

The Homestead at Carrollton Homeowners Association, Inc.
February 27, 2017
3917 Windmill Trail, Carrollton, TX 75007
7:00pm

Meeting Minutes

Secretary Roy Atwood called the meeting to order at **7:05pm.**

Board Members Present: Roy Atwood, Ed Skelton, Ty Albright, Neil Anson (@7:08) and Steve Kerper (@7:11)

Board Members Absent:

Others in Attendance: Matt Kopchak and Ashlynn Wells from FirstService Residential, Inc.

Disposal of Minutes:

A motion was made by Ty Albright to approve the January 23, 2017 minutes as drafted. A second was offered by Roy Atwood and all were in favor.

Homeowner Forum:

- There was nothing raised by the homeowner attendance but the Board did bring to the attention of Management concerns from the community related to the approval of ACC's and email communication in the absence of the HOA Administrator. Management advised the Board the ACC's would be re-circulated to the committee and that the email inbox is being monitored by the association manager.
- Roy Atwood addressed the Board regarding a community networking event that was mentioned to him by a resident. This group requested use of the club house rent free since their activity would be open to the entire community. The Board is in favor of the event provided the resident goes through the proper channels.

Management Report:

- Management reviewed the tasks and action items completed since the last meeting and provided the Board with an overview of the associations' financials.
- Management provided the board with a proof of the one page newsletter to be included with the 2nd quarter statement mailing. There were no objections to including the insert. The insert includes a space for advertisement. The Board advised Management that there were individuals in the neighborhood who were interested in advertising. Discussion ensued of whether there should be a charge for the advertising and whether it would be possible to include additional

advertising space. The Board concluded that since the cost for the proposed newsletter was included within the management fee, the Board would not charge for advertisements within the space allowed by Management. Management will contact the residents who have inquired about advertising space to fill the existing space.

Old Business:

- Management provided the Board with a draft agenda for the 2017 annual meeting. Agenda items, speaking roles and responsibilities were assigned and it was noted that the Board does not wish to have a guest speaker at the annual meeting.
- There was a discussion on the need for encouraging the community to attend the annual meeting and volunteer for one of the many available roles throughout the community.
- Management provided the Board with the two proposals, previously submitted, for landscape enhancements on the identified median “tips” throughout the community. Management advised the Board that Greater Texas Landscaping is seeking more direction in terms of what they envision. The Board requested that they submit a proposal reducing the size of the landscaped area (“tip”) by 50% for review at the next meeting.

New Business:

- Management provided the Board with a proposal from Globus and Cash Management for the repairs and painting of the clubhouse and for the remodel of the pool pavilion. Management recommended that the Board proceed with the proposal submitted by Globus. There was a discussion amongst the Board regarding the additional work needed within the clubhouse and the reason for installing a concrete slab at the pavilion instead of replacing with wood.

A motion was made by Roy Atwood to approve the Globus proposal as submitted. A second was offered by Ty Albright and all were in favor.

A motion was made by Neil Anson to adjourn the meeting. A second was offered by Roy Atwood and all were in favor.

The meeting adjourned at **8:10pm**

Executive Meeting Discussion:

The following information is being provided for purposes of full disclosure. One of the topics discussed during the Executive Meeting was what to do in response to the recent resignation of Cathy Quaid who had served as the HOA Administrator. The management company, First Service, indicated they would launch a search for a replacement.

When the HOA first established the role of Administrator in 2010, this role was designed to be a part time role performed preferably by someone who resided in the community (and was familiar with the neighborhood) to be done from their home on a flexible time schedule. This Administrator was to report to the Board and one of the key responsibilities was to hold the management company and other service vendors accountable for doing their job.

Over time the Board had allowed the role to become a full-time role with the Administrator being employed by the management company, and holding office hours at the club house.

A meeting was held by available Board members on 2/13/17 to decide what to do about this situation. It was agreed that the Board should explore all options including not having an Administrator, having the management company hire a full-time replacement, or returning to the original model and issuing a RFP to the community to see if someone was willing to take on the role of HOA Administrator. Ty Albright was authorized to issue the RFP and solicit proposals.

Notice of the RFP was sent by Ty Albright via email on the community email Discuss List 2/16/17, and a similar email was sent by the management company to the homeowner email list they maintain. The emails requested that any proposals be submitted by 3/3/17.

The management company indicated they had identified a prospective replacement, but this individual subsequently withdrew their application and they had no replacement available at this time. Ty Albright reported that he initially received some questions from individuals in the community but no proposals. He sent a reminder email requesting RFP proposals on 2/22/17.

At the time of the 2/27/17 board meeting, Ty had received two proposals. One from an individual who lived in the Addison area (and was not familiar with the community) and one from Little Red Hen LLC, which would provide the services of Diane Albright (a homeowner who resides in the community).

During the Executive meeting, it was determined that it was preferable to have a HOA Administrator (as opposed to having none), and if able, it was preferable to have a part time Administrator who reported to the Board and was also a resident of the neighborhood as opposed to an Administrator who did not live in the neighborhood, or having a full-time Administrator employed by the management company.

The Board determined that the proposal submitted by Little Red Hen LLC was the best proposal. This proposal would result in a lower cost compared to having the management company provide an Administrator, and the proposal provided for the Administrator being a long time homeowner who had past experience with the community that includes service in various volunteer roles including past service on the Board in roles that included President.

The Board decided to accept the proposal from Little Red Hen LLC subject to there being no additional proposals submitted by the 3/3/17 deadline (Note: no additional proposals were received by 3/3/17). Ty Albright abstained from voting on acceptance of this proposal.

It was also decided that it should be clearly disclosed that Little Red Hen LLC is a real estate project management company owned by Ty Albright (a Board member) and that the proposed Administrator is Diane Albright (Ty's wife); the above explanation of events are included here to satisfy this desire for full disclosure.

Respectfully Submitted,

Roy Atwood, Secretary.

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Board of Directors Meeting
March 20, 2017

A Board of Directors meeting was called to order immediately following Annual meeting. In attendance were Neil Anson, Roy Atwood, Ty Albright, Steven Keller, Sarah Nejd, Barbara Thomas and Diane Albright

Ty Albright nominated Neil Anson, President; Roy Atwood, Secretary; Steven Keller, Treasurer and that Sarah Nejd and Ty Albright be Directors at Large, and made the motion that this slate be approved. This was seconded by Steven Keller and this was approved unanimously.