



Monday, 02/08/2022

Attendees

Larry Howe, *President*
Gale Armstrong, *Treasurer*
Jordan Dempsey, *Secretary*
Mellina Sterry, *Event Planner*
Ryan Otero, *Vice President*

Meeting Called to Order at 6:34PM

Minutes, Old Business

Review December Minutes

- January 10th minutes were reviewed. Larry H. motioned to approve, second by Gale.

Miscellaneous

- Code Enforcement tagged trailer 2225 Plymouth Rock trailer was tagged by the city. Moved the trailer to the driveway. Larry called the owners and discussed the issue and explained that a vehicle in the driveway not screened to public view is still a violation of deed restrictions. A warning is given on the trailer. Pickup and trailer were both moved.
- 3142 Constitution (abandoned property) was discussed. Including who owns the property and the future of that lot including a car that was tagged as abandoned by the city. Currently, no lien is filed on the property and should be looked into.

Collections

- Bylaws: Notices can't be sent out until 30 days AFTER the late notice point. So essentially no warning letter can be sent until 30 days (net 60 days) out from the first day of collections.
 - Ryan suggests sending reminder emails auto-generated by QuickBooks sooner.
 - Yellow letter sent at net 60 (30 days past due) days for sure, with email reminder sent around net 30
 - Red Demand Letter sent net 90 days (60 days past due). Texas law says we must mark outside of the envelope for military members who may be deployed. We will also attach a copy of the bylaws page showing the steps the HOA can take.
 - The owner has 15 days to pay before the credit bureau report.
 - The owner has 10 days to pay before title search
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- Payment plan offered
- Ryan will look into it to make sure we follow the correct regulations and pointed them out to make sure evidence of contact is fully documented.
- Late interest fees need to be clarified because they are not listed specifically in the bylaws or in the deed restrictions and Nell needs to clarify the late fee policy.
- To update bylaws we need to have people present in the quorum, but dues can be increased by 10% without a full quorum according to the bylaws. Section 6&7 of deed restrictions.
- Open meeting in March and sending out an open ballot is the best option for updating bylaws. Ryan and Larry will look into bylaws to make sure procedures are followed.

Quickbooks

- Moving quick books to the HOA name has been done. Larry currently has access rights.
- Future presidents and positions will be in the power of the HOA board to change the status of individuals.

Website

- Andrew is doing a great job. Tracked down Godaddy and got access to the website. Lots of info updated.
- 2 requests: move the HOA website through GoDaddy to the board's name, not Johns. May incur another hosting fee (1-time cost to transfer fee for a few hundred dollars with recurring fee yearly).
- Go Daddy has been good to work with. Thought of creating a generic email under HPHA to be passed on between boards.
- Board approved setting up the website with the extra boot-up fees. Ryan is working with Andrew. Creating generic emails for the board to be set up.

Bookkeeping Bids Update

- Larry spoke with several people and made a list of the responsibilities.
- Spoke with an HOA bookkeeper in Brownwood. Meeting with another lady this Friday.
- Board plans to meet with the bidders after March 1st to finalize the decision.

CD

- Gale mentioned the CD matures 03/11/22. Fed rates will go up so the board will agree to leave it in there until it matures. May roll over or hold depending on federal rates.

Minutes, New Business

Curb Signs

- New signs that are more sturdy Stevens Rubber Stamp on Butternut

- Need meeting signs and cub inspection signs
- Need signs to be customized
- \$75 per sign, need 4. If interchangeable the better. Gale will send proofs via email

Landscapes Bid

- M&L landscapes bid, Trimmer's bid, and Masterscapes were reviewed by the board. Scope of work reviewed.
- Masterscapes contract expires in June according to Masterscapes over the phone. Gale will call again to confirm.
- Tree trimming should be looked into
- Possible new Yaupon trees (7) around the playground
- Use collections money (outstanding) to finish the park
- Ryan motions to table landscaping project to March to review. Jordan Seconds.
- Vote at next meeting regarding bids

Treasure Report

- Reviewed monthly financial statements, savings, and deposits.

Easter Egg Hunt

- Easter Egg Hunt
- Bouncy House
- At park
- Look at weather
- Melina will look into pricing
- Hot dogs possibly? With chips and water
- 2 hours
- Email reminder, bring lawn chairs, invitation. Saturday the 16th of April

Yard Sale

- April 30th possibly
- Dumpsters May 7th

Motion to adjourn 9:10 PM by Jordan, 2nd from Melina