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

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

**January 16, 2024**

**7:00 pm**

**Board Meeting Minutes**

**Board Members Present:** Roy Atwood, Andrew Avalos, Drew Heffner, Shari Pallant, Shawn Faghihifar

**Others in Attendance**. Melissa Chestnut-First Service Residential via zoom, Patty Cash-HOA Administrator

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

The meeting was called to order at 7:04 PM by Roy Atwood.

Drew motioned the November 7,2023 Board Minutes be approved. Roy second. All in favor.

Shari made a motion to offer 1/8-page advertisements at a cost of $50 for all 4 newsletters occurring in spring, summer, fall and winter. Shawn 2nd. All in favor.

Andrew motioned to accept the proposal from Timothy DeVolt and Company for our tax preparation since they have provided services in the past. Shawn 2nd. All in favor.

Roy adjourned the meeting at 8:12 pm.

**Committee Reports:**

**ACC** –Shawn reported the number of requests has decreased with the cold weather. There have been 11 requests submitted, 7 approved and 4 are outstanding.

**Landscaping:** Roy had nothing new to report. He is hoping all the landscape survives the hard freeze.

**Communications**: Drew reported the Winter newsletter was sent out. Melissa said the deadline for the Spring newsletter is March 1.

**HOA Admin:** Patty stated the battery on the laptop needs to be replaced. She will contact Rusty Nejdl for assistance.

She also asked the Board’s opinion on purchasing Microsoft 365. Andrew suggested purchasing a subscription so the software would always be up to date. Patty will purchase a subscription with her personal credit card and request reimbursement from First Service Residential. Melissa stated an HOA cannot have a credit card, but a member can request one and then submit expenses to First Service Residential for reimbursement.

Rentals have been slow in December and January. The process of limiting residents to 4 rentals per year and then having additional rentals scheduled no more than a month ahead has worked fine.

Patty inquired about a date for the Annual Meeting. March 19 is the target date and Patty will contact Michelle Whitlock at Homestead Elementary for confirmation.

**Financials:** Andrew reported the financials look good. Our operating expenses came in as expected. There was a $5000 water credit due to an overestimate and the amount was refunded.

**Business Items:**

Roy verified with Melissa that the Board members terms that are up this year are his, Drew and Andrew.

1. **Newsletter Pages:** Discussion regarding giving residents the opportunity to advertise in the HOA quarterly newsletters. Shari made a motion to offer 1/8-page advertisements at a cost of $50 for all 4 newsletters occurring in spring, summer, fall and winter. Shawn 2nd. All in favor. Drew will handle organizing the advertisements and payment can be made by check or added to the resident’s account. Payment must be processed before an advertisement can be placed.
2. **Pool Furniture:** The Board reviewed the estimate provided by Koper Enterprises, Inc to repair and replace some of the pool furniture. Due to the question regarding their freight charges, this item has been tabled.
3. **Water Fountains:** The Board reviewed the proposals from Tamrack and Robert’s Pool Service to install new water fountains. Shari, Shawn, Andrew and Drew discussed the placement of the water fountain and how we can reduce the cost. This item has been tabled until the next meeting
4. **Tax Preparer/CPA;** The Board discussed the two proposals regarding tax preparation. Andrew motioned to accept the proposal from Timothy DeVolt and Company for our tax preparation since they have provided services in the past. Shawn 2nd. All in favor.
5. **Waiver Request:** Account L0277-0000-0076-04 requested a waiver of $800 on their account. The last communication from counsel to the homeowner was asking for proof that a $800 cashier's check was cashed since the homeowner stated they mailed it however, it was not applied to their balance. Currently the homeowner has not provided the requested information therefore, no action was taken on this request.

**Management Report:** Melissa had nothing additional to discuss.

Roy adjourned the meeting at 8:12 pm.