

Lowe's Farm HOA

BOARD OF DIRECTORS MEETING

June 11, 2018

7:00 PM

1401 Parkside Drive

Mansfield, TX 76063



Agenda

Call to Order / Acknowledge Quorum

OPEN SESSION – 7:00 p.m.

- I. Minutes
Review and approve May 2018 Board Meeting Minutes
- II. Homeowner Input
Homeowners wishing to address the Board of Directors on non-open agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, the board will only hear comments that relate to the open agenda items. All comments are limited to 3 minutes per homeowner, for a total of 15 minutes of Homeowner Input per meeting.
- III. First Service Residential Management Reports
 - a. Management Report
Fund balances
 - b. Decorative Fence Violation Updates
 - c. Tree Violation Updates
- IV. Committee Reports
- V. Unfinished Business
 - a. Landscape Update
 - b. Brick Wall Update – approve invoice
- VI. New Business
 - a. Resolution, collection action 0390-04

Adjourn Open Session

EXECUTIVE SESSION

- I. Enforcement actions – demand letters for compliance
- II. Adjourn



Lowe's Farm HOA

BOARD OF DIRECTORS' MEETING MINUTES

May 14, 2018

Liz Wright, Board President, called the meeting to order at 7:05 p.m.
The meeting was held at 4200 Lone Oak Dr., Mansfield, TX 76063

ATTENDEES:

The following Board Members were present:

Liz Wright, President

Paul Blevins, Vice-President

Bill Redman, Secretary

Tim Tracy, Treasurer

Kim Cannady, Director at Large

Leslie Gamel, First Service Residential HOA Account Manager via conference call

Ginnie Bucek was in attendance to provide a Landscape Committee report to the Board.

CONSENT AGENDA

The Board reviewed the minutes of the April 9, 2018 Board meeting.

MOTION MADE BY PAUL BLEVINS, SECONDED BY TIM TRACY TO APPROVE THE APRIL 9TH, 2018 MEETING MINUTES. MOTION PASSED 5-0.

HOMEOWNER INPUT

None

FIRST SERVICE RESIDENTIAL MGMT. REPORT – Leslie Gamel

- A. Review of Communications since last meeting include: Email Board Meeting Reschedule Notices, New Association Manager introduction and mailing of pool opening announcements with rules and agreement form.
- B. Call Center Log logged 47 calls since 2-14-18. Board requested to omit actual copy of Call Center Log report in future Management Reports.
- C. **Review of 26 Current open and 14 closed CC&R's Violations**
 - 1. **Board Requests to continue to keep full violation report and summary in future Management Reports (Decorative Fence and Tree violations)**
 - 2. **4 Decorative Fence violations and 5 Tree violations**
 - 3. **Renew 6 month TROPA's on all old violations**
- D. **Reviewed 2 items from ACC Modification Log in April.**
- E. **Review of 5 In Process Action Items and 6 Completed Action Items**
 - 1. **Table Pet Stations until 2019**
 - 2. **Remove prior LandCare Bids from Management Report**
- F. **Reviewed April Financial Reports**
 - 1. **Standard Balance Sheet, Income Statement Report, ~~Variance Report~~, Cash Activity Report, and March Delinquent Report**
 - 2. **75 homeowners' delinquent on their HOA dues for a total of \$69,045 outstanding.**
As of 5/10/18 this data includes:
 - a. **7 homeowners with No Collection Status – 1st Notice = \$279**
 - b. **45 homeowners with 2nd Notice Sent = \$ 24,981**
 - c. **1 homeowner with Payment Plan with Attorney = \$933**
 - d. **2 homeowners with Demand Letter = \$3,556**
 - e. **3 homeowners with Transferred for Lien = \$ 3,364**
 - f. **7 homeowners with Lien on Property = \$16,331**
 - g. **2 homeowners with Referred for Foreclosure = \$7,180**
 - h. **2 homeowners with Payment Plan with FSR = \$ 566**
 - i. **4 homeowners with Bankruptcy = \$9,933**
 - j. **2 homeowner with Account on Hold = \$ 2,062**
- G. Reviewed pool opening status and Leslie confirmed the pool should be ready for opening on May 19th.
- H. Reviewed Actions on Bid Items
 - 1. Board requested bids on Amenity Center building light fixtures converting from fluorescent to LED's for those that need replacing.
 - 2. Board requested obtaining bids from more localized vendors.

