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

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

**Via Zoom**

**February 28, 2022**

**7:00 pm**

**Board Meeting Minutes**

**Board Members Present:** Roy Atwood, Shawn Faghihifar, Jill Sparks, Kelsey Purswani

**Others in Attendance:** Patty Cash-HOA Admin, Melissa Chestnut-First Service Residential

**Homeowners:** Rhonda Ferlita, John Waida

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

Zoom Meeting was called to order at 7:02 by Jill Sparks. It was acknowledged that quorum was achieved.

Roy moved that the November Meeting minutes be approved. Jill seconded. All in favor.

Jill motioned that John Waida fulfill the vacancy on the Board for the remainder of the term of one year. Kelsey seconded. All in favor.

Roy motioned to accept Rhonda Ferlita as a clubhouse volunteer. Kelsey seconded. All in favor.

Roy motioned to approve the renewal of the HOA insurance. Kelsey seconded. All in favor.

Roy motioned to approve the proposal from Tamrack Solutions to repair all three pergolas and charge it to the reserve fund. Jill seconded. All in favor.

The Board approved using Election Buddy for online voting at a cost of $89.

Meeting was adjourned at 8:10 pm by Patty.

**The following actions were approved/opposed by the Board of Directors via email:**

January 2022, the Board of Directors accepted the donation of a piano for the clubhouse from John and Susan Waida.

**Details of Meeting:**

Roy moved that the November Board meeting minutes be approved. Jill seconded. All in favor.

Terry Humphrey resigned from the Board of Directors on February 18, 2022. According to the HOA by-laws when a board member resigns, the board will appoint a replacement. Jill motioned that John Waida fulfill the vacancy on the Board for the remainder of the term of one year. Kelsey seconded. All in favor.

Patty asked that Rhonda Ferlita be approved to serve on the clubhouse committee. Roy motioned to accept Rhonda Ferlita as a clubhouse volunteer. Kelsey seconded. All in favor.

Roy motioned to approve the renewal of the HOA insurance. Kelsey seconded. All in favor.

**Homeowner Forum:**

Jill spoke on behalf of a homeowner living near Primrose Park. The homeowner is inquiring if the lights at the park can be brighter. There have been a few vehicle burglaries and from their personal security cameras, the homeowners have seen people running through the park. The lighting was too dark to capture an image. Roy stated the City of Carrollton has an ordinance regarding the brightness of lights at night in neighborhoods. Melissa will follow up with the vendor to inquire about brighter lights.

**Committee Reports:**

**ACC:** Shawn sent a report to the Board stating the activity of ACC requests. Currently there is one outstanding request.

**Landscaping:** Roy updated recent activity with landscape company. It has been quiet for now. The mistletoe in the Maud Park trees is scheduled to be removed the end of March.

**Social:** Jill shared information regarding volunteer opportunities. There are 3 Board positions that are up for renewal in March and there are three homeowners running for the Board.

**Communications**: The Spring newsletter submission deadline is April 1. After the Annual Meeting the new Board members will be introduced in the newsletter. Roy will update landscape reminders and Patty will write up maintenance reminders including the requirement to submit ACC request form.

John asked if we could track the number of people reading the newsletter. Melissa will check into it.

**Misc. Community Topics:** John inquired about adding an additional doggy station on the esplanade at Morning Glory and Cemetery Hill. He realizes the City of Carrollton is planning on installing sidewalks there so it might not be feasible to install until after the sidewalk construction. This will be discussed again at a later day.

**HOA Admin:** Patty inquired about having the pool cards deactivated when a house is sold rather than having the pool cards transfer to the new homeowner. This will require the new homeowner to sign a waiver form before using the pool. Melissa will check into this option.

The ACC form has been updated to include additional verbiage for window replacements. Many homeowners have been confused regarding the requirements. The form will now direct them to the window grid bulletin on our website.

**Old Business:**

Melissa provided 3 proposals for the pergola repairs at the pool. The Board reviewed the 3 bids. Roy motioned to approve the proposal from Tamrack Solutions to repair all three pergolas and charge it to the reserve fund. Jill seconded. All in favor.

**New Business:** Review of the annual meeting by the Board. Roy will provide the financial slides for the meeting. Patty has already sent Melissa pictures for the presentation. Melissa will include a slide showing all the accomplishments by the Board since last annual meeting. Melissa will also pull last year's presentation to give her a template for this year’s presentation.

The Board discussed the proxy form and reviewed the online voting option using Election Buddy. Jill requested an option for the secretary to vote as a proxy for homeowners be added to the form. This option has been used in the past and is very popular. There will not be nominations from the floor as this is not required in our by-laws.

Jill asked if the candidate’s bios can be uploaded to Election Buddy so homeowners can read about each candidate. Melissa shared how this is done online. The candidate bios will also be mailed with the proxy form for those people not voting online.

Melissa stated the cost for Election Buddy is $89. The Board approved using Election Buddy at a cost of $89.

The discussion to add wreaths to the clubhouse at Christmas has been tabled for a later date.

**Treasurer Report:** Roy reviewed the financials and all is ok. We do not have many delinquent accounts at this time.

**Management Report:** Melissa stated the annual inspections will begin soon and she will work through each street starting with the older inspections done early in 2021.

The Board did not want an additional newsletter sent out by Melissa regarding homeowner’s maintenance. These topics are covered by Roy and Patty in the Spring newsletter.

Meeting was adjourned at 8:10 pm by Patty.