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

**June 19, 2017**

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

**7:00pm**

**Board Meeting Minutes**

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

**Board Members attending via phone conference**: Steve Keller

**Others in Attendance**: Ashlynn Wells, FirstService Residential, Inc., Justin Knox, Greater Texas Landscapes (7:25pm) and Diane Albright, HOA Admin; Homeowners: Ed Rossol , Kishore & Paulette Chukkala

President Neil Anson called the meeting to order at 7:02 pm.

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

Roy moved to approve the minutes from the 5/15/17 board meeting, Sarah 2nd, approved unanimously.

A motion was made by Ty for Ty to host a manly man event, open to all homeowners, at the club house on 7/21/17 and for the HOA to pay for cleanup of the clubhouse following the event. Roy seconded the motion, approved unanimously.

A motion was made by Ty Albright to spend up to $80,000 from capital reserves for identified sprinkler head & turf repairs and other identified items in need of capital improvement. Roy Atwood (the Board liaison for landscaping) will work with the Landscape Company to review individual recommendations and such expenditures to be subject to the advance approval of Roy Atwood. Steve K. seconded the motion, approved unanimously.

A motion was made by Neil to change and increase the scope of work to be performed by the HOA Administrator to include tasks required to coordinate the rental and use of the clubhouse. Roy seconded the motion, approved unanimously.

A motion was made by Ty to modify the club house rental agreement to provide for two checks to be written, one for the rent, and another for a $150 “cleaning deposit”. A separate deposit for damages will no longer be collected (the agreement has provisions for collection if there are damages). The $150 cleaning deposit will be cashed if the club house user fails to return the club house in acceptable condition pursuant to a check list. Sarah seconded the motion, motion was approved with all in favor except Roy who voted against.

A motion was made by Neil to approve and adopt the Resolutions required by the HOA’s Bank to establish who has signing authority for writing checks and conducting business (Resolutions as passed and adopted are attached). The approved signatories would include the President, Secretary and Treasurer, (Neil Anson, Roy Atwood and Steve Keller). Any other preexisting signatories would be eliminated. Ty seconded the motion, approved unanimously.

Previously Little Red Hen LLC (a real estate project management company owned by Ty Albright), which has been engaged by the HOA to provide HOA Administrator services (provided by Diane Albright) issued an advance notice of termination in accordance with the terms of the Service Agreement because Diane Albright decided to accept another position and would not be available to serve as the HOA Administrator any longer. Ty Albright, speaking on behalf of Little Red Hen LLC, agreed, if desired, to continue with the Service Agreement and seek and engage as an independent contractor a replacement HOA Administrator. Ty Agreed to do this with certain requirements.

A motion was made by Roy to approve Little Red Hen LLC to continue the Service Agreement and to engage a replacement HOA Administrator. This would be done with the following conditions and modifications:

* The HOA Board of Directors would review applications and conduct interviews to select the replacement (Sarah agreed to take the lead to do this).
* The HOA would issue a separate insurance waiver, and separate confidentiality agreement with the replacement HOA Administrator. The HOA would issue an indemnification to Little Red Hen LLC for the actions of the replacement Administrator (the replacement Administrator would be solely responsible for their actions, and Little Red Hen LLC would not have any liability for the actions of the replacement Administrator).
* It is the intention of Little Red Hen LLC to pay the replacement Administrator $25 / HR.
* Little Red Hen LLC would provide the services of Ty Albright to act as a coach and advisor to assist the replacement HOA Administrator as needed. There will be no additional charge for Ty’s coaching services.
* Little Red Hen LLC will continue to invoice the HOA for services rendered by the Administrator at the rate of $30 / hr. If the Administrator was away on vacation or otherwise not available, Ty agreed to fill in on a temporary basis as needed (any Administrator service provided, regardless by who, would be billed at the rate of $30 / hr).

Sarah seconded the motion; motion was approved with all voting yes except for Ty who abstained from voting.

**Details of discussion**

Homeowner Forum:

Ed Rossol (a clubhouse volunteer) had some questions about Renting the clubhouse, which the Board discussed.

Kishore & Paulette Chukkala expressed their unhappiness that they were denied guest access for more that 5 guest to use the pool as part of their desired rental of the club house for a children’s party. It was explained that the pool is for the use of homeowners, and that based on extensive discussion on this topic in the past it was determined that any one homeowner would be limited to 5 non-resident guests. They disagreed with this and asked that the 5 guests/ homeowner rule be lifted. The Board discussed the request and decided to continue with the policy as determined prior to the opening of the pool.

