

**Windy Hill Farms Homeowners Association, Inc.**

**Board of Directors Meeting Minutes**

**Tuesday, January 8, 2018 at 6:30 pm**

**130 Shelby Trace, Murphy, TX 75094**

**1. Call to Order:** Meeting was called to order at 6:43.

**2. Roll Call –**

- A. Establish Quorum- Quorum was established with 4 members of the board in attendance.
- B. Proof of Notice – Emailed on 1-2-2018 and posted to community website.
- C. Introduction of Board Members & Community Manager:

Present x Not Present    Wade Williams, President

Present x Not Present    Chad Yeary, Vice President

Present x Not Present    Eric Kristiansen, Secretary

Present x Not Present    Rajesh Jyothswaran, Member

Present    Not Present x Christopher Schools, Treasurer

Present x Not Present    Sebastian Dodson, Community Mgr.

**3. Approval of the October 2018 meeting minutes –** Everyone read the October 2018 meeting minute. A Motion was made by Wade to approve the meeting minutes, seconded by Chad, with all in favor the motion was carried.

**4. Financial Review/Treasurer's Report – Operating** \$92,768.45 **Reserve** \$119,926.66

- a. AR 12-31-2018: \$22,890.14    AR 11-30-2018: \$23,629.36    Difference \$739.22

**5. Community Mgr. Report –**

- a. Removed, repaired, and installed 911 call box at pool still not fully operational.
- b. Met with vendor to get second quote to repair damaged decking and mastic.
- c. Oversaw cancelation of Frontier services and coordinated Spectrum Cable to service internet and phones all in one package.
- d. Confirmed that ASB, billing policy, and revised violation policy have been filed with the county.

**6. Ratify prior actions:**

- a. N/A

**7. Old Business Still on the Table – Southwest Access Control may be in attendance.**

- a. Gate Modification – Chad motioned to hire Metropolitan Gate to modify the gate size and install tabs so that the gate can be locked with a deadbolt for \$2,250 unless Royal Access can make the modifications for less, seconded by Wade, with all in favor the motion carried.
- b. Pool decking and mastic – Sebastian is to Request bid for all mastic and crack filler from Starfish including pictures.

**8. New Business –**

- a. ACC One-Touch – Chad motioned to approve the ACC One-Touch document process, seconded by Wade, with all in favor the motion carried.
- b. Roof issue and enforcement – Sebastian is to purchase signs that advise homeowners to get ACC approval for roof modifications following a storm.
  - i. Sebastian is also to email homeowners advising them that they are required to replace their roof with an approved shingle color in the event of storm damage or if they sell their home.
- c. Access update to clubhouse and pool – Wade motioned to approve the bid from Royal Access totaling \$10,611.50 after Sebastian double checks to ensure that this system is a system that Spectrum can operate, seconded by Eric, with all in favor the motion carried.

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- d. Budget for 2019 and 2020 – Wade motioned to approve a budget for replacing mastic and decking repairs equaling the cost of the quote yet to be provided, and budgeting \$11,000.00 for Pool and Clubhouse Access System upgrades, seconded by Chad, with all in favor the motion carried.
- e. CPA and services selection – Chad motioned to hire AV&A to perform a taxes state and federal filing only for the year of 2018 totaling \$350.00, seconded by Eric, with all in favor the motion carried.
- f. Common area electrical repair quote – Rajesh motioned to approve the common area electrical repair bid totaling \$2,059.06, seconded by Chad, with all in favor the motion carried.
- g. Clubhouse code sheet – Sebastian will draft and provide an updated clubhouse code sheet to the board.
- h. Annual Meeting: Sebastian will draft e-blasts to be sent to the community informing them of the annual meeting and that they may pick up 2019 pool cards at that meeting.
- i. Egg Hunt – Sebastian will draft an E-blast request volunteers.
- j. Committee members for national night out Tuesday October 1, 2019 – Sebastian will draft an E-blast request volunteers.
- k. New board members suggestions – Sebastian is to draft a pre-solicitation e-blast to seek board members for the 2019 election.
- l. Violation Report – Board agreed unanimously that Spectrum should share the association’s violation report with the ACC Chairperson in addition to the board of directors.
- m. Confirm Next Board Meeting Date – 3-26-2018 - Confirmed

**9. Executive session:**

- a. Aging:
  - i. Discuss sending all accounts with a delinquent balance that also include assessments to the attorney. Account numbers are as follows: 69120\*\*\*\*\*, 69120\*\*\*\*\*.
  - ii. Review next action on delinquent legal status cases at MM and RW.
- b. Violation:
  - i. Discuss focus of the association.
- c. Hearing
  - i. 69114\*\*\*\*\* – Appeal of fees

**10. Motions following Executive Session and summary**

- a. N/A

**11. Adjournment** – Meeting adjourned at \_8:30\_.