

Elizabeth Townes HOA
Elizabeth Townes HOA Board Meeting Minutes
November 4, 2015

- I. **Call to Order: 5:40 PM** Board members in attendance were: Melissa Day, Mike Etheridge, David Hughes, Madison Locklear, LaDonna Walden and Susan Azukas. Stacy Raposo attended from CAMS.
- II. **Election of Officers & Board Meeting Schedule:** Members decided to nominate themselves for Board positions and results were: President-Mike Etheridge, Vice President-Susan Azukas, Treasurer-Madison Locklear, Secretary-LaDonna Walden, Member at Large-Melissa Day and Member at Large-David Hughes. Meeting schedule for 2016 will be the 4th Tuesday of each month, January through September at 6:00 PM with the exception of January, April and July which will start at 5:30 PM with Stacy in attendance. October 25th will be the Annual Meeting with Stacy in attendance and November to be determined with Stacy in attendance.
- III. **Review of September Financials:**
 - a. **Delinquencies**
 - i. Two liens (one on Delores Ferguson and one on Elizabeth Townes) were paid bringing accounts current in October.
 - ii. Two owners (one on Elizabeth Townes and one on Timothy Court) were delinquent 90 days and board approved to lien.
 - iii. One owner on Houston Ridge had alien filed on 9/29/15 and still is delinquent so therefore board approved to go forth with foreclosure.
 - b. **Board to Sign Policy Resolution**
 - i. Board reviewed and discussed the automation of the process for collections through our new attorney, the criteria being those accounts which are 3 months past due. Stacy reviewed with us the Explanation of Association Automated Assessment Collection System document which clarified that costs incurred in the foreclosure process are added to what the foreclosed party already owes. Mike motioned to accept the Association Collections Policy Resolution and all were in favor. As Board President, Mike signed the resolution. Board discussed the process of mailing of lien notification letters and Stacy verified that letters go to owners automatically to their mailing address of record. Owner has the right to respond and propose a resolution to make payment possibly utilizing a payment plan or some other means.
 - c. **Special Assessment Ballot**
 - i. Previous Board approved the ballot with one minor change. New Board members were brought up to speed with what the Special Assessment was to cover. It was stressed that we could not use Special Assessment monies to cover projects already in progress and instead to put monies aside in Reserves for use in 2016. Discussed use of funds for tree trimming, capital maintenance on the lift stations, caulking and painting of exterior building surfaces through the community. Madison pointed

out that we were lucky that the previous hail storm damage was covered through our insurance policy. Decision was made to table this until a cover letter could be created. The goal is to have one by the next board meeting.

IV. **New Business:**

a. **Landscape Update/Tree Issues Update**

- i. **Approval of Plant Replacements** – Board reviewed Ruppert’s quote for work to be done on 2 properties, one on Mattforest where leak occurred and another on Houston Ridge to prevent erosion, etc.
- ii. **Ruppert Landscape Additional Quotes** –
 1. Discussed the re-seeding shaded turf areas – Board approved
 2. Discussed drainage issue at 9620 Elizabeth Townes. Not convinced that adding river rock will solve the problem. This was tabled until the Board looks at it after rain lets up.
 3. Discussed the quote for Main Entrance poolside planting. Since some areas are over planted, Board would like to consider the possibility of moving plants to the area to save money. This was tabled until the Board looks at it more closely.
 4. We noticed that landscapers have blown leaves and hauled them away. Mike suggested an alternative would be to grind the leaves and use them as mulch in areas where clay is present. There are areas with no black dirt and grass is difficult to grown. Mulch could help. Could this be discussed with landscapers?
 5. Ruppert was asked to provide us with watering guidelines and they have now done so. Stacy will attach the 3-page outline to an email blast out to the community.

b. **Revised Handbook – Next Step** – Board decided to meet within the next week or so to go over Handbook revisions.

c. **Quarterly Exterior Inspections - Need scope of work.** Glen does maintenance work for HOA and has quoted \$25/hour for quarterly inspections. We need to get an idea from him what exactly is included in this quote. Specifically, we need to know evidence of damage to wood surfaces (doors) and also foundations. Stacy to ask Glen for specifics before decision is made to move forward.

d. **Violations Process and Letters:** Board asked to see the violation letter templates and decide if we want to edit.