**Committee Reports:**

ACC: Ty Albright, Board liaison to ACC). There is a ACC Team meeting scheduled for 7/11/17 to review processes. There is a particular homeowner that has had difficulty communicating with the ACC and has failed to make needed fence replacements. Ty expressed frustration w/ annual inspection process which the property management company is responsible for.

Landscaping, Roy Atwood & Justin Knox. Roy mentioned that the median plantings were uneven and that one plant was missing at the Standridge entrance on one side. Landscaping improvements around the clubhouse and pool are underway. Roy commented that the Esplanade looks poor, with weeds and bare spots in the grass and that the shrubs under cedars generally look terrible.

Justin Knox – 7:25pm – Sprinkler head re allocation. Some sprinkler heads are leaning right against concrete & heads get broken. Passed out report analyzing sprinkler heads that should be removed. $49,862.00 identified in required repairs. Roy will work with Justin on needed repairs and getting grass back in shape in mediums. Justin is working on trees. Entrance off Standridge has a bush missing on south side because the homeowner is overwatering and killing whatever they plant. Ashlynn will look into sending Homeowner notice that they are damaging property. Justin reviewed the various plantings that they have done. There are still a few other plants that need replanting. Justin and Roy will meet to discuss priorities for funds approved for irrigation and landscaping improvements.

Social Committee: Sarah Nejdl : 4th of July parade / party. Good turnout for social meeting – wrap up for summer kick off & 4th of July. Nobody has volunteered yet for Fall Festival. Ty was thinking of hosting a manly man event in July. He will communicate July 21 date.

Communications: Neil Anson - Neil will be out in August. Roy out in July. Neil will start working on Presidents column on quarterly column.

Home Inspections: Steve Keller – Steve will be back on 30th and get with Ashlynn on inspections. Roy asked if we had a report done on the inspections. Mgmt company is checking Zillow to identify homes for sale which should be inspected prior to a new owner moving in. – Ashlynn would like a spreadsheet of schedule and have it on Connect.

HOA Admin: Diane Albright: Clubhouse - Met with the clubhouse committee: Mary Ellen Green, Lynn Rossol, Janice Lane, Billie Washington (Laura Anson – missing). Committee does not want to assume responsibility of coordinating the clubhouse schedule, contracts and checks. The committee did not want to increase the rent, but thought it was more reasonable to have a Clean-up checklist and those not in compliance after the rental would be charged $150. Instead of requiring a $350 security deposit, we will require $150 Clean up fee that will get sent in to deposit if the clubhouse is not left in rentable condition.

Board discussed various options.

Porter service – not getting recyclables out to the curb for pickup.

Turned in Casall & Hsieh - $50 checks. Pool waivers to FirstResidential Services

**Management Report**

Financial Review: Legal expenses – note on financial was incorrect reflecting conversation from board. Ashlynn will investigate.

Resolution to change authorize signers and remove preexisting signatory.

**Old Business:**

* Landscape upgrades in process
* Clubhouse repairs/ RhinoShield Warranty – Alex has missed 2 appointments to view the clubhouse. Ashlynn is looking into getting this resolved.
* Pool Cards are now being managed by Mgmt company (issuing new cards and full administration).
* Park Benches were installed
* Bunny Costume ordered & received.

Doug North volunteered to re-do closet organization. Needs further exploration. Admin authorized to contact Doug and explore.

* Welcome Kit process: Admin needs to be notified about new move ins. Per Ashlynn, we can forward the notice we receive when a resale certificate is ordered.
* IPhone 6 is owned by the HOA, the plan needs to be moved. Tabled due to Admin replacement.
* Replacement Admin – 30 day notice has been given to terminate contract. LRH is willing to keep contract active and find a replacement administrator if the Board will agree to holding LRH harmless for the new Administrator’s actions. The Board will need to enter into separate confidentiality agreements with the new administrator. Board will interview and chose candidate, Ty Albright and LRH will not be involved in the selection process for the new replacement administrator.

**New Business:**

Sarah attended Lifestyle Committee training session provided by the property management company and shared key lessons learned. Privacy issues when taking pictures – have sign that says this event will be photographed when this occurs. Sarah suggests getting sign made for our events. Suggestion to have care flight helicopter land in community as part of an event.

Neil moved to adjourn the meeting and Ty seconded. With no opposition, the meeting was adjourned at 9:06.

Respectfully Submitted,

Roy Atwood, Secretary.

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