Skelton – Treasurer

Neil Anson – Member at Large

Two (2) neighbors attended the meeting.

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

Robin Mercer with Southern Botanical attended to review the Landscaping Bids

**II. Approval of January 19, 2015 Meeting Minutes**

The meeting minutes were approved by the BOD in attendance.

**III. Old Business**

1. **Southern Botanical Bids**The following proposals were approved by the BOD:  
    **#36841 for $2312.36** – This is for the necessary repairs that need to be made to the irrigation system. Controller 1, zone 6, 9 and 15. Controller 2, zone 1, 3, 22, 24, 27, 30, and 33. Controller 4, zone 2, 9, 10, and 11.  
   **#34159 for $5400** – Tree pruning at the Countryside/Pool area (Bald Cypress). They will be thinning and lifting the trees to provide clearance from structures.   
   **#36453 for $1017.55** – Fire Ant prevention for 12 months at the Primrose Park/ Playground location.
2. **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.
3. **# of Trees for the bid**The BOD would like a tree count for bid #34159 so they know how much they are spending per tree for this project. Robin will provide this count for the board.  
   Countryside median and the pool areas are priorities for this project.
4. **Backflow Prevention—**The backflow check was completed and the community is in compliance and won’t need another inspection until next year.

**IV. New Business**

1. **Painting the Light Poles in the Community**

Noureen noticed that the light poles are fading and there is need to repaint them. We will look into how many poles there are total on site, as that was an issue a few years ago. We will bid this project out.

1. **Upcoming Annual Meeting**

The annual meeting is around the corner. The Board wanted to discuss the process, how to obtain proxy so we can conduct the meeting. A copy of a Proxy, Ballot and Notice was reviewed by the board in preparation for the upcoming meeting as well as to make proper modifications to the documents to conform to The Homestead at Carrollton.  
There are two positions open for the upcoming election.  
There is a request for 48 hours to submit nominations so First Service Residential can circulate the nominees through the community for consideration in advance, which will be through Connect.  
Submissions for nominations should be typed up so they are legible for the homeowners to review. This is a 2 year commitment on the new positions with the Board.

1. **New Association Manager**

Kristen Denby is the new Association Manager for The Homestead at Carrollton. She comes to us with 16 years of Property Management experience and is excited to be a part of such a wonderful community. She will bring to the table new ideas and be your point of contact should you need any assistance.

**V. Homeowner Forum**

A homeowner asked a series of questions to the Board in the homeowner forum

1. **How will the board approach/solicit new Board Members for the upcoming election**?  
   The Board responded and simply stated that the announcement will go out, and anyone interested should respond accordingly. They will not be soliciting to homeowners. The Board flipped the question back and asked how the homeowners would suggest soliciting. There was not a response.
2. **Will there be a dues increase?** The Board responded that there has not been an increase in 2 years but they will revisit the budget.

**VI. Social Committee Updates**

1. Mrs. Hubbard volunteered for the Easter event
2. Popcorn will be provided at the Annual meeting
3. There was a redesign of the HOA Website which saved the community $400 annually.
4. New decorations will need to be purchased for upcoming events

**VII. Adjournment**

The meeting was adjourned at 8:45 p.m.