Upcoming Events

- Pool Opening Friday, May 18, 2018
- Pool Party Saturday, June 9, 2018

OLD BUSINESS

A. Landscape Improvements/LandCare Bids

1. Board reviewed and discussed LandCare bid CO # 3093256 for \$633.26 to remove an East Broad Street tree damaged in storm plus pruning a Cedar Elm on Lowe's Farm Parkway that was damaged in another storm. Bid previously approved via email.
2. Board reviewed and approved three LandCare bids, CO # 3094309 for \$336.77, CO # 3080972 for \$834.23 and CO # 3080973 for \$321.89 for irrigation system. Board requested manager to provide further explanation on the details of the bids.
3. Board reviewed and approved LandCare bid CO # 3053993 for \$3,107.21 to remove 12 trees at the castle.

MOTION MADE BY PAUL BLEVINS, SECONDED BY BILL REDMAN TO APPROVE THE LANDCARE BIDS LISTED ABOVE. MOTION PASSED 5-0.

4. Board Requested the following action: current budget needs to be amended to change line item 5240 (Landscape Repairs) from \$5,000 to \$500 and change Line item 5245 (Landscape Improvements) from \$) to \$4,500 as recorded in April 2018 Board Minutes.
5. Board requested LandCare's bid CO # 3053994 for \$6,991.22 to prune 48 Cedar Elms on Lowe's Farm Parkway to be included in the 2019 budget.

B. Brick Wall Update– TST in process of repairs. **Board requested walk-through before remittance which will occur week of May 21.**

C. Landscape Committee Report to HOA Board

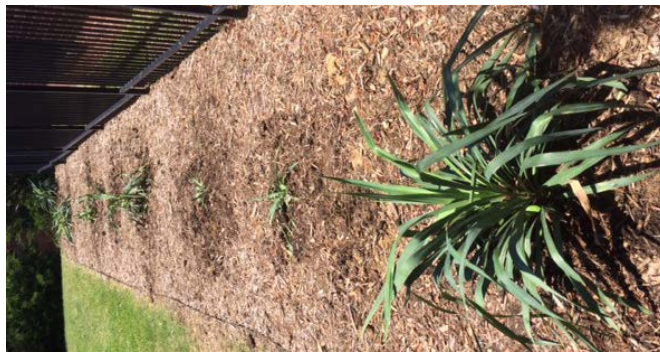
1. Castle Area – Behind east side stone wall
Transplanted 26 donated Creeping Jenny (moneywort).
Lysimachia nummularia
Fast growing ground cover becomes dense carpet 4" – 8" tall.
Can become invasive. (Will be sectioned off from lower area of hillside.)
Yellow flowers.
Sun to partial shade (no afternoon sun).
Work completed April 30, 2018 (Mon.)



2. **Amenity Center – flower bed in front of storage shed**

Transplanted yuccas from LF Pkway entrance flower beds.

Work completed May 5, 2018 (Sat.)



3. LF Parkway: Tree # 1, Mid-section, and Tree # 2 on East Side Brick Wall

Each tree has 11 Buddy Blue Ornamental Grass Festuca planted in a semi-circle. Perennial, 12" heights, silvery-blue foliage, groundcover, non-invasive, drought tolerance

Replenishes in cooler months

Part Sun, Sun

Turk's Cap (Malvaviscus) planted as an end cap on each side of each tree.

