



**HOA BOARD OF DIRECTORS' MEETING
MINUTES
February 25, 2014**

Ginnie Bucek, Board President, called the meeting to order at 7:00 p.m.
The meeting was held at 4210 Old Grove Drive, Mansfield, TX.

ATTENDEES:

The following Officers and Directors were present:

Ginnie Bucek, President
Paul Blevins, Vice President
Erika Uggen, Secretary
Scott Smith, Treasurer

Chris Hamilton, Director at Large (absent)

Meka Bowling, First Service Residential, Director of Management
Dean Holt, First Service Residential, HOA Manager

Dan Peters, LF HOA Landscaping Committee Chairman
Scott Dawson and Sue Mattingly, Site Landscaping
Homeowners: Mr. Snouffer and Mr. Reece

CONSENT AGENDA

The Board reviewed the minutes of the January 13, 2014 Board meeting.

***MOTION MADE BY SCOTT SMITH, SECONDED BY ERIKA UGGEN TO APPROVE
THE JAN. 13TH MINUTES. MOTION PASSED 4 – 0 (1 member absent)***

HOMEOWNER INPUT

- A. Mr. Snouffer, 1314 Bramble Lane had concerns regarding fence staining. Scott Smith, ACC chairman addressed the issue. Also, concerns about barking dog nuisance. Board recommended homeowners to follow the documentation procedure by Animal Control and to call the police if Animal Control is closed.

OLD BUSINESS

- A. 2014 Annual Meeting Presentation/Agenda
 - 1. Board reviewed the Annual Meeting Agenda for March 18, 2014
- B. On-Line Voting Update
 - 1. On-Line voting operational and receiving voting input. Email and phone blast scheduled to go out.
- C. Update on Pool Projects
 - 1. Pool decking re-surfacing almost done
 - 2. After pool decking finished; cracks in kiddie pool will be fixed, wrought iron fencing to be re-painted and wood re-stained
 - 3. Upon completion of projects, Meka will schedule a walk-through for the Board
- D. Electrical Repair Bids Review
 - 1. Board reviewed bids by Aims Electric and Exterior Appeal to fix electrical repairs at front entrances and the new tree lighting project in the center medium along Lowe's Farm Parkway.

MOTION MADE BY PAUL BLEVINS, SECONDED BY SCOTT SMITH TO APPROVE EXTERIOR APPEAL'S BID FOR THE LIGHTING PROJECT IN THE LOWE'S FARM PARKWAY ENTRANCES AND MEDIUM WITH THE BOARD'S SPECIFICATIONS NOTED FOR THE LED LIGHTS. MOTION PASSED 4 - 0. (1 absent)

NEW BUSINESS

- A. Landscape Review and Discussion
 - 1. Dan Peters discussed landscaping issues and concerns with Site's representatives Scott Dawson and Sue Mattingly
 - 2. Recommendations were made for the front entrances at Lowe's Farm Parkway and Volk after the East Broad Street construction is completed
 - 3. Board requested Paul Blevins to contact City to set up a walk-through meeting to review concerns regarding grading, irrigation, and compensation for damaged or loss of plants in the front entrance areas due to construction
 - 4. Board reviewed bid for drip irrigation at front entrance beds. Board recommended tabling this until HOA meets with City regarding reimbursement for damages done during road construction.
- B. 2014 Insurance Summary
 - 1. Meka Bowling reviewed the HOA's insurance coverage for 2014. Total cost for 2014 was \$7,739.
- C. Pool Ambassador Program, Schedule, Pool Season Dates
 - 1. Meka Bowling discussed personnel, rates (no change from 2013) and work schedule for Ambassadors.
 - 2. Pool season is from May 17th to September 28th

MOTION MADE BY GINNIE BUCEK, SECONDED BY SCOTT SMITH TO APPROVE POOL AMBASSADOR CONTRACT FOR 2014. MOTION PASSED 4 - 0. (1 absent)

- D. Fence Stain Discussion and Review
 - 1. Scott Smith reviewed CCR's stain color recommendations for Board discussion. Board requested Scott Smith to bring several stain chips to next Board meeting for review and recommendation approval.
- E. First Service Residential Management Report by Meka Bowling
 - 1. Reviewed Oct.- Nov.- Dec. 2013 and Jan. 2014 Financial Reports
 - 2. Receivables
 - a. 127 homeowners delinquent on their HOA dues for a total of \$104,012 outstanding. This data includes:
 - 103 homeowners have not paid 2014 dues= \$56,464 – reminders sent 2/5
 - 1 homeowner with 2nd notice = \$1,014
 - 3 homeowners with Demand Letter, transferred to attorney = \$4,674
 - 8 homeowners at attorney, liens filed = \$16,153
 - 3 homeowners at attorney, foreclosures approved/in process = \$16,004
 - 4 homeowners currently in bankruptcy status = \$6,169
 - 5 homeowners currently on payment plans = \$ 3,534
 - 3. Correspondence sent out since last meeting included information regarding Board meeting notices, Annual Nomination letter and form, City of Mansfield tree limb drop off, Annual meeting notice and on-line voting reminder
 - 4. 3 ACC Requests and 66 Violations were reviewed
 - 5. Reviewed Action Items and Task List Report
 - 6. Board requested Meka to obtain update from Hanover regarding removal and trimming of dead and/or overgrown shrubbery on Westridge's fenceline. If Hanover does not respond to contact the City of Mansfield.
 - 7. Board requested more bids on wildflower signage.
 - 8. Paul Blevins to place ad in Star Telegram for Spring Garage Sale on April 26

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

Annual HOA Meeting: Tuesday, March 18th at 7:00 p.m.
 Location: Danny Jones Middle School (cafeteria)

Next Board Meeting: Wednesday, April 23rd at 7:00 p.m.
 Location: TBD

Backup Meeting: Monday, April 28th at 7:00 p.m.

ADJOURN

**MOTION MADE BY PAUL BLEVINS AND SECONDED BY SCOTT SMITH TO ADJOURN MEETING. MOTION PASSED 4 – 0. (1 absent)
 MEETING ADJOURNED AT 9:08P.M.**