**Homestead of Carrollton HOA**

**Board of Directors Meeting January 22, 2018**

**Minutes**

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

**Others in Attendance**: Christie Wilson of First Service Residential, Inc.

Patty Cash – HOA Administrator

President Neil Anson acknowledged that quorum had been established and 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:**

1. Tabled approval of the minutes pending an email vote due to no hard copies available.
2. Neil made motion to approve sending Patty Cash to City of Carrollton grant program workshop on Wednesday January 24, 2018. Sarah seconded. All were in favor.

**Homeowner Forum** There were no homeowners present for the meeting.

**Committee Reports**

• **Ty – ACC (Board Liaison to the ACC**) – The ACC team is working efficiently and responds to requests within 30 days He reported the homeowner request to remove his shutters rather than replace them was denied. The ACC is maintaining the standards set in the neighborhood.

He also reported the Polar Bear Plunge on New Year’s Day was a success. Participants want to make it an annual event with prizes for the oldest jumper, youngest jumper and the person staying in the water the longest.

• **Roy- Landscaping** (working with and providing guidance to landscape contractor). Nothing progressing with landscape due to the winter months. There are some hard freeze spots and mistletoe in trees that will need to be addressed. The trees were removed from Rabbit Run and the crew did a good job cutting the trees low enough to not leave noticeable stumps.

• **Sarah – Volunteers/Committees** (including effort to recruit future board members). Sarah has no new recruits. She will speak with homeowners in February in preparation for the annual meeting in March.

• **Neil Communications** He will be sending out the annual meeting notice to homeowners. He will mention a possible dues increase to encourage more homeowners to attend.

• **Paulette Home Inspections** (Patty Cash reported for Paulette ) A hard copy of the property management agreement was given to Christie highlighting the procedures in place for reporting violations. The board is requesting these steps be followed for each home in violation to keep consistency in the process. Ty explained the process was developed in 2010 and needs to be followed.

The Property Management company reports that each home in the community had a 2017 inspection completed, and that they were all mailed out to the individual home owners. Access to these reports by Patty via the property management internet portal has not worked, and the HOA has not been able to review or verify completion. Christie will arrange with the property management IT department to fix this.

Ty and Patty had made some inspections to conduct an audit, and there was a review of approximately 10 reports to confirm the property management had identified similar violations. The management company did capture most violations, but there were a few missed and they have since updated their records.

• **Patty HOA Administrator** Patty reported about the frozen drinking water fountains. Christie followed up and said the fountains have been turned off and will be repaired once the weather improves.

Discussion to add lights to Primrose Park especially around the gazebo. Christie said it would be $400 to have electricity added there. Options are dusk to dawn lights, motion lights and park closed after dark signs. Possibility to use the City of Carrollton grant money for these improvements.

Patty will attend the City of Carrollton Grant Program workshop on Wednesday night.

Patty reported the Christmas lights were a disappointment this season. Many times the lights were off or only partial lights were on. Christie is following up with lighting company for a refund and will get bids from other companies before installing

Patty heard from John Waida who asked if the after golf tournament party could be held a different day. Board agreed that anytime he wants to plan it is fine.

**Management Report/Financial Report from Treasurer** Roy questioned the negative amounts on the financial report. Christie will verify numbers with accounting department.

The bills from the Fall Festival have been paid.

Christie reported the porter service is stopping on their way home Monday nights to put the trashcans back inside the pool area. They also have the schedule for when the recycling can needs to be put out for pickup.

Inspection update: All inspections were completed by 12-27-17. The reports are currently being mailed to homeowners. She would like an electronic form to use like the one they have for violation notices. Monthly inspections will continue with 40 being done per month. Most violations/recommendations were for mailbox to be painted. There might be a teen willing to paint mailboxes for a fee. The inspection form will be updated to identify either paint (phase I) or clean (phase II) boxes.

The pool closed signs have been removed from the gates.

The restroom locks have been repaired.

Exterminator reported there is no sign of rodents in clubhouse.

Fireplace is working properly.

All clubhouse rental checks have been deposited.

Christmas lights bids will start in September. She will get bids to improve the electrical and lighting at the clubhouse and entrances. There are currently uplights for trees that are not working.

Next meeting will be February 19.

Annual meeting at Homestead Elementary has been scheduled. Sign in begins at 6:30. Sarah suggested the popcorn machine should be at meeting again this year. Proxies will be sent with meeting notice indicating the Secretary or a person named can vote for the homeowner. Proxies can be mailed to First Residential or put in drop box at clubhouse. There will be a discussion at annual meeting regarding a dues increase. Board needs volunteers to help fill positions that will be open. Sarah will acknowledge volunteers during the meeting.

Ty will not be returning to the board due to his preference to not serve given a potential conflict of interest of being owner of the Real Estate Project Management company that provides the HOA Administrator. Nor does he want to deal with that potential one lone complainer about this.

He will continue to help as needed and requested by the Board.

The pool permit has been updated with the City of Carrollton

Inspections: there was a review of some of the inspections completed.

Board members signed the budget and insurance renewal.

7. Old Business/Tasks

Ty brought up the request from homeowners to install a WiFi TV in the clubhouse. He will research the cost of a TV and installation. The Board will vote via email.

Neil adjourned the meeting at 8:46pm Sarah seconded. All were in favor.