

## **BOARD OF DIRECTORS MEETING MINUTES**

Location: Via Zoom Video Conferencing

Minutes Prepared By: Bonnie Shows, Secretary

Board Members Present: Albert Bosch, Brandon Chambers, Linda Intschert, Toni Isaacs, Barry King, Kristin McLaughlin, Odilia Medlin, Bonnie Shows

Board Members Absent: Brandon Chambers, Toni Isaacs

1. The meeting was called to order at 7:00 pm.
2. Roll was called and a quorum established.
3. Welcome Visitors.

Will Echols, Attorney; Larry Railey, resident; Mike & Debbie Pannell, residents

4. Public Comments.  
None.

5. Secretary's Report.

The January 2021 minutes were provided and distributed via email prior to the meeting. Corrections regarding the verbiage to the Deed Restriction Notification Letter section were noted.

Barry made a motion to accept the Secretary's report with the noted corrections; Odilia seconded. Motion approved.

Bonnie proposed moving the annual meeting from November to October—still in Q3—to help alleviate the “rush” and busyness of the holiday season. This was tabled and would be discussed again at March meeting.

6. Treasurer's Report.

The January financial reports were provided and distributed via email prior to the meeting. There were no comments or corrections regarding the reports. Linda made a motion to accept the Treasurer's report; Odilia seconded. Motion approved.

Barry will forward to the 2021 contract from Cypress Creek Mosquito Control for Albert signature and pay the invoice as was approved in January.

The annual insurance policy for the HOA was \$1758 and paid for 2021.

Barry will forward to the board the previously approved payment plan details for their records.

To date, there are 17 homeowners who have not paid their 2021 maintenance fee; 2 homeowners submitted payments without including the late fee; 5 homeowners are on payment plans and are all current.

Barry paid the Reliant Energy bill for our streetlights and noted the invoice was stamped “CUT OFF NOTICE”; however, Barry does check the HOA's post office box several times each week and does not recall receiving a bill. Our USPS at its best.

There are no new homeowners.

7. President's Report.

Complaints and Inquiries:

Another complaint was made against a homeowner on Westerham Place for parking a trailer in the drive.

Another complaint was received regarding parking issues on Marlebone Court.

Received an inquiry and complaint regarding theft in our neighborhood and asking neighbors for help via their security videos.

Per Albert's instructions, excluding the Secretary and Treasurer, all other board members will be assigned (via email and text message) in alphabetical rotation for answering complaints beginning in last month. An alternate board member (next in line) will be copied in the event the primary assignee is unavailable. Bonnie will follow-up with assigned board member within 48 hours of assignment. The assigned board member will contact the complainant within 48 hours of assignment to acknowledge receipt of complaint.

Board members listed alphabetically by last name: Albert Bosch, Brandon Chambers, Linda Intschert, Toni Isaacs, Kristin McLaughlin, Odilia Medlin

Barry made a motion to accept the President's report; Linda seconded. Motion approved.

8. Deed Restriction Notification Letter.

Linda made minor changes to the letter and will forward to Bonnie to scan and distribute to the board and counsel via email.

9. Architectural Control Committee.

Mark Shows presented the ACC report from all submitted requests in 2021.

A request was made to send a letter to all homeowners reminding them how to submit a request to the ACC using the form on our website.

In favor of a Board Committee (to handle issues and relations between Board and ACC ranging from complaints to board recommendations to revising guidelines).

10. Old Business.

None.

11. New Business.

Barry made a motion to table the Payment Plan Policy; Albert seconded. Motion carried.

Due to recent freezing weather and water pump station issues, Bonnie suggested we purchase signage reading "Boil Water Notice/Rescinded". Barry recommended we contact Heatherloch MUD for these signs.

Odilia made a motion to replace and paint the posts on the sign board at the entrance of the neighborhood, corner of Benfer and Mittelstadt Road; Kristin seconded. Motion approved.

Discussion about recommendation for contractors on our website.

12. Executive Session.

The board entered executive session at 8:13 pm.

WOWCA was named as junior lien holders for property on Marlebone Court. Per legal counsel, no action is required from the Association and he will contact and respond on behalf of WOWCA.

Sears & Bennett, LLP is named the registered agent for WOWCA. This will be assigned to Weatherby Echols Law Group PLLC.

A complaint was made against a homeowner regarding parking issues on Marlebone Court. A letter will be sent to the homeowner.

The board exited executive session at 8:34 pm.

13. Adjourn.

Kristin made a motion to adjourn at 8:39pm; Barry seconded. Motion approved.