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

**September 11, 2018**

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

**8:00pm**

**Board Meeting Minutes**

**Board Members Present:** Sarah Nejdl, Roy Atwood, Ginny Sahyouni, Jill Sparks, Jose Mora

**Others in Attendance**: Shonna Brown of FirstService Residential, Inc., and Patty Cash HOA Administrator.

**Homeowners in Attendance: Scott Carrington, Shari Pallant, Rich Greger, Rhonda Ferlitta, Rusty Nejdl, Terry Humphrey and Sherry Cramer.**

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

Patty Cash called the meeting to order at 8:06pm. It was acknowledged that quorum had been achieved.

Roy moved and Sarah 2nd to approve the minutes from the 8/21/18 board meeting; approved unanimously.

Roy moved and Jose 2nd that for landscape violations, homeowners need to send remidation plan to the Board. They will have 30 days to fix the violation or submit a plan. They can also present the plan at a BOD meeting.; approved unanimously.

Sarah moved and Roy 2nd that the meeting adjourn at 10:19; approved unanimously.

**Details of discussion / New Business**

Homeowner Forum:

Rusty Nejdl reported he has received multiple violations for the missing grass in his front yard. He is requesting additional time to have the problem resolved. He was stated he has received notices on 7-11, 8-12 and 8-30. After discussion the board agreed to extend his compliance date once he provides documentation as to his plan. First Service Residential was updated on violation process.

Scott Carrington explained the accent wall he wants installed in his yard. His request was denied by the ACC since he stated the wall as a retaining wall. He will submit his alternate solution to the ACC.

Shari Pallant requested a review of her ACC request for a horizontal board fence to replace her current fence. Her original request was denied by the ACC. The Board will not over rule the ACC but will notify the ACC of their interpretation of the fence rules. Jose with discuss with the ACC and prepare a clarification of types of fences allowed.

Terry Humphrey was frustrated with the dates on her violations. The notices will be corrected. Also, she needs her email address updated since she is not receiving any of the notices from FSR or HOA Admin.

All homeowners except Rhonda Ferlita left the meeting.

Committee Reports:

**ACC** – Jose will update the information regarding fences and accent wall to the ACC.

**Landscaping** – Roy reported that things were overall going well Roy walked the property with Ryan Wilson of Greater Texas Landscape. The following issues were discussed:

 -Submit a proposal for the beds in the corner of Countryside and Rabbit Run. Bid is for sodding the area or having the same planting as the end caps

 -maintenance item. The outlet covers are missing the Countryside entrance.

 Landscape trees at Countryside entrance have lights on them. They were lit at night in the past and currently not working. This will be investigated.

 -Primrose park-bid for sign to be painted and the landscape irrigation. Pansies will be planted in front of the sign for the winter.

-The rest of the junipers will be taken out at the gazebo since the most have died and already been removed. The dead junipers on Josey south of Countryside will be removed.

-broken branches at Maude Park will be removed.

-discussed monthly walks of the property.

-Ginny requesting GTL notify the homeowners on Morning Glory when their grass is going to be treated.

-FSR will investigate the sidewalk cracks in Maude Park

Volunteers / Committees nothing to report

Communications – Sarah has not been able to get a newsletter organized yet. Ginny and Jill are making arrangements for the Women’s Luncheon on October 6.

Violations –Ginny inquired about violations for tree trimming and landscapes.

HOA Admin –

Management Report

Shanice Howard (Senior Director) introduced Shana Brown who will become the new Property Manager in the near future.

Roy asked some clarifying questions about the financials. There was a discussion about preparation of the 2019 budget and the fact that in 2018 the Association was operating at a deficit and relying upon prior year’s excess operating proceeds to cover all operating expenses. It was discussed how historically the Association has preferred to have HOA dues increase only every 3+ - 5 years, and not to issue annual increases as operating expenses increase due to inflation. It was announced at the 2018 annual meeting that a dues increase would likely occur for 2019. Roy explained the importance of looking closely at our capital reserve replacement study to ensure that any increase in dues is adequate to also fund capital reserve needs. Shanice stated that FSR would prepare a draft budget prior to the next meeting so that the Board could begin discussions on next year’s budget and the amount of any dues increase.

The status of the HVAC in the club house was discussed. Recently the system was replaced and it has not worked properly despite multiple repairs. It was agreed that a 3rd party HVAC engineer (A #1 Air was recommended as a possibility) should be engaged to inspect the system to find out why it is not working correctly, and that the results of this inspection be presented to the HVAC company that installed the new system with a request that needed adjustments be made at no additional cost.

The status of the insurance claim for the club house roof, park gazebo and other (as a result of the June hail storm) was discussed. To date the insurance company has paid $13,107.82 which is being help by the property management company in the Association accounts. As much as an additional $3,592 can be received from the insurance company if approx. $20,000 in repairs are made. It was decided to invite a number of contractors who have experience with providing roof replacement services in our neighborhood to submit bids.

Shanice emphasized the importance that any roof vender has the minimum insurance coverages required by First Service or the Association would not be allowed to hire them. Ty Albright interjected and provided a history lesson for the benefit of the current Board of Directors. Everyone agreed that for something significant such as a roof repair, that having the higher levels of insurance as recommended by First Service was desirable. However, Ty reminded everyone that First Service does not dictate who the Association can and can not engage. Per the terms of the property management agreement, if the Association chooses to engage a vendor who does not have the level of insurance requested by First Service, then the Association may be required to execute a waiver of liability for the benefit of First Service, but First Service can not refuse to engage the vendors chosen by the Board of Directors. The Association has liability insurance and the request from First Service to use only vendors that have (in addition to the Association’s insurance) additional insurance; this in essence provides the property management company with double or triple insurance coverage. This is done out of the desire to limit as much potential liability as possible. However, this practice also results at times in using vendors who are significantly more expensive than alternatives. Ty provided as an example the vendors used to paint some of the light poles which basically consisted of two men with a ladder and paint brush. A vender was selected at a third of the cost over the property management’s recommended vendor. Ty cautioned that if the board simply did whatever the property management company directed cost would be excessively high, and common sense should be used and board members should be aware that the Association does have liability insurance and may not need to be double insured the way the property management company would prefer.

Respectfully Submitted,

Jose Mora, Secretary.

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