



**HOA BOARD OF DIRECTORS' MEETING  
MINUTES  
September 17, 2014**

Ginnie Bucek, Board President, called the meeting to order at 7:00 p.m.  
The meeting was held at 1401 Parkside Drive, Mansfield, TX.

**ATTENDEES:**

The following Officers and Directors were present:

Ginnie Bucek, President  
Erika Uggen, Secretary  
Scott Smith, Treasurer  
Chris Hamilton, Director at Large (late arrival)

Jessica Sedgewick, FirstService Residential HOA Account Manager

Paul Bleveins (absent)

**CONSENT AGENDA**

The Board reviewed the minutes of the July 30, 2014 Board meeting minutes.

**MOTION MADE BY SCOTT SMITH, SECONDED BY ERIKA UGGEN TO APPROVE THE JULY 30<sup>TH</sup> MINUTES. MOTION PASSED 3 - 0, (2 member absent)**

**HOMEOWNER INPUT**

- A. Todd Bush, 1307 Bramble Lane, inquired about the landscaping plans for the front entrances to Lowe's Farm and in front of the exterior brick walls facing East Broad Street.
- B. Fred Johnson, 1320 Lowe's Farm Parkway, inquired about the completion date for the East Broad Street construction.

**FIRST SERVICE RESIDENTIAL MANAGEMENT REPORT by Jessica Sedgewick**

- A. Review of Communications sent out since last meeting included NNO postcard and newsletter
- B. Review of 52 CC&Rs Violations
- C. Review of 4 ACC Modification Log (1 completed and 3 open)
- D. Review of 2 *Completed* and 8 *In Process* Action Items
- E. Reviewed July and August Financial Reports
  - 1. Standard Balance Sheet, Income Statement Report, Variance Report
  - 2. 42 homeowners delinquent on their HOA dues for a total of \$35,886 outstanding. As of 9-16-14 this data includes:

- a. 4 homeowners with No Collection Status = \$ 629
- b. 14 homeowners Cleared From Collections = \$ 719
- c. 1 homeowner with Reminder Sent = \$ 309
- d. 1 homeowner with 2<sup>nd</sup> Notice Sent = \$ 1,023
- e. 1 homeowner with Transfer To Attorney For Lien = \$ 1,889
- f. 11 homeowners with Lien Property = \$ 9,920
- g. 6 homeowners Referred For Foreclosure = \$ 11,429
- h. 4 homeowners with Payment Plan with FirstService = \$ 1,611
- i. 4 homeowners in Bankruptcy = \$ 8,356

**F. Upcoming Events**

- 1. September 27<sup>th</sup> – NNO, End of Pool Season Party, Dive-In Movie
- 2. September 28<sup>th</sup> – Pool Closes for the Season
- 3. October 18<sup>th</sup> – Fall HOA Garage Sale, 8:00 a.m. – 4:00 p.m.
- 4. December 7<sup>th</sup> – Santa Event at the Castle, 2:00 – 4:00 p.m.

**G. Reviewed Tree Violations**

**H. Review Fence Violations**

**OLD BUSINESS**

**A. Landscape Project Proposal**

- 1. Reviewed bid from Site Landscaping for re-establishing entrance flower beds at Lowe’s Farm Parkway and Volk
  - a. Discussion tabled until we receive the City of Mansfield’s reimbursement for damaged plants during the construction of East Broad Street

- 2. Reviewed bid from Site to grind stump of dead tree located on common grounds at Parkside Drive

**MOTION MADE BY SCOTT SMITH, SECONDED BY CHRIS HAMILTON TO APPROVE STUMP GRINDING. MOTION PASSED 4 - 0, (1 member absent)**

**B. Brick Wall Repair Proposal**

- 1. Reviewed bid from TST Construction to maintain and repair all brick walls.
  - a. Discussion tabled on Quote # 4172 until we receive the City of Mansfield’s reimbursement for brick wall damages during East Broad Street construction.

**MOTION MADE BY SCOTT SMITH, SECONDED BY CHRIS HAMILTON TO APPROVE BRICK WALL REPAIRS (QUOTE #s 4162 and 4164). MOTION PASSED 4 - 0, (1 member absent)**

**NEW BUSINESS**

**A. Parking Lot Repair Proposal**

- 1. Reviewed bid from TST Construction to repair amenity center’s parking lot.

**MOTION MADE BY SCOTT SMITH, SECONDED BY CHRIS HAMILTON TO APPROVE AMENITY CENTER’S PARKING LOT REPAIRS (QUOTE # 4170). MOTION PASSED 4 - 0, (1 member absent)**

**B. 2015 Budget Discussion and Approval**

- 1. Discussed and reviewed proposed 2015 Budget

**MOTION MADE BY SCOTT SMITH, SECONDED BY CHRIS HAMILTON TO APPROVE 2015 BUDGET. MOTION PASSED 4 - 0, (1 member absent)**

**C. 2014 Holiday Décor Contract**

- 1. Reviewed the scope of the Holiday Décor and Lighting

**D. Newsletter**

- 1. Reviewed the cost effectiveness of electronic newsletters for 2016

**MOTION MADE BY SCOTT SMITH, SECONDED BY CHRIS HAMILTON TO CONVERT HARD COPY NEWSLETTERS TO ELECTRONIC NEWSLETTERS FOR 2016. MOTION PASSED 4 - 0, (1 member absent)**

**E. Pool Closing & Repairs**

1. Discussed usage of faux landscaping rock to cover pool pipes in playground. Board in agreement to install faux rock. Funding from Pool Budget.

**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, November 12<sup>th</sup> at 7:00 p.m.

Location: 4210 Old Grove Drive

Backup Meeting: Wednesday, November 19<sup>th</sup> at 7:00 p.m.

Location: 4210 Old Grove Drive

**ADJOURN**

**MOTION MADE BY SCOTT SMITH, SECONDED BY CHRIS HAMILTON TO ADJOURN MEETING. MOTION PASSED 4 - 0, (1 member absent)  
MEETING ADJOURNED AT 8:25 P.M.**

