

**Homestead of Carrollton HOA  
Board of Directors Meeting July 17, 2017  
Minutes**

**Board Members Present:** Ty Albright, Neil Anson, Sarah Nejd

**Board Members not in attendance:** Roy Atwood

**Others in Attendance:** Ashlynn Wells and Kendra Whitaker of FirstService Residential, Inc.

President Neil Anson acknowledged that quorum had been established and called the meeting to order at 7:03 pm.

It was noted that Steven Keller had tendered his resignation as a Board Member citing his inability to participate due to increased travel involved with his employment.

Because Roy Atwood had previously indicated he would be unable to attend the meeting, and Steven Keller had resigned, an email to all remaining Board Members was sent out regarding the first two items approved below to allow Roy an opportunity to vote.

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

1). Authorize Ty Albright to serve during the meeting in the dual capacity as a Board Member and also as the HOA Administrator – he will keep minutes and keep the meeting “on time”. Motion made by Neil, second by Sarah, Roy voted via. email; everyone approved, Ty abstained from voting.

2). Approve execution of the Amendment to Service Agreement between the HOA and Little Red Hen LLC. This amendment provided for the engagement of Patty Cash as the new replacement HOA Administrator, 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). Motion made by Neil, second by Sarah, Roy voted via. email; everyone approved, Ty abstained from voting.

3). Approve the minutes from the 6/19/17 board meeting. Motion made by Neil, second by Sarah approved by all Board Members in attendance.

4). Elect and appoint Paulette Chukkala as a replacement Board Member to fulfil the remaining term of Steven Keller. Motion made by Sarah, second by Neil, approved by all Board Members in attendance.

5). Approve, execute, and file as required with the County of Denton:

a). RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOMESTEAD AT CARROLLTON, PHASE I HOMEOWNERS' ASSOCIATION, INC. – which authorizes:

b).THE HOMESTEAD AT CARROLLTON, PHASE I HOMEOWNERS' ASSOCIATION, INC.  
ARCHITECTURAL CONTROL (ACC) REVIEW AND APPROVAL PROCESS POLICY

This requirement was voted upon and approved at the last general homeowner meeting and has now been drafted by the Association's attorneys. Motion made by Ty, second by Neil, approved by all Board Members in attendance.

**The following items were tabled until the next Board Meeting:**

- 1). For Patty Cash, the new HOA Administrator, need to prepare and execute a separate insurance waiver, and separate confidentiality agreement, if / as needed.
- 2). Decide on who will become the Treasurer. Do we need to re-do bank signature cards?

**Details of discussion**

Sarah who is the Board Member liaison for volunteers including Board of Director recruitment had made a number of phone calls and emails to homeowners who had expressed a past interest in servicing the community. She indicated that Paulette Chukkala had agreed to serve. Neil indicated that he had spoken with Jason Cramer who also agreed to serve. The Board Members all agreed that either candidate would be acceptable, but it was determined that we should go with Sarah's recommendation since she is the liaison for volunteers including Board of Director recruitment and her recommendation is in accordance with her agreed upon role. Neil will follow up with Jason and ask that he run for office at the next general meeting.

Homeowner Forum: there were no homeowners in attendance.

**Committee Reports**

- Ty – ACC (Board Liaison to the ACC) – The ACC team is now David Gatz, Matt Clark, and Jenny Stewart. Ty, David and Matt met and reviewed the existing process for review and approval of ACC Requestes. Some changes for improvement were made and documented. All ACC requests, except for one problem issue, have been responded to and there are no outstanding approvals.
- Roy- Landscaping (working with and providing guidance to landscape contractor). Roy provided the following report via. email:

I met with Justin last week. Patty and Ty joined me for that meeting and we toured many of the common areas. We agreed on the following priorities:

- 1) Repairs to the most serious irrigation issues – Justin is to get me the list of issues prioritized
- 2) Work to improve turf grass in all areas – this will likely require a change to the contract for next year to increase the chemical treatments
- 3) Provide a bid for aesthetic improvements to Maud's Park and for ground cover under the center trees with a focus on reducing the mud washing onto the sidewalk
- 4) Provide a bid for turf improvements to Hill Park so as to reduce erosion and mud washing onto the sidewalk in the northwest corner

Following our meeting, Justin meet with his foreman on site and they agreed to clean up the mud currently on the sidewalks and do weeding in the flower beds in Maud's Park. Thanks.

- Sarah – Volunteers/Committees (including effort to recruit future board members)  
Sarah reviewed the success of the recent July 4<sup>th</sup> parade and pool party. She indicated that she is assembling a list of homeowners who have expressed an interest in serving the community in some capacity.
- Neil (Communications)

Neil agreed to send out an announcement about Paulette Chukkala being the new replacement Board of Director member, and would also do something to announce Patty Cash as the new HOA Administrator once she is fully engaged in the job.

- Steven- Home Inspections – Demo offered by FirstService Residential  
Because Steven had resigned, Ashlynn Wells provided an overview of the various inspections that are preformed.

- HOA Admin - Club House

Ty provided an updated and explained how one homeowner did not want to provide the fully required paperwork and rent / deposit checks until the day before they requested use of the club house. It was discussed how some homeowners do not understand or appreciate that access to the club house is operated by neighbor volunteers and that they are not entitled to “turn key” service because they pay their HOA dues because use of the Club House is depended upon volunteer management, and not something the Association budgets for. The Club House committee has decided to change the club house rental agreement to require that all paperwork and checks be submitted within 5 days prior to the requested use date so as to allow time to arrange for a volunteer to make access of the club house available. The Club House committee will strive to be flexible, but they cannot be expected to jump and respond to short term requests.

Management Report/Financial Report from Treasurer: Ashlynn Wells reviewed the Property Management report, including financials, delinquencies, and status of litigation.

### **Old Business/Tasks:**

Resolution to change the authorized signers for the HOA bank accounts (was presented for signature at last meeting; lacking one signature and then to be returned to Ashlynn) - This was resolved and task is done.

Clubhouse/RhinoShield Warranty update – Ashlynn has not had success with her visits and phone calls with various people and will now escalates this via. sending registered letters demanding action, and filing complaints with the Better Business bureau as needed.

iPhone – open item; service can be moved and number remain service; FSR would then cancel FSR plan and HOA can have their own plan – It was agreed that the HOA Admin. would explore making this change. Ashlyn will provide Ty with the Association’s HOA EIN # (it is 75-2839220) to enable setting up the account. It was suggested that one bid be from “Republic Wireless”. The HOA Admin shall explore options and email the BOD members with the recommendation for approval.

Little Red Hen HOA Admin contract – need to approve amendment or cancel – this was done.

Porter was advised to take out trash bin to curb and bring it back & do recyclables.

Pending: leg on corner of table in clubhouse; holding review to do multiple items if needed – this task will be delegated to the Manley Men to fix during the 7/21/17 event.

Legal costs in financials from last month – update from Cappuccio’s office – why were we billed for BOD time? Is this not included as part of our contract? - this invoice was reversed and a credit issued to the Association.

Meeting was Adjourn by Neil 8:26