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

**May 15, 2017**

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

**7:00pm**

**Board Meeting Minutes**

President Neil Anson called the meeting to order at 7:52pm.

**Board Members Present:** Steve Keller, Ty Albright, Neil Anson and Sarah Nejdl

**Board Members Absent**: Roy Atwood

**Others in Attendance**: Barbara Thomas, FirstService Residential, Inc. and Diane Albright, HOA Admin;

**Actions by the Board of Directors:**

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

A motion was made by Neil Anson to approve the April 17th, 2017 Executive and Open Session Board of Director’s meeting minutes. Sarah Nejdl seconded the motion, Motion carried.

Neil Anson motioned that Little Red Hen, LLC can make petty cash advancements for up to $800 , Steven Keller seconded the motion. Motion carried.

Neil Anson moved to approve a one-time Turf Pre-emergent weed control for the Morning Glory homes from GTL for $2,151.47 and the $11,437.44 ($1,031.76 monthly) on going turf fertilization and spot spray weed control and pre-emergent would be added to the contract. Steven Keller seconded the motion. Motion carried.

Ty Albright moved that the board will not require the homeowner to replace a tree that the City of Carrollton removed in 2010. Sarah Nejdl seconded the motion. Motion carried.

Ty Albright moved that we approve suggested proposal by GTL to improve the clubhouse and pool area landscaping ($18,923.52 bid) and funds be used from Capital Reserves, and that Roy work with landscaper. Steve Keller seconded the motion. Motion carried.

Neil Anson motioned that Admin can go over 20 hours/ week for May if necessary. Sarah Nejdl seconded the motion. Motion carried with Ty Albright abstaining.

Details of discussion:

**Committee Reports:**

Social Committee: Pool Opening Party currently scheduled for May 26th (time not yet provided). Sherri Moore organizing pool party. No word out to neighbors yet. There was discussion regarding getting the porter service out to clean early on the 27th as there is a rental that morning. Diane will contact porter service and coordinate with the Clubhouse committee

4th of July: No volunteer for coordinating yet. Rusty will be doing the parade permit. Sarah suggests that If no one volunteer for 4th of July Parade, that it not occur. Diane will send out an email blast asking for volunteers.

Barbara mentioned that there is a petty cash account for the community with $500. We would need to assign a user for the debit card. Board opted to keep this in place, but not use it right now.

Ty Albright is willing to use Little Red Hen, LLC to make petty cash purchases and submit expenses monthly.

Fall Festival: Currently no one coordinating. Rusty reaching out to Katie Bangert to get her notes. Need volunteers.

Ty suggested that each member of the HOA Board take a pet project. Ty is taking ACC (Board Liaison to the ACC); Roy – landscaping: Sarah – committees; Neil – communications; Steve – Home Inspections. Ty brought up that if house is for sale, there should be immediate inspection to make sure it is in compliance. This is in the management company’s scope of work

Clubhouse: Barbara suggested raising rates to $60 (4hrs) + $20/hr . There was discussion regarding whether we should install a combo lock on clubhouse. Discussion will be tabled for next month. More volunteers are needed for the clubhouse committee. Will look for volunteers.

**Management Report**

Financial Review: Neil asked about water bill – April’s bill was $1,900, which is in line from last year. What was listed on the April Income Statement Report was an accrual.

Landscaping: Justin (GTL) reported that a homeowner was ‘helping’ adjust the sprinklers. Justin thinks the homeowner turned them off entirely. Justin will be locking the control box. Regarding the condition of the turf, Justin will be adding a special fertilizer in the weak areas. He will also be adding seed to areas that didn’t come out of dormancy.

Reviewed quarterly mailing newsletter – Neil will revise last sentence for volunteers.

FirstService Residential is Changing from PayLease to ClickPay. Barbara will send ClickPay info to put on HOA website and we can send as email blast. Diane will send email blast.

Sarah is going to Keller to attend seminar on attracting volunteers. Sarah has already registered.

**Old Business:**

* Clubhouse repairs/ RhinoShield Warranty – RhinoShield will come re paint; they have ordered paint.
* Annual inspection – continuing and is about ½ done.

**New Business:**

Budget Revisions – The chemical treatment; fertilizer, preemergent and weed treatment was mistakenly not included in Greater Texas Landscaping’s contract.

Diane brought up that a homeowner had received a violation notice for her not having street tree when the City of Carrollton had removed it in 2010.

Landscape Enhancements – Pool and clubhouse. Board reviewed proposal by GTL. Ty suggested that these be paid by Capital proceeds.

Landscape Guidance – Justin expressed that he can be more proactive if he is given guidance on priorities. It was suggested that Roy can work with Justin to help guide priorities.

HOA Admin Report

Clubhouse has been rekeyed. May has been a busier month and Admin has been exceeding the 20 hrs / week contracted time. This has been due to an increase in calls from homeowners, managing the pool cards, meeting vendors and going over expectations, and the increased time spent on the ACC – creating the policy and process guidelines and updating the ACC log / format.

Pool Cards: More pool cards were ordered - $700. Need to send email blast with pool rules update. A child was cut by glass and a homeowner reported that young children were at the pool without adult supervision.

Diane will order bunny costume from Amazon.

Sarah and Diane were unable to find a softer, more ornate (less utilitarian look) bench that is secured. Board agreed to original version that Diane proposed from HD Supply at the last meeting. Diane will send bench info to Barbara to order.

A motion was made by Steve Keller to adjourn the meeting. The motion was seconded by Sarah Nejdl and all were in favor.

The meeting was adjourned at 8:58 pm

Respectfully Submitted,

Roy Atwood, Secretary.

The Homestead at Carrollton Homeowners Association, Inc