



## **Lowe's Farm HOA BOARD OF DIRECTORS' MEETING MINUTES APRIL 18, 2016**

Ginnie Bucek, Board President, called the meeting to order at 7:03 p.m.  
The meeting was held at 4210 Old Grove Drive, Mansfield, TX 76063

### **ATTENDEES:**

The following Board Members were present:

- Ginnie Bucek, President
- Chris Hamilton, Vice-President (arrived at 7:30 pm)
- Paul Blevins, Secretary
- Scott Smith, Treasurer (Outgoing Board Member)
- Erika Uggen, Member at Large
- Dan Peters (Incoming Board Member)

James Wood, First Service Residential HOA Account Manager

### **HOMEOWNER INPUT:**

Tim Tracy and his daughter, 1310 Lowe's Farm Court, made a presentation to the board about putting a Little Free Library box on Lowe's Farm Court or at the Amenities Center to provide free books for people in the neighborhood to read, exchange, contribute to, etc. as a Girl Scout project for Mr. Tracy's daughter. The board requested additional information be provided.

### **CONSENT AGENDA**

The Board reviewed the minutes of the January 13, 2016 Board meeting.

There were no minutes to review from the March 29, 2016 Annual HOA Meeting of Homeowners because there were not enough homeowners to reach quorum. A presentation was given to the homeowners at that meeting and Board Nominees Paul Blevins, Ginnie Bucek, and Dan Peters were elected to the Board for a two year term by acclimation since no other nominees were running for the three open Board positions and no nominations were received from the floor at Annual HOA Meeting.

***MOTION MADE BY ERIKA UGGEN, SECONDED BY SCOTT SMITH TO APPROVE THE JANUARY 13TH MEETING MINUTES. MOTION PASSED 4-0 (1 ABSENTEE).***

## **FIRST SERVICE RESIDENTIAL MGMT. REPORT by James Wood**

- A. Review of Communications since last meeting included: Pool Opening Letter, Pool Pass Agreement, Garage Sale, and Shade Structure Construction communications
- B. Review of 69 CC&Rs Violations
- C. Review of Open Violations
  - 1. Decorative Fence requirements (6 homeowners)
  - 2. Missing Trees (1 homeowner)
- D. Review of ACC Modification Log (14 submitted, 14 approved))
- E. Review of 1 *Completed* and 12 *In Process* Action Items. Completion Items are:
  - 1. Shade Structure over Playground is now installed
- F. Reviewed January thru March 2016 Financial Reports
  - 1. Standard Balance Sheet, Income Statement, Variance Report, Collections Report
  - 2. 65 homeowners delinquent on their HOA dues for a total of \$52,499 outstanding. As of 4/14/16 this data includes:
    - a. 2 homeowners with No Collection Status = \$58
    - b. 11 homeowners with Cleared From Collections = \$2,795
    - c. 1 homeowner with Reminder = \$8
    - d. 6 homeowners with 2<sup>nd</sup> Notice Reminder = \$2,163
    - e. 6 homeowners with Pending Demand Letter = \$3,276
    - f. 6 homeowners with Demand Letter Sent by FSR = \$3,276
    - g. 7 homeowners with Transfer to Attorney for Lien = \$7,006
    - h. 5 homeowners with Lien on Property = \$8,720
    - i. 3 homeowners with Referred for Foreclosure = \$9,812
    - j. 9 homeowners with Payment Plan with First Service = \$3,355
    - k. 4 homeowners with Bankruptcy = \$9,005
    - l. 1 homeowner with Payment Plan with Attorney = \$835
    - m. 4 homeowner with Account On Hold = \$2,189
- G. Upcoming Events – Community Garage Sale, April 23, 2016

## **OLD BUSINESS**

There was no old business

## **NEW BUSINESS**

- A. Board reviewed playground kiddie cushion mulch proposals from two contractors.  
***MOTION MADE BY PAUL BLEVINS, SECONDED BY GINNIE BUCEK TO PROCEED WITH PROPOSAL FROM THE PLAYGROUND, SHADE, AND SURFACTING DEPOT LLC IN THE AMOUNT OF \$6080.40. PROPOSAL TO BE PAID OUT OF RESERVE FUND. MOTION PASSED 5 - 0.***
- B. Board reviewed proposal to replace sod on west side of Lowe's Farm Parkway at entrance to eliminate exposed dirt, erosion, and minimal grass under certain trees.  
***MOTION MADE BY PAUL BLEVINS, SECONDED BY SCOTT SMITH TO PROCEED WITH SOD PROPOSAL FROM GREATER TEXAS LANDSCAPE SERVICES NOT TO EXCEED \$4673.99. TO BE PAID OUT OF OPERATING ACCOUNT. MOTION PASSED 5 - 0.***

- C. Board reviewed proposal to replace the center median bed at Lowe's Farm Parkway and Broad Street. **MOTION MADE BY PAUL BLEVINS, SECONDED BY GINNIE BUCEK TO PROCEED WITH PROPOSAL FROM GREATER TEXAS LANDSCAPE SERVICES NOT TO EXCEED \$2068.24. TO BE PAID OUT OF OPERATING ACCOUNT. MOTION PASSED 5 - 0.**
- D. Board reviewed proposal to increase the size of the tree rings along Lowe's Farm Parkway. **MOTION MADE BY PAUL BLEVINS, SECONDED BY GINNIE BUCEK TO PROCEED WITH PROPOSAL FROM GREATER TEXAS LANDSCAPE SERVICES NOT TO EXCEED \$1,716.60. TO BE PAID OUT OF OPERATING ACCOUNT. MOTION PASSED 5 - 0.**
- E. Board reviewed a proposal to install mulch and edging under the trees in the castle area. The Board tabled the proposal.
- F. Board reviewed contracts from First Service Residential and Texas Industrial Security for a Pool Ambassador for the 2016 pool season. The Board tabled action on the contract.
- G. The Board reviewed a list of delinquent accounts to consider for further action. The Board tabled any further action until the next Board meeting.
- H. The Board welcomed new Board Member Dan Peters and recognized the long term service of outgoing Board member Scott Smith.
- I. The Board discussed board positions for the next year. **MOTION MADE BY PAUL BLEVINS, SECONDED BY GINNIE BUCEK TO APPOINT BOARD OFFICERS AS FOLLOWS: PRESIDENT – CHRIS HAMILTON, VICE PRESIDENT – PAUL BLEVINS, TREASURER – ERIKA UGGEN, SECRETARY – DAN PETERS, MEMBER AT LARGE – GINNIE BUCEK. MOTION PASSED 5 - 0.**

## **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.*

There was no Executive Session

## **NEXT BOARD MEETING**

Primary Date: June 15th at 7:00 p.m.  
 Location: Lowe's Farm Amenities Center  
 Backup Meeting: June 29th at 7:00 p.m.  
 Location: Lowe's Farm Amenities Center

## **ADJOURN**

**MOTION MADE BY PAUL BLEVINS, SECONDED BY ERIKA UGGEN TO ADJOURN MEETING. MOTION PASSED 5 – 0. MEETING ADJOURNED AT 9:06 P.M.**



