

## **Board of Director's Meeting, Four Seasons Farm HOA**

Thursday, July 28th, 2011 / 7pm / 251 Spring Drive

Board members present: Caryn Moore, Jeff Heater, Chris Irvin, Tara Mitchell & Pat Hough.

Board quorum verified.

Meeting was called to order at 7:04pm.

Tara Mitchell recorded the minutes.

### **Agenda Item: Budget Report/Finances**

Caryn presented a new projected financial report, anticipating expenditures for the next 6 months. In this report, a 90-day reserve was included. This gives us a realistic idea of the available cash balance for 2011. In the previous financial statements from Property Society, there was a charge for "Austin Electric," which is currently under review by Ivan.

The expense priority at this time is to focus on the lawn maintenance, fertilization, landscaping, irrigation repair, post repair, sign repair and front area.

Our organization is not tax exempt.

### **Agenda Item: Modifications Committee**

No modifications issues are present at this time. Board will request a modifications update from Ernie Moore about recent activity within this committee.

### **Agenda Item: Communication Update**

We now have two stamps which read "Four Seasons Farm HOA Materials Enclosed" to be used for future mailings. This is in response to the community's request to flag HOA related material.

Newsletter content should be submitted immediately so the mailing can go out in the beginning of August. Dates and details were decided on upcoming events (such as NNO and a garage sale) that will be included in this newsletter. Proof of newsletter will be sent by July 31<sup>st</sup>. Board member will check with Ivan on the cost to label and meter (or apply postage) to already stuffed and sealed envelopes. We will get the newsletter copied and stuffed in stamped envelopes.

A Google Docs login and password were created to store association documents. Password will be changed at every Director's Meeting to ensure security.

### **Agenda Item: Update on Action Items from Last Meeting**

Landscaping: Kyle Landscaping has been mowing the entryways (\$100/mow.) They are in the process of providing proof of liability insurance.

As of 7/28, Kyle Landscaping had not been paid by Property Society. Ivan had told Board that these bills would be paid within a week. This will be addressed at a meeting with John O'Neill, Property Society management.

The area outside of FSF property along FM150 was discussed, as this area tends to need mowing. Board has not been able to get a conclusive answer as to who owns the property (city, county, etc.) Two possible options were discussed: the HOA pays to mow this property on an "as needed" basis; OR the homeowners' whom this affects can weed eat themselves. (They can also contact their city councilman to request that this area gets mowed by the appropriate entity.) Board will get pricing on the "as needed" cost to mow this area.

Weed control & fertilization: Board is currently getting bids on these services.

Irrigation: Board has two proposals, and is still getting bids on having the system checked. In reference to the irrigation in Phase One's entry, he has contacted the city and there is no city line being used there. The system has been shut off, but it is believed that the line is tied to a previous model-home in the subdivision.

Signage: Board will check with a stone works company about the columns in need of repair. Board will also check with them for estimates on etched signs (similar to Hometown Kyle) for both Phases. Board will check with Lewis Sign in Buda to determine if the two smaller FSF signs are repairable. It was suggested that those signs be reused possibly for a Phase One entryway. Board will also research previous Association documents to determine the vendor for the Deed Restrictions signs. The best location for the sign upon leaving Phase Two remains an open item--Board to follow up.

Suggestion boxes: This item remains active. Board will follow up.

Shirts for Board: It was decided that each Board member will purchase their own shirt and no HOA funds will be used for this. (Vista Print; cost is \$18.65/shirt.)

### **Agenda Item: Safety/Neighborhood Watch**

Speed bumps: Based on a recent article in Community Impact Newspaper published on 7/15/11, "*He [City Manager Lanny Lambert] said in order for a resident to request installation of the speed humps, they would have to submit a petition signed by at least 80 percent of the residents on both sides of the street for the block where the speed hump would be located. Estimated costs for the speed humps range from \$1,650 to \$4,950 plus labor, depending on the plan the city adopts. Lambert said there is currently no city funding budgeted for speed humps so they would be paid for by homeowners associations or residents requesting them.*" The Board will do more research on this, specifically checking with local EMS and Fire Services as to the best placement of speed bumps (as not to impede emergency response times.) The Board agreed not to spend additional money before priority items are taken care of.

The Board unanimously agreed to accept Lynette Barker's offer to be the FSF representative for Neighborhood Watch. This will require her attendance at quarterly meetings held by the Sheriff's Department. Chris Irvin will be the Officer-in-Charge for this committee.

National Night Out: Registrations for the Sheriff's Office to participate were mailed on 7/12/11. Event date: Tuesday, October 4<sup>th</sup>; Phase One event: 6-7:30pm; Phase Two: 7-8:30pm. Since Lynette cannot organize this year's National Night out, Tara Mitchell will be the coordinator. She will begin the process of obtaining donations from local businesses. Board will set up a canopy and table to give out popsicles, bottled water, balloons & trinkets. A parade for wagons, bicycles, strollers, etc. was discussed, with prizes awarded for best decorated. Additionally, we will need 6 items donated to use as door prizes (3 in each Phase.) Board will locate a place in each Phase to set up for this event.

### **Agenda Item: Property Society Management/Violations**

Board will review the contract of Property Society to ensure that all Association needs are noted in the contract.

Board members will schedule a meeting with John O'Neill, Property Society, to discuss the current level of service as well as current cost of mailings. They will also discuss the "New Owner Acknowledgment Form" which pertains to the receipt of Deed Restrictions by new homeowners.

Due to clerical issues from Property Society, the violation letters from the July 6<sup>th</sup> drive-by (done by Ivan and Tara) have not been mailed. The latest violation log from Ivan was completely incorrect; this was confirmed by Tara's handwritten copy of violations taken on July 6th. The Board decided to not send these letters, due to the amount of time passed and inaccuracies. The Board agreed that three drive-bys should be conducted in August—August 3<sup>rd</sup>, 17<sup>th</sup> & 31<sup>st</sup>. Because of missed drive-bys in July, the Board agreed that Property Society should conduct these drive-bys with no hesitation or extra cost to the HOA. Tara will attend the August 3<sup>rd</sup> drive-by, and Ernie Moore (MC) will also attend the August 17th drive-by.

The scrutiny of the drive-by was discussed, specifically the allowance of small statues and birdbaths in well-maintained yards. It was decided that, in accordance with the CCR's, all such appurtenances would be issued

a violation. Board will check with Property Society about adding verbiage to the violation letter in reference to variance applications.

Collection agency vs. attorney: This item remains active. Board will follow up on the pros and cons of using a collection agency versus attorney for delinquent accounts.

**Agenda Item: Community Events**

Community Garage Sale: Date set for November 5<sup>th</sup>.

**Agenda Item: Upcoming Meetings**

The next Community Quarterly Meeting will be held Thursday, September 22<sup>nd</sup> at 6:30pm. Board will confirm Kerry Urbanowitz to speak about upcoming park projects. Board will research the availability of Lehman HS and the new Fire Station downtown. It was noted that city buildings (which require the use of a key) will be \$90/hour. This does not, however, apply to the annual meeting.

The next Director's Meeting will be held Tuesday, August 23rd at 7pm.

**Adjournment**

There being no further items to be discussed, the meeting was adjourned at 9:00pm.

Secretary: Tara Mitchell