- i. **3rd vehicle and two drivers:** Unresolved issue from hearing. This was tabled.

e. **ARC**

i. **9334 Timothy Court – Fence** – Owner is to be made aware that costs incurred, including the move of the gas meter, are the responsibility of the owner.

ii. **8934 Houston Ridge – Fence** –

1. Mike motioned to approve both ARCs, seconded by Madison. All in favor.

2. Board discussed that going forward, after Board decision is made on ARCs, Susan (V.P.) will send email response to Kaytee Bell at CAMS, ccs to Stacy and the Board.
- iii. **ARC Approval Process** – CAMS receives applications and emails to all Board members bcc. Currently applications are being reviewed and approved in meetings only. Board to discuss simplification of process to be more timely and possibly giving CAMS more active involvement in the process for those adhering strictly to CCRs. Further discussion to follow at separate meeting of the Board to determine course of action in the future.

V. **Old Business**

- a. **Proposed Resolutions for Clarification to Declarations** – This was tabled – Stacy is currently still working with the attorney on Elizabeth Townes Resolutions. No Board action is required at this point.
- b. **Exterior Caulking** – Glen is starting this project this week weather permitting. No Board action required.
- c. **Concrete Update** – This project is in progress. Owner complaint on grinding work at 9630 Elizabeth Townes. Board to reply to Stacy by email the next step on this property.
- d. **Update on Work Orders** – Board reviewed updates on work at:
 - i. **9334 Timothy Court** – Issue of water pooling on patio. Since the ARC request has been approved for the fence installation, Board would like to see if fence will alleviate this issue. No action at this time. Stacy to advise owner of this decision.
 - ii. **9350 Timothy Court** – Door Replacement - Glen is still trying to schedule with this owner.
 - iii. **9333 Timothy Court** - Landscaping for erosion: Ruppert is obtaining the plants that were approved and will be installing shortly.
 - iv. **9350 Timothy Court** – Owner complained about aeration. This is an area with little light. Ruppert was asked to provide a quote to re-seed with a different product.
 - v. **8927 Bryant Field** – Owner reported staining in ceiling. This was sent to Mike Kight with Owl Roofing on 9/2 and 10/26, with no response from him to date.
 - vi. **9444 Elizabeth Townes** – Owner reported water stain in garage ceiling. Sent to Mike Knight on 11/2 for follow-up with owner.
 - vii. **9630 Elizabeth Townes** – Owner reported water stain in garage ceiling. Sent to Mike Knight on 11/2 for follow-up with owner.
 - viii. **Completed work September/October:** Door replacements at 9415 ET, 9515 ET, 9634 ET, 9510 DF, 9325 TC, 9326 TC, 9346 TC and 11538 DF. Siding repair at 9620 ET and 11522 DF. Water leak at 8906 BF.
 - ix. **Foundation issues** – Board to determine their involvement in this. Tabled due to lack of time.
- e. **Update on Violations:** Tabled due to lack of update.

VI. Approval of September Meeting Minutes & Annual Meeting Minutes: Tabled until next meeting due to all Board members not in attendance at September meeting and time issues.

VII. Other:

a. Communication: Board discussed communications with community.

i. Via email - Stacy explained that email blasts are generated to owner email addresses that are provided to CAMS. Thus if they are absent or not up to date, that presents a problem. Asked if renters could be added to database, it is not in CAMS scope of responsibility with the added problem that we are not kept up to date on owner email, let alone renter name and email. It is the owner's responsibility to keep CAMS updated and this is a big issue. Discussed Board creating and maintaining a renter email list but idea scrapped due to difficulty of keeping up with it.

ii. Via "Next Door.com" – Helpful for garage sale announcements, news, items for sale and community outreach. Several residents are already utilizing this communication.

iii. Via Facebook page – Stacy cautioned that it be used for positive comments and information and not as a Motion by Mike to inform via Facebook, seconded by David and all in favor. There is a Facebook page in place recently created by Melissa "Elizabeth Townes Neighborhood Happenings!" Care must be taken to monitor negative comments.

VIII. Adjournment: 7:40 PM – Motion to adjourn made and seconded. All in favor.

a. No HOA Monthly Board Meeting for December due to holiday season.

b. Next Board Meeting following 2016 Schedule (4th Tuesday of each month):

Date: Tuesday, January 26, 2016 with Stacy in attendance

Time: 5:30 PM

Place: TBD

Respectfully submitted by Susan Azukas, ETHOA Board V.P.