

BOARD OF DIRECTORS MEETING MINUTES

Location: Via Zoom (Online Meeting App)

Minutes Prepared By: Bonnie Shows, Secretary

Board Members Present: Allen Baker, Albert Bosch, Linda Intschert, Barry King, Melissa Nelson, Don Shackelford, Bonnie Shows

Absent: John Spire

1. The meeting was called to order at 7:03p.
2. Roll was called and a quorum established.
3. Welcome Visitors.

Will Echols, Attorney; Melvin Gilbert, 15115 Marlebone Court

4. Public Comment.

Mr Gilbert asked about parking his RV at his house. Albert referred him to the deed restrictions and offered to forward the specific page to him via email.

Mr. Gilbert also asked about repairing/replacing his back fence. He was instructed to contact the ACC.

Mr. Gilbert voiced a complaint about his trash not being picked up. He was instructed to contact Texas Pride Disposal and complete their complaint form on their website.

5. Secretary's Report.

The June minutes were provided and distributed via email prior to the meeting. Barry made a motion to accept the minutes; Linda seconded. Motion approved.

6. Treasurer's Report.

The June financial reports were provided and distributed via email prior to the meeting. Allen made a motion to accept the Treasurer's report; Albert seconded. Motion approved.

All homeowners on payment plans are up to date.

Barry made a motion to accept the financials as presented (review statement and cash receipt for 2018-19); Allen seconded. Motion approved.

Barry made a motion for permission to sign the "Management Letter of Representations" on behalf of the board to return to Griffin & Company so that they would release the final report; Allen seconded. Motion approved.

7. President's Report.

Complaints and Inquiries:

A complaint was made regarding bi-weekly trash collection.

A complaint was made against a resident homeowner of on Marlebone Court for operating a business from the home causing congestion in the street therefore blocking driveway access.

Complaint Assignments

Per Albert's instructions and board discussions last month, 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: Allen Baker, Albert Bosch, Linda Intschert, Melissa Nelson, Don Shackelford, John Spire

Wall Maintenance

Albert met Jorge Perez with JQ Brick Repairs & Restoration Services, LLC to request an estimate to complete all repairs on the perimeter wall for the next five to ten years.

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

8. Deed Restriction Violation Letters.

Linda picked up the letters and the "ACC Approved" yard signs. She will turn over the yard signs to ACC member Mark Shows. Allen and Bonnie will assist Linda with issuing the violation letters to the homeowners when applicable. Bonnie will send a letter to all homeowners explaining the deed restriction violation letters.

9. Architectural Control Committee.

One request was submitted and approved for fence replacement. One request was submitted and approved for a swimming pool installation.

10. Old Business.

None.

11. New Business.

Barry wants the board to consider changing the collection/late payment procedure to continue to collect the \$25 monthly late fee even after the account has been sent to the attorney for collection, effective January 1, 2021.

12. Executive Session.

The board entered executive session at 8:02p.

Attorney will send a letter to a homeowner regarding deed restrictions violations.

A vendor's lien will be placed on a homeowner's residence for outstanding dues.

The board exited executive session at 8:22p.

13. Adjourn.

Barry made a motion to adjourn at 8:24pm; Albert seconded. Motion approved.