



**Lowe's Farm HOA**  
**BOARD OF DIRECTORS' MEETING MINUTES**  
**OCTOBER 7, 2015**

Ginnie Bucek, Board President, called the meeting to order at 7:04 p.m.  
The meeting was held at 1401 Parkside Drive, Mansfield, TX 76063

**ATTENDEES:**

The following Officers and Directors were present:

- Ginnie Bucek, President
- Chris Hamilton, Vice-President
- Paul Blevins, Secretary
- Scott Smith, Treasurer

Jessica Sedgewick, FirstService Residential HOA Account Manager

Erika Uggen, Director at Large (absent)

**HOMEOWNER INPUT:**

Tim Tracy, 1310 Lowe's Farm Court, discussed his variance request for having one tree in his front yard and his second tree beyond the house set back line in the front side yard. He replaced his dead Bradford pear tree with a 3" caliper Chinese pistachio tree. He provided documentation of before and after tree photos which also verified the reduced size of his front yard due to his lot being positioned on a semi-circle cul-de-sac.

***MOTION MADE BY CHRIS HAMILTON, SECONDED BY SCOTT SMITH TO APPROVE THE VARIANCE FOR A SECOND TREE TO BE PLACED BEYOND THE HOUSE LOT LINE IN THE FRONT SIDE YARD AT 1310 LOWE'S FARM COURT DUE TO THE REDUCED SIZE OF THE FRONT YARD. MOTION PASSED 4-0 (1 ABSENTEE).***

## CONSENT AGENDA

The Board reviewed the minutes of the August 5, 2015 Board meeting.

**MOTION MADE BY SCOTT SMITH, SECONDED BY PAUL BLEVINS TO APPROVE THE AUGUST 5<sup>TH</sup> MEETING MINUTES. MOTION PASSED 4-0 (1 ABSENTEE).**

## FIRST SERVICE RESIDENTIAL MANAGEMENT REPORT by Jessica Sedgewick

A. Review of Communications since last meeting included a Dive-In Movie and NNO email blast, NNO postcard, and eNewsletter.

B. Review of 12 CC&Rs Violations

C. Review of 7 ACC Modification Log (5 approved, 1 variance approved, 1 denied)

D. Review of 5 *Completed* and 7 *In Process* Action Items. Completion Items are:

1. Completion of median tree & monument upgrade lighting, and fixed open slots on breaker boxes.
2. Replaced bulb at front entrance column light.
3. Attorney's office filed ACC fence variance with Tarrant County.
4. Replaced damaged chaise lounge table at the pool.
5. NNO held on Saturday, September 26<sup>th</sup>.

E. Reviewed July and August 2015 Financial Reports

1. Standard Balance Sheet, Income Statement Report, Variance Report, Collections Report

2. 43 homeowners delinquent on their HOA dues for a total of \$38,925 outstanding. As of 9/30/15 this data includes:

- a. 2 homeowners with No Collection Status = \$150
- b. 17 homeowners with Cleared From Collections = \$1,975
- c. 2 homeowners with Transfer to Attorney for Lien = \$3,377
- d. 10 homeowners with Lien Property = \$14,340
- e. 3 homeowners with Referred for Foreclosure = \$8,376
- f. 2 homeowners with Payment Plan with First Service = \$915
- g. 3 homeowners with Bankruptcy = \$6,213
- h. 3 homeowners with Payment Plan with Attorney = \$3,010
- i. 1 homeowner with Account On Hold = \$570

F. Discussed and Reviewed State's Guidelines for Standby Electric Generators

**MOTION MADE BY PAUL BLEVINS, SECONDED BY SCOTT SMITH TO APPROVE STATE'S GUIDELINES FOR STANDBY ELECTRIC GENERATORS. MOTION PASSED 4-0 (1 ABSENTEE).**

G. Reviewed Decorative Fence Violations and Tree Violations

1. Eight homeowners have not taken action on decorative fence violation notices are and being fined.
2. Three homeowners have taken action on their tree violations.
3. Three homeowners have tree violations: two – 2<sup>nd</sup> notices, one - TROPA.

