**THE HOMESTEAD AT CARROLLTON HOMEOWNERS ASSOCIATION, INC.**

**Board Meeting Minutes**

**July 18, 2016**

**I. Call Meeting to Order**

Board Director, Ty Albright stated that a quorum was present and called the meeting to order at 7:01 PM.

Homeowner Board members present were:

Neil Anson – President (arrived at 7:05)

Roy Atwood - Secretary

Ty Albright - Director

Steve Kerper -Director (arrived at 8:30)

Edwin Skelton -Treasurer

Representing the FirstService Residential management team was Barbara McCormick-Thomas, Matt Kopchak, and Cathy Quaid.

**II. Review and Approval of Prior Meeting Minutes**

Corrections:

Meeting date needs to be corrected to August 15, 2016.

Tree size requirement in Architectural Bulletin needs to be changed to 10 gallons

Ed moved for approval of the August 15 Board meeting minutes as corrected. Ty seconded. Motion carried.

**III. Committee Reports**

Mary Ellen Green, Clubhouse Chair, stated everything was going well.

**IV. Homeowner Forum**

Mary Ellen Green thanked the board for its decision to remove the overgrown median shrubs due to the danger. She stated that the board might have saved a child’s life. Ty stated that the board wants to make Homestead great again and they are working towards it.

A homeowner requested that the Board keep the pool open until the end of October as he uses it for exercise. Ty stated that since residents had already planned and advertised the dog pool party, which needs to be at the end of the pool season, he did not think the Board should change the closing date this year. The Board agreed to keep the closing date as previously set.

A homeowner requested that the Board agree to waive late fees due to confusion with the payment schedule. This request came from someone who recently moved to The Homestead and who has not previously requested a waiver of fees. Ty moved that the Board wiave the fees. Ed seconded the motion and it carried.

New homeowner, Ed Schaffer, at 1811 Morning Glory introduced himself. He mentioned that there are trees limbs blocking the light pole in his yard. The Board referred him to the Oncor website to report it.

**V. Landscaping**

1. **Irrigation** - Barbara Thomas submitted a proposal from Greater Texas to install rain/freeze sensors on the new irrigation controllers.

The Board asserted that rain/freeze sensors should have been included in the cost to install the new controllers and asked Barbara to negotiate the installation price with GTL for this reason. Tabled.

Roy mentioned that he talked with GTL and that while they were removing the shrubs, they damaged several irrigation lines. The Board requested that Barbara negotiate the cost of these repairs with GTL.

**b**. **Endcaps**

Ty suggested that GTL use Mondo grass in the endcaps with sewer manholes to hide the manholes. Barbara will discuss this with GTL.

Roy relayed a conversation he had with GTL about the endcaps opposite the bee light pole. GTL suggested leaving a strip of grass so the river rock will stay in place. It would look similar to the other endcaps. The Board agreed with leaving the strip of grass at that endcap. GTL will add sod at that end cap where they removed the diseased Indian Hawthorns at no cost.

1. **Front entry upgrades**

Barbara Thomas presented a proposal from GTL to renovate the community entrances in a style commensurate with the endcaps. Total cost $24,368.37. The renovations would eliminate the need for seasonal color, which would result in a reduction in the amount of the annual contract.

Ty made a motion to approve the proposal subject to GTL covering all costs associated with any irrigation repairs resulting from damages caused by GTL, with payment to come from capital reserves. Neil seconded. Motion carried.

**VI Pool**

1. **Security Cameras**

Ty stated that he met with a resident who submitted a proposal to install security cameras for the $2,000 the Board had already approved. The resident stated that to improve the images collected by the cameras without requiring the use of more expensive infrared cameras, the Board should consider adding lighting triggered by motion sensors in the pool area. The Board asked Ty to have the resident proceed with the cameras and submit a proposal for installing the necessary motion triggered lighting.

1. **Approve new access card system**

Barbara Thomas presented two bids for new access card systems. The first, from Door King, was over $20K and the second, from Innovations was for $5455.80.

Barbara explained that the bids were so disparate because Door King’s bid included installing all new hardware and reversing the direction of the two gates. Innovations’ bid uses the existing hardware.

Ty said that the resident installing the cameras also does access systems and requested that the Board table this matter until he could get a bid from the resident. The Board agreed that with the disparity in the bids, it would benefit from having a third bid. Roy made a motion to table consideration of the new access card bids, which motion was seconded and approved.

Additional discussion ensued on the cost and logistics of issuing pool cards.

