

The Preserve at Mayfield Ranch Homeowners Association, Inc.

PO Box 200145

Austin, TX 78720

Ph: (512) 918-8100

Board of Directors Meeting Minutes

June 16, 2021

6:00 PM

Via Zoom

Call to order

The Meeting was called to order at 6:01 PM

Establishment of a Quorum

The Board of Directors was represented by Helen Tate, Laura Flynn, Nancy Mills, Judy Carter and Brand Duhon. The management company, Preferred Association Management Company, was represented by Doug Plas.

Approval of the Agenda

Motion to approve the meeting agenda: Helen Tate

Motion 2nd.: Laura Flynn

Motion Carried: Unanimously

Review/Approve Prior Meeting Minutes

The meeting minutes from the March 17, 2021 Board of Directors meeting were reviewed.

Motion to Approve the Meeting Minutes: Laura Flynn

Motion 2nd.: Helen Tate

Motion Carried: Unanimously

Review/Approve Finance Statements

The Board reviewed the financial statements for the period ending May 31, 2021. The Financial Statements included the Balance Sheet and the Profit and Loss Statement

Motion to Approve the Financial Statements: Judy Carter

Motion 2nd.: Helen Tate

Motion Carried: Unanimously

Old Business

Reserve Study – Study is underway and should be completed by August 2021

Seal Coating Project – project has been approved. Waiting on exacting scheduling date with the contractor as weather is creating scheduling challenges.

New Business

Board Member Resignation: Pardha Mugunda has resigned from the Board of Directors

Appointment of New Board Member

With the resignation of Pardha, the Board is authorized to appoint a member to serve the remainder of the vacated term. The Board outside of a meeting through unanimous written consent appointed Brand Duhon to fill the vacated position.

Motion to Ratify the unanimous written consent action: Laura Flynn

Motion 2nd.: Nancy Mills

Motion Carried: Unanimously (note, Brand did not vote on this action since he was not on the Board at the time of the unanimous writing consent action)

Pool Opening

Motion to set the 2021 pool hours of operation at dusk to dawn: Brand Duhon

Motion 2nd.: Helen Tate

Motion Carried: Unanimously

PAMco Portal Update

Doug provided a update on the new look to the owner's portal

Late Fee Charges

The Board reviewed the current late fee charges

Motion to set the late fee charges at 1% per month of the unpaid balance: Laura Flynn

Motion 2^{dn}.: Brand Duhon

Motion Carried: Unanimously

Homeowner Forum

Question if the leasing wait list can be viewed on line

Adjournment

Motion to Adjourn: Helen Tate

Motion 2nd.: Laura Flynn

Motion Carried: Unanimously

Meeting Adjourned at 6:53 PM