

Board of Directors Meeting
Tuesday, May 21, 2019
Minutes

- I. Call to Order – The meeting was called to order by the Board President Mark Weaver at 7:00 p.m.
 - A. Determination of Quorum – Board Members present: Mark Weaver, Russell Jakala, Dave Marshall, Brett Funderburg, and Jettie Nasrallah which constituted a quorum.

Present from Spectrum Association Management: Denise Johnston
 - B. Proof of Notice – Proof of Notice was provided by Denise Johnston
 - C. Reminder of Code of Conduct for attending BoD meeting – Board President, Mark Weaver reminded those in attendance of the Code of Conduct during the open Board Meeting.
- II. Homeowner Open Forum (Limit 2 min / person) – A Homeowner asked if the mowing at the mailboxes on Bramblecrest was going to be more consistent. Denise Johnston informed the Homeowner that that area is now on the schedule to be mowed monthly. A Homeowner took a moment to thank the Board for their work on the new bathhouse at the pool.
- III. Approval of Prior Meeting Minutes from January 8, 2019 – The January 2019 Meeting Minutes were provided to the Board of Directors. The minutes were reviewed, and no changes were noted. Dave Marshall made a motion to approve the minutes, the motion was seconded by Jettie Nasrallah, the vote was unanimous, and the motion carried.
- IV. Review of Financials – Denise Johnston reviewed the financial standing of the association as of April 30, 2019. All accounts are in good standing. Mark Weaver reviewed the Projected Cash Flow of the association to discuss the low water mark that is anticipated by the Association.
- V. Board Officer Elections –
 - A. Mark Weaver nominated Brett Funderburg for President and Treasurer of the Board, the nomination was seconded by Russell Jakala, the vote was unanimous, and Brett Funderburg accepted the position.
 - B. Brett Funderburg nominated Cheng Wooster for Secretary of the Board, the nomination was seconded by Russell Jakala, the vote was unanimous. Cheng was not present to accept the position.
 - C. Brett Funderburg nominated Russell Jakala for Vice President of the Board, the nomination was seconded by Dave Marshall, the vote was unanimous, and Russell Jakala accepted the position.

- VI. Presentation of Outstanding Board Member – Austin Division – Denise Johnston presented an award to Brett Funderburg for outstanding work and partnership of a Board Member.
- VII. Committee and Work Group Reports
 - A. Architectural Review Committee – Dave Marshall reviewed the activity summary. John Connors of the ARC Committee discussed the current work on developing official Architectural Guidelines for the HOA. They hope to have the guidelines in place by the 3rd quarter of 2019.
 - I. There was a Homeowner question on the Guidelines and how enforcement would be handled. John Connors explained that all alterations to the exterior of the property must currently be approved by the ARC Committee. The Guidelines are going to make this process uniform.
- VIII. Old Business
 - A. Bathhouse Remodeling Project Update – Mark Weaver reviewed the items left on the punch list for the General Contractor and stated that the final payment was being held until completion. The Board received input from the Membership that all items should be complete prior to the final payment being disbursed. The entire Membership present was in agreement with this as well as the Board Members present.
 - I. The items remaining on the General Contractors punch list are: Replacement of defective ventilation fan in Women’s restroom; Drip edge which continues to pull away from the radius beam; Flooding in the family restroom due to the floor not being sloped to the drain; Rain running from roof onto building extension the back onto wall (the gutters will fix this issue)
 - II. The items remaining on the HOA’s punch list are: Emergency 911 signs to be moved to the outside of the fence; No diving sign to be posted near the baby pool; Install of repaired 911 Emergency call phone; Final hookup and testing of access and surveillance equipment; Move HOA items from off-site storage to HOA storage room; Move documents to SpectrumAM office for sorting and destruction; Reassembly of storage shed for pool chemicals.
- IX. Capital Improvements – Brett Funderburg and Mark Weaver discussed the short-term capital improvements that can be approved for 2019. The Board approved spending up to \$37,000 on a couple of capital improvements immediately: Installation of gutters on the new bath house, new landscaping at the bathhouse, upgraded Community Center driveway and dumpster security cameras, and pressure washing the entirety of the Boulder Lane Fence. The remainder of the 2019 capital expenditures in the amount of \$37,000 will be discussed at the next Board Meeting. The anticipated 2020 capital expenditures were reviewed.
- X. New Business
 - A. Pool Rules (Approval of Draft) – The draft of the pool rules for signage was reviewed and changes made. The Board requested Denise Johnston to make the changes and send to them via email for approval after the meeting.

- B. Finance Committee – Brett Funderburg has created a Finance Committee to work on the HOA budget. The Committee is comprised of Brett Funderburg and Mark Freeman.
- C. Revised Budget – A revised 2019 budget was presented to the Board which contains a change to the pool service expense. The change was made to reflect the actual contracted amount for 2019. Brett Funderburg made a motion to approve the revised budget, the motion was seconded by Russell Jakala, the vote was unanimous, and the motion carried.

XI. PSA, Community Notices and Reminders

- A. Respectful Use of Community Center Spaces – Dave Marshall reviewed issues that have arisen at the facility and asked all Homeowners to be respectful of the Community Center and others. The Board asked for a quote for a gate monitor for the pool area to help enforce the rules and keep the area clean.
- B. Solicitation for Work Groups and Committees – Mark Weaver made a call for volunteers for the many different work groups and committees.
- C. BoD Meeting Calendar – The Board reviewed the upcoming Meeting Calendar and decided to change the next Board Meeting date to July 15, 2019
- D. Remember to call SpectrumAM first!

XII. Optional Closing Comment Period (Limit 2 min / person) must close by 9:00 p.m.

- A. A Homeowner mentioned a safety concern of a bush that is located at Boulder and Savannah Ridge Drive. Denise Johnston to have the landscaper trim.
- B. Denise Johnston presented a Homeowners request to have the retention ponds sprayed for mosquitoes. The Board has considered this in the past, but with the amount of area they would have to spray, it could not be done and be effective or cost effective.
- C. A Homeowner asked if additional stop signs could be added to Boulder Lane to assist with speed control.
- D. A Homeowner asked if warning signs could be placed or a warning on the street could be painted before the stop sign on Boulder Lane alerting drivers to the stop sign ahead.
- E. There was a discussion about speeding on Chestnut Ridge with Homeowners with differing opinions of the severity of the issue.
- F. There was a question about the existence of a Neighborhood Watch program. The Board informed the Homeowner that there was not, but encouraged the Homeowner to start the process.

All Committee Members and Homeowners excused

XI. Executive Session

- A. Homeowner Aging Report – Denise Johnston reviewed the Homeowner aging report. The Board voted to send 4 Homeowners to legal.
- B. Review Homeowner Violations Report – Denise presented the Board with the most recent report.
- C. Resales – Denise provided the Board with the resales report for 2019 to date.

XII. Adjourn – The meeting was adjourned at 9:15 p.m.

DRAFT