H. Upcoming Events

1. Fall Community Garage Sale – October 10<sup>th</sup>

## **OLD BUSINESS**

- A. Reviewed and discussed bids for Weed Control  
**MOTION MADE BY PAUL BLEVINS, SECONDED BY CHRIS HAMILTON TO REMOVE WEED CONTROL AND FERTILIZATION FROM SITE LANDSCAPING CONTRACT FOR 2016 AND ACCEPT TRUGREEN'S BID FOR \$3,828.80 FOR WEED CONTROL AND FERTILIZATION IN THE COMMON AREAS. MOTION PASSED 4-0 (1 ABSENTEE).**
- B. Reviewed and discussed bids for Tree Trimming  
**MOTION MADE BY GINNIE BUCEK, SECONDED BY SCOTT SMITH TO APPROVE SMITH LAWN AND TREE'S BID FOR \$13,114.49 FOR TREE PRUNING, CROWN CLEANING & THINNING, CROWN RAISING, CUT BACK & RAISE FOR ROAD & SIDEWALK CLEARANCE, REMOVAL OF MISTLETOE, REMOVAL OF OLD AND IMPROPERLY INSTALLED CABLES, INSTALL 4 NEW CABLES THAT MEET ANSI A300 STANDARDS, SOIL CONDITIONING, HORTICULTURAL OIL TREATMENT, FERTILIZATION, DISPOSAL OF DEBRIS. PAYMENT FROM OPERATING ACCOUNT. MOTION PASSED 4-0 (1 ABSENTEE).**
- C. Reviewed and discussed bids for Playground Shade Structure. Board will sent out survey to homeowners and revisit at the next Board meeting.

## **NEW BUSINESS**

- A. Board reviewed and discussed Landscaping Bids
1. Convert sprinkler heads to drip irrigation in maidenhair beds at pool perimeter at a cost of \$1,350.00
  2. Removal of infected Junipers at Wildbriar flowerbeds (2) and replace with 12 dwarf Yaupon hollies at a cost of \$435.00
  3. Remove 4 overgrown wax myrtles inside pool area and replace with 4 Burford hollies at a cost of \$371.65
  4. Extend metal edging around 16 median trees, plant 278 Dutch Master daffodil bulbs, add bone meal, and mulch at a cost of \$1,042.41
- MOTION MADE BY PAUL BLEVINS, SECONDED BY SCOTT SMITH TO APPROVE LANDSCAPING PROJECTS # 1 ,2, AND 3 WITH PAYMENT THROUGH OPERATING BUDGET; AND # 4 WITH PAYMENT THROUGH LANDSCAPE COMMITTEE BUDGET. MOTION PASSED 4 - 0 (1 ABSENTEE).**
- B. Discussed The Christmas Light Company Proposal  
**MOTION MADE BY GINNIE BUCEK, SECONDED BY SCOTT SMITH TO APPROVE CHRISTMAS LIGHTING PROPOSAL FOR \$7,910. PAYMENT FROM OPERATING BUDGET. MOTION PASSED 4 - 0 (1 ABSENTEE)**
- C. Reviewed and discussed Proposed 2016 Budget  
**MOTION MADE BY SCOTT SMITH, SECONDED BY PAUL BLEVINS TO APPROVE 2016 BUDGET WITH DUES REMAINING THE SAME FOR 2016. MOTION PASSED 4-0 (1 ABSENTEE).**
- D. Board reviewed collection history for Homeowner Accounts 0010, 0044, 0304,0299  
**MOTION MADE BY PAUL BLEVINS, SECONDED BY SCOTT SMITH TO APPROVE LAW SUITS ON ACCOUNTS 0010, 0304, AND 0299. MOTION PASSED 4-0 (1 ABSENTEE).**

## **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: January 2016 at 7:00 p.m.  
Location: TBD  
Backup Meeting: January 2016 at 7:00 p.m.  
Location: TBD

## **ADJOURN**

***MOTION MADE BY PAUL BLEVINS, SECONDED BY SCOTT SMITH TO ADJOURN MEETING.  
MOTION PASSED 4 – 0 (1 ABSENTEE). MEETING ADJOURNED AT 9:16 P.M.***