Barbara proposed that FirstService Residential give out the new pool cards at the Annual Meeting, one card per residence. If a resident does not pick the card up at the annual meeting, they can pick the card up at the clubhouse when it is open. This process would eliminate mailing expense and limit the number of cards outstanding to those who truly wanted one. Barbara also suggested that if a resident wanted more than one card per residence, they could purchase additional cards at $25 per card. Ty moved for approval of the proposal. Ed seconded. Motion carried.

**­VII. Primrose Park Clean-up**

1. **Playground mulch**

Barbara presented a bid for $3296.21 from SoilXpress to add mulch to the playground. She explained that SoilXpress was the lowest cost alternative, and that other companies subcontract to SoilXpress for the work. Roy moved to approve, Ty seconded, motion carried.

1. **Tree trimming**

Barbara presented a bid from Bartlett Tree Service to trim the trees and thin canopies. There were two options; option 2 included pruning crepe myrtles. Roy made a motion that Option 2, in the amount of $3,936.00 be accepted. Ty seconded. Motion carried.

1. **Paint gazebo**

Barbara asked that painting the gazebo, which the Board was considering as a 2017 project, be moved up in time to have the gazebo painted for the fall festival. She has requested bids, but they are not in yet. Item tabled.

**VIII. Architectural Bulletin**

Ty circulated by email prior to the meeting an architectural bulletin addressing street and alley trees. The Board had provided comments to the draft bulletin and Ty revised and recirculated it. Roy made a motion to approve the document as revised. Ed seconded. Motion carried.

Barbara stated that the resolution must be filed with the County and then put in an email blast and/or the newsletter. Ty pointed out that the packet provided to new homeowners will need to be revised to reflect the new bulletin and requested FirstService Residential to make those revisions.

**IX. Proposed changes to documents and process**

Roy requested a more detailed report of ACC requests be included in the management report. This information is also available via the Connect portal.

The Board then discussed the annual home inspection process. Barbara assured the Board that FirstService has back-end processes in place to appropriately document each inspection and follow up as needed.

Ty stated that the violation process needed to be more aggressive, and that daily fines, as permitted in the fining policy, should be imposed for continued non-compliance.

Barbara presented the 2017 Management Calendar to board members, listing the maintenance and operational tasks of the community by month.

**X. Management Reporting and Schedule Fees**

The Board reviewed the collection fees included in the management contract. There is an $8 fee to send the first late notice, a $33 fee for the second late notice, and a $140 fee for the demand, or “notice of intent to lien” notice.

These charges are hard costs to the Association, meaning FirstService Residential charges the Association, and that cost is passed on to the homeowner. If the Board chooses to waive collection fees for a homeowner, the Association still pays that cost.

Roy stated that he felt these costs were excessively high, but acknowledged that they were included in the contract signed by the Board. Ty agreed.

**XI. Foreclosure Resolution approval**

Barbara presented accounts 0068, 0216, and 0353 for foreclosure. Ty moved that the Board pass the foreclosure resolution. Neil seconded. Motion carried.

**XII. 2017 Budget**

FirstService Residential had sent a budget worksheet to Board members prior to the meeting. Barbara asked if there were any comments on the worksheet.

Roy suggested lowering the budgeted amount for water from $45,000 to $40,000 in light of landscape changes that should use less water and recent history.

Roy questioned the charges for trash removal. Barbara explained that the City considers Association a commercial account and it is billed at commercial rates.

Roy asked about the budgeted amount to repair the pool pavilion. Barbara agreed the budgeted amount of $5,000 was not sufficient and increased this line item to $10,000 pending bids.

Ty asked when dues were last increased. They were increased 5% in 2011. After some discussion, the Board agreed that a dues increase was not necessary for 2017.

Roy moved that the Board table approval of the budget until the next meeting. Motion was seconded and carried.

**XIII. \_\_Adjournment**

Neil made the motion that the meeting be adjourned. Ty seconded. The meeting was adjourned at 8:35PM.

**Executive Session Minutes**

1. **Call meeting to order**

Meeting was called to order at 8:40PM with Barbara McCormick-Thomas and Matt Kopchak present at the Board’s request.

1. **Annual Employee Review**

The Board conducted Cathy Quaid’s employee review. The Board provided feedback to Barbara McCormick-Thomas for her to relay to Cathy. The Board asked Matt Kopchak for a range of annual salary increases for someone in Cathy’s position based upon his experience. He stated that 3-5% was typical. Based on this information and the review, the Board agreed to increase her hourly wage roughly 4%, from $15.35 to $16.00, but requested that FirstService Residential arrange her schedule in such a way that avoids all need for overtime.

1. **Adjourn**

Meeting adjourned at 9:00PM.