

**MINUTES OF MEETING
LOWE'S FARM HOMEOWNER'S ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING
January 14, 201**

Ginnie Bucek, Board President, called the meeting to order at 6:04 p.m.
The meeting was held at 4210 Old Grove Drive, Mansfield TX.

ATTENDEES:

The following Officers and Directors were present:

Ginnie Bucek, President	Dan Sides, Vice President (arrived @ 6:18pm)
Paul Blevins, Secretary	Meka Bowling, Premier Communities Rep
Scott Smith, Treasurer	Michelle McConnalee, Premier Communities Rep

CONSENT AGENDA

The Board reviewed the minutes of the last board meeting (10/18/2012)

MOTION MADE BY SCOTT SMITH, SECONDED BY PAUL BLEVINS TO ACCEPT THE 10/18/2012 MINUTES. MOTION PASSED 3-0.

OLD BUSINESS

- A. The following landscaping additions had been completed since the last meeting:
- 7 knock out roses were planted in a new bed at the pool
 - 2 eastern cedars were planted to replace dead cedars at pool
 - 25 maiden hair grasses along LF Pkwy have been replaced/added
 - Irrigation corrections at Downhill Way were made to avoid future shrub loss
 - A new bed and two photenia were added at Downhill Way
 - Two dead trees at the pool were removed
- B. A recap of the Holiday Event at the Castle was made.
- 75 families attended the event
 - Photographer charged HOA \$100 to take photos of all families to attended event.
 - HOA gave \$5 gift cards to Target to each child who attended event. 150 cards were given out.
 - Refreshments were provided by local vendors and each will receive free add in next newsletter.
- C. Board continued discussion on lighting proposals at the amenities center from the last meeting.
- Board had requested bids for additional lighting in the amenities center parking lot to help deter inappropriate and/or criminal behavior.
 - Reviewed two bids for lighting in the parking lot.

MOTION MADE BY SCOTT SMITH, SECONDED BY PAUL BLEVINS TO PROCEED WITH THE PARKING LOT LIGHTING PROPOSAL BY RECONSTRUCTION EXPERTS FOR \$10,600. MOTION PASSED 4-0.

- Board requested a proposal for an additional light on the west side of the shed, two lights on the amenities center overlooking the pool, and one at the remote canopy at the back of the pool
- D. Board reviewed final plan to replace all chairs and tables at the pool for a cost of \$17,802 from the Reserve Fund. All furniture to be ordered ASAP for delivery before the spring events at the amenities center.

- E. Board reviewed proposals to remove one tree at castle area and install pathway and park bench to provide sitting area.

MOTION MADE BY SCOTT SMITH, SECONDED BY PAUL BLEVINS TO PROCEED WITH THE PROPOSAL BY SITE LANDSCAPING FOR PATHWAY AND TREE REMOVAL FOR \$1323.56. MOTION PASSED 4-0.

MOTION MADE BY SCOTT SMITH, SECONDED BY PAUL BLEVINS TO PROCEED WITH PURCHASE OF PARK BENCH FOR \$690 PLUS TAXES. MOTION PASSED 4-0.

- F. The Board reviewed the newsletter schedule for 2013:
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|-------------------|-------------------|----------------------------|
| Spring Newsletter | Articles Due 2/4 | Mail to Homeowners by 3/6 |
| Summer Newsletter | Articles Due 5/3 | Mail to Homeowners by 6/5 |
| Fall Newsletter | Articles Due 8/3 | Mail to Homeowners by 9/6 |
| Winter Newsletter | Articles Due 11/4 | Mail to Homeowners by 12/6 |
- G. Twenty-nine homeowners are in violation of the HOA tree policy. Multiple violation notices have been sent to the majority of these homeowners. Premier will continue to monitor and fine homeowners who don't remedy the violation(s).
- H. Board reviewed the existing fine policy to ensure consistency of application with regards to homeowners who are being fined for failing to comply with the tree policy. Homeowners receive initial violation letter with 10 days to correct tree deficiency, homeowner receive second violation letter with 10 additional days to correct, homeowners then receive a certified TROPA letter with 30 days to correct and a warning that \$50 will be assessed to their account if it is not corrected. If issue still not addressed, Board can continue to fine homeowner account on a periodic basis until the deficiency is corrected. This policy was consistent with homeowners who were fined for tree policy deficiencies.
- I. Board reviewed the Petty Cash recommendations by Premier Communities
- Process as many event expenditures as possible via invoices paid directly by Premier
 - If not possible, Board Members to write checks against petty cash account and obtain receipts
 - A COI (Certificate of Insurance) needs to be obtained from all vendors for events. If vendor doesn't carry liability insurance, then a release needs to be signed by the board and sent to Premier Communities.
- J. Board reviewed the communication timeline recommended by Premier Communities for the upcoming Board of Directors election and Annual Meeting.

NEW BUSINESS

- A. Board reviewed criminal mischief incidents that occurred recently at the amenities center. Christmas lights at the amenities center were vandalized by two Lowe's Farm teenagers who were caught in the act by Mansfield Police. Parents were notified and billed for replacement of the damaged lighting. The irrigation controller and irrigation DCV was also recently vandalized. No perpetrators were identified.
- B. Board signed Chesapeake Energy Division Orders for Well #5. Board finally received first check from Chesapeake for \$7035 for royalties paid on Well #1 to date.
- C. East Broad construction to start by June at the earliest according to latest feedback from the City of Mansfield.
- D. Board finalized the dates for Fun Flicks showings at the Pool as follows: March 8th @ 7pm, March 4th, June 1st, July 12th, Aug 16th, Sept 28th.
- E. Board accepted Kim Schlieker's resignation from the Board effective January 4th. Kim and her husband sold their home on the 4th and are no longer homeowners.
- F. Board reviewed year end recap by Red Rock Financial Services as follows. As of December 31, 2012, twenty-two homeowner accounts are in the collection process with a total delinquency of \$21,656. During 2012, Red Rock was able to collect \$15,504 in delinquent accounts. The current delinquency rate is 7.3% which is the lowest it has ever been.
- G. Pool Opening was set for May 4, 2013 and the closing date was set for Sept 29, 2013.

STAFF REPORT (Premier Communities, Michelle McConnelee)

- A. Reviewed January 2013 Association Manager's Monthly Management Report
- B. Email blasts and mailings sent out since last meeting included: Board of Director's Meetings, Holiday Event, Garage Sale.
- C. There were seven approved ACC modification requests and one denial since the last Board meeting.
- D. Violation Notices: A total of 41 violation notices for CC&R infractions had been sent since the last meeting.

EXECUTIVE SESSION

Executive sessions may be called from time to time to discuss personnel or legal matters. Executive sessions are open to board members and management company officials only.

Next Board of Directors' Meeting

Location: TBD

Date: Primary Date: March 18, 2013 @ 6pm. Backup Date: March 25, 2013.

ADJOURN

MOTION MADE BY PAUL BLEVINS AND SECONDED BY SCOTT SMITH TO ADJOURN MEETING. MOTION PASSED 4-0. MEETING ADJOURNED AT 8:04PM