The Meeting was called to order at 5:28 pm and began with the Executive Session with Attorney Ashleigh Mussleman present.

Executive Session Part 1

The Attorney reviewed proper money handling and accounting procedures for Homeowners Associations. All funds must go through the Community bank accounts held with the Management Company. The management company is to vet vendors and handle receipts, invoices, billing, and payments to vendors. No Community funds are to be deposited into any other accounts or alternative processes without unanimous Board approval.

The Attorney will complete the financial analysis of the Deputy Dhaliwal Memorial garden pending the receipt of the $7000 landscaping invoice from Sam Hall. She will send a Memorandum to the Managing Agent to forward to the Board. The Managing Agent will collect a cashier’s check from Sam Hall, from the Go Fund Me fundraiser, to deposit to the Association bank, as well as the reimbursement from PayPal for a claim against Belly Sky for undelivered benches.

The Board President mentioned that the Board desires sealed bids that will be sent to the Treasurer. Dorothy with Paragon and Elias Megersa will establish a procedure guide for the sealed bids.

The Board requested that the Attorney provide a list of guidelines for the Board to use to review the current landscape contract and Irrigation Estimate with Encore Landscaping, and for future reference to for future contracts with various vendors.

Encore to provide a Quarterly Report. Verbal agreements in a meeting are not valid addendums to a vendor contract. Signed Proposals are not OK as a contract, unless specific terms are included.

Homeowner Lee Ann Mayor 14722 Chappelbrook LN, Board approves $2500 payment by March 1, 2020 and the balance over the following 8 months if the Homeowner will sign a waiver of the right to cure (30-day) Son or daughter may be the power of attorney.

The Attorney agreed to edit the Spreadsheet to include the balance due rather than the first name column. The Attorney’s office declined to waive the fees for the Gould account. Demetrias Ellis account should go to foreclosure.

The Attorney reviewed the 209 process, specified that the Civil Service clause must be a part of the 209 violations, and provided a template for the creation of 209s, and consistent Community wide enforcement of Deed Restrictions. Multiple violations are permitted on one 209 letter. DR Requires: Dorothy, in addition to the Civil Service Clause I had the following requirements (you already are aware, but not sure if should be in minutes) : Notice of code section, “account will be turned to attny w/in 30 days” verbage, and that they can state a hearing.

209 Issue: 30 day cure.. If no cure can go to Ashleigh??

67% vote needed before annual meeting to amend Gov Docs to allow fines/fees

Rose to look to see if 209s were issued from TXMGMT in August, Sept. Did CPBR pay TXMGMT?

Board to not target a specific home or street. (Targeting/Affirmative Defense)

Is there proof of nuisance?

HOA to report all incidences to police?

Rm to add % collected in AR report in future

The Executive Session Part 1 ended at 7:18 pm.

The Minutes from the January 9, 2020 meeting were considered.

The December 2020 financials were presented.

In Old Business, the Board reviewed a discussion of the Accounts Payables process in AvidXchange and the two Board Member approval process. All regular invoices for services under contract do not require Board approval. All other invoices require two Board Members to approve the invoice before payment is issued.

The minutes from the Management meeting on February 3, 2020 were given to the Board, as well as the February deed restriction violations with pictures. Additionally, a Homeowner complaint regarding waste from the neighboring nursing home was addressed by Westland Sec 4.

The Board considers having the Annual Meeting in May 2020 and will prepare a revision of the By Laws to include fining, and an update of the Deed Restrictions. The Board President will send an estimate for the cost of wrist bands.

The Board discussed reducing the Forced Mows to $50.

Hold on payments for irrigation invoices

Approve payment to Encore- crepes (or not, since there were no votes?)

The degree to which the Board desires to enforce the Deed Restrictions was discussed, as pertaining to which days trash can violations are to be enforced. The day of trash pick-up and the day before trash pick-up are to be exempt from

The Basketball Goal Resolution was determined to be the correct guide for the use and storage of portable basketball goals. The Board President will provide an executed copy of the Resolution.

Detention Pond: The Board requests that the Managing Agent contact the Health Department to request help with the mosquito issue. Westland Section 4 Board to request assistance with the detention basin and the mosquito issues, with the goal of having the water released from the detention pond.

WEstland Four or CPBR(?) letter to MUD 130 by 3/3/2020 regarding help w/detention basin. Toni Collier and permit office, maria Parker.. Turn in for WSL4 not Copperbrook.

Committee reports:

The Board requested 3 new bids for regular community landscaping, to include Encore Landscaping (and TX Groundworks?) Mulching-TX Groundworks bid and FG to provide others (?)

Mr. Prieto with the pool company indicates that there is an issue with some equipment. The Managing Agent will follow up with enquiries. The calendar needs to be updated and mailed to Homeowners by February 28, 2020. Elias Megersa will type up a scope of service for the mulch and landscaping at the pool area.

Angie Pena would like to host Movie Night and need the screen and projector.

Concrete plugs for benches.. $30-75

Executive Session Part 2

The Managing Agent presented the Aged Owner Report as of January 31st.

The Roach & Mitchell Attorney Report was presented and discussed with Ashleigh Musselman.

Owners in Violation of the Governing Documents were discussed.

The February 2020 CCR Violations report was presented. The Board expressed approval of the format with pictures.

Separate petty cash accounts per Board Member debit card were discussed.

The destination account for the Go Fund Me fundraiser is to be changed to an Association account.

The Managing Agent and the Treasurer are to establish a policy for check handling and for Board Member submission of receipts and reimbursement.

A brief Special Meeting at the Copperbrook Pool was arranged for February 17, 2020 at 6:30 PM for the ratification of Board Member decisions for this meeting due to a shortfall in the 72 hour posting requirement for this meeting.

The meeting was adjourned at 9:38 PM. The next board meeting is scheduled for March 13, 2020.