

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

Thursday, June 23<sup>rd</sup>, 2011 / 7pm / 311 Spring Drive

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

Board quorum verified.

Meeting was called to order at 7:10pm.

### **Agenda Item: Introduce Board Members**

Officers were selected:

Caryn Moore, President

Jeff Heater, Vice President

Tara Mitchell, Secretary

Chris Irvin, Treasurer

Pat Hough

Tara Mitchell recorded the minutes.

### **Agenda Item: Review Finances**

Secondly, the 2011 budget was reviewed. No changes were made at this time. It was suggested that the budget be discussed in detail at the next annual meeting, to be held in 2012.

It was also suggested that the board look into establishing a web collaboration site, such as Google Docs, to be able to store, share and view important documents. Tara will research this.

Tax exempt status will be looked into by Caryn. Specifically, if a certificate number is needed for purchases by the Board. All expenses, however, will need to be approved by the president before reimbursement. The only exception to this is the web hosting expense, since it is a fixed amount every quarter.

### **Agenda Item: Discuss Immediate Needs & Issues**

Property Society Management: The Board discussed the issues with the quality of service provided by the Property Society Mgt Company. The Board suggested that a Board member or Modification Committee member is needed to assist on at least one drive-by per month for purposes of ensuring accurate violations based on CCRs. The Board will be requesting Property Society to provide a monthly violation list with an electronic copy of all violation letters. The Board will also be requesting Property Society to include a check-in and check-out time for each drive-by for purposes of monitoring quality. Caryn will review the contract to make sure all items that the Association needs are covered.

Delinquencies: The Board will perform analysis on the pros and cons of using a collection agency versus an attorney for delinquent accounts. The Board will review CCR in more detail to determine guidelines of towing trailers in repeat violation. Caryn & Jeff will follow up on both these items.

Landscaping: Jeff will establish an official Request for Quote in three separate areas: mowing, irrigation & fertilization. He will coordinate the bids and interview potential vendors. Green Tree and Shrub Care will donate tree care services.

Fence Repair & Signage: Jeff will obtain bids on repairing the columns/fence in the entrance. Caryn will look into getting another “Deed Restricted Community” sign to be placed in Phase One. Also, she will investigate the best location for the other sign upon leaving Phase Two.

### **Agenda Item: Status of Modifications**

Current Modification Committee members are: Ernie Moore & Tony Calkins; Officer-in-Charge is Jeff Heater. The current MC will reach out to others about joining this committee.

### **Agenda Item: Improvement of Communications**

Website Updates: Past annual meeting minutes and current minutes should be added to the website. Email contact information for each board member will be added to the website. The Sponsor Page will be modified and utilized for sharing small business information for individuals within the FSF community. Tara will coordinate a business directory of residents and their families who own businesses in the area.

At no time should property violations be public. Caryn will verify and request removal as appropriate. Also, Board members and Property Society staff should never discuss an individual’s violation or account with another resident.

A Quarterly Newsletter will be established. Tara will be the primary coordinator and publisher for this effort. Deadline for the next newsletter is July 20<sup>th</sup>. Board will submit bios, photos and articles of interest to Tara via email. Other topics to include in the letter will be: FAQ’s; frequent violation policy; an article from Modifications Committee (Caryn to request); Facebook and website info; call for emails to create an electronic distribution list; call for small business owners to create a directory.

The Board is looking at ways to expand communication within the community. The Board discussed “Suggestion Boxes” to be placed by each mailbox location. Caryn will look into creating four locked boxes to serve as “suggestion boxes.”

Many residents have suggested that Association mailings be flagged as such. Tara will purchase two stamps for stamping envelopes for our mailings.

### **Agenda Item: Community Events**

National Night Out—October 4<sup>th</sup>. Tara will send in the registration for both Phases to Hays County Sheriff’s Office. Board will continue to think of food and events to set-up in each Phase. Suggestions included hot dogs, popsicles, root beer floats, sundaes and/or bags of candy; along with games such as hula hooping & ring toss.

Community Garage Sale: Tentative plan for November—date to be discussed at the next Director’s Meeting.

Tara to investigate formation and check league dates of community kickball or softball league.

Community service projects were discussed. Board will think of ideas to be discussed at the next meeting. Suggestions included toys at Christmas for needy or hospital-bound children; reading to the elderly.

## **Agenda Item: Next Meetings**

The next Director's Meeting will be held Thursday, July 28<sup>th</sup> at 7pm.

The next Community Quarterly Meeting will be held Thursday, September 22<sup>nd</sup> at 6:30pm. Pat will look into the location as well as engaging Kerry Urbanowitz to speak about upcoming park projects.

## **Adjournment**

There being no further items to be discussed, the meeting was adjourned at 9:36pm.

Secretary: *Tara Mitchell*