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

**April 17, 2017 7:00 pm**

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

**7:00pm**

**Meeting Minutes**

President Neil Anson called the meeting to order at 7:33pm

**Board Members Present:** Roy Atwood, Ty Albright, Neil Anson and Sarah Nejdl

**Board Members Absent**: Steve Keller

**Others in Attendance**: Barbara Thomas, FirstService Residential, Inc. and Diane Albright, HOA Admin; Homeowner Mark Burrell

**Actions by the Board of Directors:**

**The following actions were approved by the Board of Directors:**

A motion was made by Roy Atwood to approve the February 27th Executive and Open Session Minutes as well as the minutes from the March 20, 2017 Board of Director’s meeting. Ty Albright seconded the motion, Motion carried with Sarah Nejdl abstaining.

Ty moved that we authorize the HOA administrator to get a permit from the City of Carrollton for the 4th of July parade. Roy seconded and motion was approved by all.

Ty Albright moved to approve the landscape proposal by Greater Texas Landscaping to upgrade the endcaps in Phase 2 for a cost of $18,367.96. Roy Atwood seconded and motion was approved by all.

Ty Albright moved that up to 2 pool access cards be provided free for homeowners who request them and replacement cards will be $25. Each card issued will require that a liability waiver form be filled out. Roy Atwood seconded and motion was approved by all.

Roy Atwood moved that the BOD grant an Insurance waiver for Little Red Hen LLC. This business provides the services for the HOA Administrator. This was at the request of the Management Company. Neil Anson seconded and the motion carried with Ty Albright abstaining.

Ty Albright moved that the electric service contract be renewed in accordance with Barbara’s recommendation for 36 months with Startex for a service cost of $0.0422 / kWh. Sarah Nejdl seconded and the motion was approved by all.

Roy Atwood nominated Ty Albright to serve on ACC to fill the seat vacated by Steve Kerper and Ty agreed to serve. Sarah Nejdl seconded and the motion was approved by all.

Motion made by Ty Albright and seconded by Roy Atwood to rekey the clubhouse - motion was approved by all.

Motion made by Ty Albright and seconded by Sarah Nejdl to reconfirm the conditions where the club house would be made available for use free of charge. The conditions are: A homeowner, in good standing, hosting a social event (specifically excluding any event involving sales) which is open to all homeowners, and such event is openly advertised to the entire neighborhood. - Motion was unanimously approved.

Roy Atwood moved that the HOA Admin would provide clubhouse coordination duties. Neil Anson seconded and motion was approved by all.

Ty Albright moved that he plant Toews iris’ (which he rescued and planted in his garden in 1999) in Maude’s Park in the location where the heirloom Toew’s roses were removed to keep historical garden plants in the park. Roy Atwood seconded and motion was approved by all.

Ty moved for a budget of $3,000 to remove and replace three park benches in Maude’s Park. Diane will research and send recommendations to the BOD via email. If the BOD gives consensus approval then the benches will be ordered and installed. Sarah seconded and motion was approved by all.

Neil Anson moved to authorize spending up to $150 / year for HOA lap top computer back up services, and purchasing any needed hard drive (up to $100) and suggested Carbonite. Roy Atwood seconded and motion was approved. By all.

Details of discussion:

**Committee Reports:**

Sarah Nejdl gave Rusty Nejdl’s report. Egg hunt was successful. Popcorn machine needs repair – Barbara will get handyman to repair when parking sign is installed on Friday, April 21.

Need replacement Easter bunny costume. HOA Admin will research Easter Bunny Costumes.

Volunteer stepped up for Pool opening party.

No organizer yet for Fall festival. Rusty will approach neighbors.

4th of July parade / party was discussed.

**Homeowner Forum:**

Mark Burrell – inquired as to the HOA’s official means of communication. FirstService sends email blasts for official communication as well as quarterly mailing; HS Discuss is an unofficial, homeowner run communication. Mr. Burrell also inquired about frequency of budget audits. Barbara Thomas communicated that the budget was audited annually, the 2016 audit was just completed and should be available soon. Roy Atwood made the 2015 audit available to Mr. Burrell.

**Management Report**:

* Morning Dove Ct – Homeowner reported issue with cars parking on street. Board discussed possibility of placing large stones to prevent people from going on grass. Roy suggested tabling until we get pictures. **Add to agenda for next meeting**.
* Homeowner reporting that basketball hoop was annoying them. Barbara reported that she requested the owner of the portable goal to move the goal away from the edge of their property when it is not in use and the homeowner agreed to comply. The Board discussed whether there was anything further the Board could do at this time and the Board determined it would not take any further action at this time.
* Roy asked about various landscaping issues.
* Roy asked why the monthly report shows the Developer still owns one lot. Barbara said that this was a ‘test’ lot – not a real one and that she would get it cleaned up.
* Ty requested that on next month’s agenda we include status of annual inspections.