Bushy plant with red flowers during summer through fall, drought resistance

2' – 3' height

Full sun to deep shade



4. **Mid-Section** Between Tree # 1 and Tree # 2
3 red soft-leaf Yuccas planted in a triangle pattern
Hesperaloe parviflora (not a true yucca)
2' – 3' evergreen leaves with flower stalk of 5'
Drought resistance, perennial, blooms Mar through July
Sun
5. 2 white Gaura (beeblossom) planted behind the yuccas in the middle
Onagraceae
White to pink flowers from mid-spring to frost
Perennial, drought tolerant, 3' – 5' height
Sun
6. Work completed April 17 (Tues.) for Tree # 2
Work completed May 10 and 11, 2018 (Thurs. & Fri.) for Tree # 1 and Mid-section

NEW BUSINESS

- A. Manager recommended Board take action on CC&R violations via Attorney Demand letter on accounts 0264-08 and 0427-05.

MOTION MADE BY PAUL BLEVINS, SECONDED BY TIM TRACY TO TAKE ACTION VIA ATTORNEY DEMAND LETTER. MOTION PASSED 5-0.

- B. Manager recommended Board take action on foreclosures for accounts 0374-03, 0238-03, 0251-04, and 0414-04.

MOTION MADE BY PAUL BLEVINS, SECONDED BY KIM CANNADY TO PROCEED WITH ENFORCEMENT ACTION FOR FORECLOSURE LISTED ABOVE. MOTION PASSED 5-0.

- C. Board tabled Red Rock Collections discussion and requested manager to obtain more information for next meeting.

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: 11 June 2018 @ 7:00 pm
Location: 1401 Parkside Drive (Amenity Center)

ADJOURN

MOTION MADE BY KIM CANNADY, SECONDED BY PAUL BLEVINS TO ADJOURN MEETING. MOTION PASSED 5 – 0. MEETING ADJOURNED AT 8:48 P.M.





**Lowe's Farm HOA
Management Report**

June 11, 2018

**Prepared by: Leslie Gamel
Reporting May business**

1. Management Updates

A. Email Blast Communications

- 5-11-18 – Board meeting announcement
- 5-14-18 – Board meeting venue change
- 5-19-18 – Pool gate card reader defect announcement
- 5-19-18 – Pool gate card reader repair
- 5-30-18 – Pool party invite

B. Call Center Call Log – 35 Calls have been received through the 24 hour-call center in May that were handled either by myself or the call center. This does not include the calls that come directly to me. See separate report to protect privacy.

C. Violation: Total Current Open violations are 34.

Violation Categories/Sub-Categories	Count
ACC MOD-Fencing	1
ACC MOD-NonCompliant Roof	1
Basketball Goal-Replace Net	1
Exterior of Home-Remove misc. items	1
Fence-Clean Stain/ Seal	2
Fence-Other	1
Fence-Repair	8
Landscaping-Borders: Repair or replace	1
Landscaping-General Maintenance	1
Landscaping-Missing Front Yard Tree	4
Landscaping-Remove Weeds	5
Landscaping-Replace Dead Sod	2
Landscaping-Replace Tree	1
Landscaping-Trim Trees	1
Maintenance / Repair-Window	2
Other-Holiday Decorations	1
Shed-Not Approved	1
Total:	34

Closed:

Violation Categories/Sub-Categories	Count
Fence-Repair	1
Landscaping-Remove Weeds	1
Total:	2

Board member packet, separate report for details to protect privacy.

Recommendations:

- Adopt a schedule of fines to amend FINE Policy
- Legal demand/association remedy : 0172-04, 0106-04, 0066-06, 0297-03, 0108-04, 0299-06

D. Architectural Modification Activity Log (May):

1. 1500 Lowe's Farm Pkwy – driftwood roof shingles
2. 1312 Lowe's Farm Pkwy – pool installation
3. 1203 Westridge Drive – patio
4. 1305 Grayhawk Drive – swimming pool

E. Action/Bid Items - In Process:

1. Light Fixtures at Amenity Center (covers rusted and tombstone clips missing) – Exterior Appeal to evaluate and price cost to replace; carry over from last period
2. Pet Stations – 2019 budget item
3. Replace mastic – 2019 budget items
4. Gate closer – current arm is wrong size for weight of gate
5. Gutter leak near entry gate
6. Restroom floors (patched area) non-slip floor
7. Remove dead tree near pool equipment
8. 3053994 – Prune cedar elms on Broad Street, approved
9. 3053993 – Prune Chinese Pistachios at Castle area, approved
10. Just Swim provided 30 day notice to terminate service contract – soliciting bids for board consideration. Triton Pool Group, Five Star Pools, The Pool Butler

