

***Lowe's Farm HOA***  
**BOARD OF DIRECTORS' MEETING**  
**MINUTES**  
**APRIL 8, 2015**



Ginnie Bucek, Board President, called the meeting to order at 7:04 p.m.  
The meeting was held at 4210 Old Grove Drive, Mansfield, TX 76063

**ATTENDEES:**

The following Officers and Directors were present:

Ginnie Bucek, President

Scott Smith, Treasurer

Erika Uggem, Secretary

Jessica Sedgewick, FirstService Residential HOA Account Manager

Paul Blevins, Vice-President (absent)

Chris Hamilton, Member at Large (absent)

**ORGANIZATION OF THE BOARD**

Officer positions were discussed amongst the Board members.

***MOTION MADE BY SCOTT SMITH, SECONDED BY GINNIE BUCEK TO APPROVE THE ORGANIZATION OF THE BOARD FOR THE 2016 OFFICERS: GINNIE BUCEK – PRESIDENT, CHRIS HAMILTON –VICE PRESIDENT, SCOTT SMITH – TREASURER, PAUL BLEVINS – SECRETARY, AND ERIKA UGGEN – DIRECTOR AT LARGE. MOTION PASSED 3 – 0. (2 members absent)***

**CONSENT AGENDA**

The Board reviewed the minutes of the January 28, 2015 Board meeting and the March 17, 2015 Annual HOA meeting.

***MOTION MADE BY SCOTT SMITH, SECONDED BY ERIKA UGGEN TO APPROVE THE JANUARY 28<sup>TH</sup> AND MARCH 17<sup>TH</sup> MEETING MINUTES. MOTION PASSED 3-0, (2 members absent)***

The Board reviewed Site Landscape's estimate # 202 for the re-establishment of the flower beds located at the entrances of Lowe's Farm Parkway and Volk Drive.

***MOTION MADE BY SCOTT SMITH, SECONDED BY ERIKA UGGEN TO RATIFY APPROVAL FOR SITE LANDSCAPE'S ESTIMATE # 202. MOTION PASSED 3-0, (2 members absent)***

## **FIRST SERVICE RESIDENTIAL MANAGEMENT REPORT by Jessica Sedgwick**

- A. Review of Communications since last meeting included eNewsletter and two email blasts sent to homeowners
- B. Review of 99 CC&Rs Violations
- C. Review of 13 ACC Modification Log ( 12 approved and 1 denied)
- D. Review of 5 *Completed* and 8 *In Process* Action Items
- E. Reviewed January and February 2015 Financial Reports
  - 1. Standard Balance Sheet, Income Statement Report, Variance Report
  - 2. 70 homeowners delinquent on their HOA dues for a total of \$49,864 outstanding. As of 4/3/15 this data includes:
    - a. 1 homeowner with No Collection Status = \$100
    - b. 16 homeowners with Cleared From Collections = \$1,475
    - c. 2 homeowners with Reminder = \$150
    - d. 28 homeowners with 2<sup>nd</sup> Notice = \$13,343
    - e. 1 homeowner with Demand Letter Processed by First Service = \$1,688
    - f. 1 homeowner with Transfer to Attorney for Lien = \$2,394
    - g. 8 homeowners with Lien Property = \$12,018
    - h. 4 homeowners with Referred for Foreclosure = \$7,437
    - i. 4 homeowners with Bankruptcy = \$8,018
    - j. 1 homeowner with Payment Plan with Attorney = \$1,754
    - k. 4 homeowners with Accounts On Hold = \$1,487
- F. Upcoming Events
  - 1. HOA Spring Garage Sale on April 18, 2015 from 8:00 am to 4:00 pm
- G. Reviewed Pulman, Cappuccio, Pullen, Benson & Jones, LLP 2015 Account Status Report
- H. Reviewed Decorative Fence Violations
- I. Reviewed Tree Violations

## **NEW BUSINESS**

- A. Discussion of Reserve Study Proposals since the initial analysis was conducted in 2008 and that company is no longer in business.