**Old Business:**

* Clubhouse repairs/ RhinoShield Warranty – Barbara sent certified letter. She has not been getting any response from company. Clubhouse paint is chipping badly and it has only been a few years since it was painted. Warranty should be 25 years. Barbara will continue to follow up.
* Landscape median “tips” -Justin sent proposal. Board examined proposal & discussed. The overall cost had been reduced from just under $25,000 to $18,367.96. Board discussed putting something on Discuss list when the old plants are removed so homeowners can re-plant the removed plants if desired.
* Pool access system/cards per household – Discussion regarding number of cards per homeowner and cost. Replacement cards will be $25. Admin will manage distribution and organization of pool cards. Will need new form for each card. HOA admin will be getting binder from FirstService with all waivers. The Board decided to provide two cards per household upon request and to refund the homeowners who paid to obtain a second card.

**New Business:**

* Carrollton grant program - Sarah put forth suggestion of improving the playground area. Roy mentioned making esplanade more user friendly. Roy also mentioned that there are neighborhoods that have much more glaring needs that ours. Tabling for this year.
* Volunteer acknowledgment: Several volunteers were left off the list of volunteers acknowledged at the Annual Meeting. Board wishes to make sure they are recognized. Barbara will set HOA Admin up to do Email blasts. Recognition of the volunteers overlooked at the Annual Meeting will be acknowledged in the next newsletter put out in quarterly assessments. Ty suggested that there should be a President’s Update on the email blast / newsletter. Diane will coordinate with Neil.
* Electrical service contract – Barbara provided comparisons and recommended Startex for a 36 month term. This provided a savings from $0.0547kWh to $0.0422kWh – 15.7% savings.
* Pool opening date: Traditionally this is the Friday of Memorial Day. The Board agreed to have a soft opening of the pool as soon as it passes inspection with a target date of April 29th. The official ‘Summer kickoff party’ will be on May 26th.
* Website updates/homeowner communication/Meet & Greets – HOA Admin will send all updated documents to First Service so they can update Connect. The HOA Admin has been updating the website over the last month. Re: Meet & Greet, Roy believes these are a good idea and the Board should participate. Perhaps change name to: New homeowner Family Friendly Orientation – Homeowners can also pick up pool cards at event. The Admin will coordinate the next event.
* ACC Committee: Need volunteers. Barbara would like a Board member on ACC to liaison. Encouraged Board to reach out to homeowners. FirstService will send email blast soliciting volunteers. Meanwhile, with one member having withdrawn and one in the process of moving, the Board approved Ty to become an appointed member of the ACC.
* Re-key Clubhouse: It was discussed who should have a key – Barbara, Mary Ellen, Rusty, Diane, Neil, Renters, porter service. Board discussed various methods for locking clubhouse – electronic, lockbox. It was decided to table this discussion now. Discussed historical policy for renting clubhouse. Criterion for renting clubhouse for free was defined: It was also discussed that the HOA Admin has been performing the duties of Clubhouse Administration / Renting (although not specifically in scope of work).
* Maude Park benches & landscaping: Ty noted that the historic roses were pulled up. HOA Admin suggested that all 3 benches be replaced with Non-wood, secured benches. Sarah wanted something more decorative than was proposed.
* Account 5203 extension of compliance period request. Homeowner has issue with paint peeling and is currently researching issue – requested an extension. Board discussed. Roy proposed they have it done by the next Board meeting and if painting isn’t completed, they come to the next Board meeting to make a good faith request for additional time with an explanation of why that time is needed. Barbara will notify homeowner.
* ACC form: Need to make sure that trees / fences comply with ACC bulletins. Solar panels should be included and rain barrels as well as update policies must comply with federal law. Barbara will send updates. Ty suggested new ACC committee should update bulletin. Sarah offered to help.
* Clubhouse rental form: Admin will make changes to address maximum number of guests at pool. Also $10 / hour after 4 hours. Roy suggested changing wording to show that pool rules apply. Also suggested limiting number of hours a person can rent.
* HOA Admin Computer Back up Software and importance of backing up data was discussed.
* HOA Admin Report: 5th Grade Pool Party will be May 31st.
* Diane reported that her HOA Admin responsibilities took only about 2 hours per day (depending on activity). Also, Diane reported that it is possible that Little Red Hen LLC may need to search for a replacement Admin as a full-time Job offer was extended to Diane Albright. Board discussed that they want to keep this position with a homeowner who is familiar with our community. It was discussed that if a change was necessary that the BOD wanted to continue to have Little Red Hen LLC provide HOA Admin. services, and the BOD encouraged Ty to solicit for an independent contractor who would assume the Admin role should Diane no longer be able to provide this service.

A motion was made by Neil Anson to adjourn the meeting. A second was made by Sarah Nejdl and all were in favor.

The meeting was adjourned at 10:00 pm

Respectfully Submitted,

Roy Atwood, Secretary.

The Homestead at Carrollton Homeowners Association, Inc