May LAQ

Items to be Resolved Before Next Audit

- Treat Ant hills mounds by pool area
- Prune Limbs off building and provide proposal to remove completely
- Spray weeds in pool pumps need to be sprayed and removed.
- Limb up Trees's in pool area
- Spray Drainage Ditches
- Drench Crape Myrtles for scale and add addition fertilizer to help recover.
- Monitor Spirea at castle
- Check Irrigation to make sure creeping jenny is getting water.
- Remove Jasmine in front entry bed.
- Check drip fix layout of lines
- Check Irrigation South Side of entry.

Ideas to Consider to Enhance the Property

- Proposals French drain for 2019 budget
- Propose removing trees
- Provide proposal to complete hardscape once landscape is complete
- Provide tree proposal to trim trees

F. Action/Bid Items Completed:

1. Pool Coping and grout: - Just Swim (add mastic to 2019 budget prep)
2. Brick Wall Inspections – completed and invoice processed
3. Updated budget resolution
4. Landscape light behind castle fixed
5. Preparation of legal demand for account 0264-08.
6. Committee approved with conditions – changes for account 0427-05

2. Financial Report – Current Cash Balance:

May financial statement report is not available at the time this report was prepared.

Cash balances 6-7-18:

Account Description	Bank Code	Bank Name	Account Number	Beginning Balance	Increases	Decreases	Ending Balance
Investment AccountCIT Bank	MM31	CIT - Money Market	1855011304	82,139.31	00.00	00.00	82,139.31
Investment AccountUS Bank	MMK1	US Bank - MMKT	103690131463	30,583.10	00.00	00.00	30,583.10
Investment AccountUS Bank - Royalties	MMK4	US Bank - Gas Lease MMK	103690308368	18,457.41	00.00	00.00	18,457.41
Operating CashUS Bank	OPR1	US Bank - Operating	103690126935	109,059.34	8,826.17	-6,229.35	111,656.16
Petty CashUS Bank	PCA1	US Bank Petty Cash	103690173317	2,330.86	00.00	00.00	2,330.86
Reserve AccountUS Bank	RES1	US Bank - Reserve	103690158904	217,588.20	00.00	00.00	217,588.20
Reserve AccountCIT Bank	RS31	CIT - Reserve	1855011312	00.00	00.00	00.00	00.00

Delinquent account summary 6-7-18

	25.00	1,618.32	2,128.86	44,587.43	48,359.61
ATTY Legal Fees	0.00	547.56	28.76	3,216.10	3,790.42
LAFE Late Fee	0.00	882.76	75.00	1,782.86	2,740.42
COLL Delinquency Processing	0.00	38.00	1,001.00	4,660.00	5,699.00
ANJA Annual Dues	0.00	0.00	1,026.10	29,180.39	30,206.49
FINE Fines	0.00	150.00	0.00	2,824.98	2,974.98
NSFC Returned Item Fee	25.00	0.00	0.00	36.00	61.00
LEGA Legal Fees-Do Not Use	0.00	0.00	0.00	2,887.30	2,887.30

Lowe's Farm
Delinquency Report
Updated: 6-7-18

Homeowner Account Category	# of Owners	Total
Current No collection Status 1st Notices	6	\$ 264
2nd Notice sent	23	\$ 11,174
Demand Sent by Attorney	2	\$ 3,356
Transferred to Attorney for Lien	2	\$ 2,692
Lien Property	5	\$ 9,893
Referred for Foreclosure	2	\$ 7,180
Payment Plan with FSR	2	\$ 214
Bankruptcy	4	\$ 9,993
Payment Plan with Attorney	1	\$ 933
Accounts on Hold	4	\$ 2,640
TOTALS	51	\$ 48,339

3. Upcoming Events