***MOTION MADE BY GINNIE BUCEK, SECONDED BY SCOTT SMITH TO APPROVE CRITERIUM DOTSON ENGINEERS'S ENHANCED RESERVE STUDY WITH PAYMENT MADE FROM THE RESERVE ACCOUNT. MOTION PASSED 3-0, (2 members absent)***

- B. Discussion of Landscape Proposals

Landscaping along the East Broad Street brick wall expanse

***MOTION MADE BY GINNIE BUCEK, SECONDED BY SCOTT SMITH TO APPROVE PLANTING OF 37 TREES/SHRUBS BY THE TREE PLACE (ESTIMATE # 943) WITH PAYMENT MADE FROM THE OPERATING EXPENSES; AND THE IRRIGATION SYSTEM INSTALLATION BY SITE LANDSCAPE (ESTIMATE # 304) WITH PAYMENT MADE FROM THE RESERVE ACCOUNT. MOTION PASSED 3-0, (2 members absent)***

Board tabled arborist proposal until June meeting. The Board asked Jessica Sedgwick to get 2 more bids for comparison before making a decision.

Installation of American flag pole at Lowe's Farm Parkway center median flower bed

***MOTION MADE BY GINNIE BUCEK, SECONDED BY SCOTT SMITH TO APPROVE EXTERIOR APPEAL'S LED-LIGHTED FLAG POLE INSTALLATION (ESTIMATE # 2848) WITH PAYMENT MADE FROM THE OPERATING EXPENSES. MOTION PASSED 3-0, (2 members absent)***

- C. Electric/Lighting Proposals

1. Discussion to upgrade the electrical panel located at the west entrance monument wall at Lowe's Farm Parkway)

**MOTION MADE BY SCOTT SMITH, SECONDED BY ERIKA UGGEN TO APPROVE EXTERIOR APPEAL'S UPGRADE SERVICE FROM ONCOR TRANSFORMER TO METER (ESTIMATE # 2847) WITH PAYMENT MADE FROM THE RESERVE FUND. MOTION PASSED 3-0, (2 members absent)**

2. Discussion to upgrade up-lighting of monument signage at Lowe's Farm Parkway entrance walls

**MOTION MADE BY SCOTT SMITH, SECONDED BY GINNIE BUCEK TO APPROVE EXTERIOR APPEAL'S LED LIGHTING BID (ESTIMATE # 2850) WITH PAYMENT MADE FROM THE RESERVE FUND. MOTION PASSED 3-0, (2 members absent)**

3. Discussion to approve new up-light fixtures for Lowe's Farm Parkway median tree lighting project since original fixtures are discontinued

**MOTION MADE BY GINNIE BUCEK, SECONDED BY SCOTT SMITH TO APPROVE EXTERIOR APPEAL'S TREE UP-LIGHTING FIXTURES (ESTIMATE # 2872) WITH PAYMENT MADE FROM THE RESERVE FUND. MOTION PASSED 3-0, (2 members absent)**

D. Discussion of foreclosure on account # 0410, #0370, #0177, #0178, and #0122

1. Board tabled foreclosure on account # 0410 to June 2015 and #0122 to March 2016

**MOTION MADE BY SCOTT SMITH, SECONDED BY ERIKA UGGEN TO APPROVE FORECLOSURE ON ACCOUNT #0370, #0177, AND #0178. MOTION PASSED 3-0, (2 members absent)**

## **HOMEOWNER INPUT (none)**

## **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 MEETING**

Primary Date: Wednesday, June 10, 2015 at 7:00 p.m.

Location: 1401 Parkside Drive

Backup Meeting: Thursday, June 11, 2015 at 7:00 p.m.

Location: 1401 Parkside Drive

## **ADJOURN**

**MOTION MADE BY SCOTT SMITH, SECONDED BY ERIKA UGGEN TO ADJOURN MEETING.**

**MOTION PASSED 3 – 0, (2 members absent)**

**MEETING ADJOURNED AT 8:30 P.M.**

