**THE HOMESTEAD AT CARROLLTON HOMEOWNERS ASSOCIATION, INC.**

**Board Meeting Minutes**

**July 18, 2016**

**I. Call Meeting to Order**

Board President Neil Anson called the meeting to order at 7:02 PM.

Homeowner Board members present were:

Roy Atwood - Secretary

Ty Albright - Director

Steve Kerper -Director

Edwin Skelton -Treasurer

Neil Anson -President

Representing the FirstService Residential management team was Barbara McCormick-Thomas and Cathy Quaid.

Justin Knox and DeVille Hubbard from Greater Texas Landscaping were present

Homeowners present: Ed Rossol, Steve Keller, Mickey Dommer, Robert McVey

**II. Review and Approval of Prior Meeting Minutes**

Roy Atwood moved to approve the June 20 Board meeting minutes as presented. Ty Albright seconded. Motion passed unanimously.

**III. Homeowner Forum**

Steve Keller requested permission to hold a first responder appreciation event at the clubhouse and pool. He suggested August 6 and asked that the HOA fund $3,000 for the event

The Board expressed support for the event and showing appreciation for our community First Responders and indicated that the HOA did not have a budget for this event and were concerned that such an event could occur on such a short time period.. The entire budget for Social activities was $1,800 and the 4th of July event cost the HOA only $500. It was uncertain how much budget remained because some bills needed to be submitted for payment.

Roy asked about the number of attendees and logistics.. He mentioned that National Night is in August nationally and October in Texas and that the HOA discussed doing something for National Night Out, which might be confused with the proposed special event. He suggested that the event could be incorporated into National Night Out.

Neil suggested a discussion with Rusty to see what social budget was left and what he had planned for the rest of the year so that the Board could determine how much money was available in the budget.

Steve Keller asked when he would be able to find out what he can do and date and money issues. He offered to do the research. The Board indicated support for the event, and use of the clubhouse / pool for such an event, but unfortunately did not have proceeds budgeted for such an event.

Mikey Dommer supports the efforts of Steve Keller as does Robert McVey.

Mickey inquired about the trimming of the trees along Morning Glory and other green belt concerns and expressed his dissatisfaction. The Board explained that they rely upon the guidance of our Property Management and Landscape companies and the recommendation was that the trees needed to be trimmed because they posed a traffic hazard as they were obscuring sightlines and the overgrowth forced pedestrians to walk in the street. It was suggested that if the HOA Assocation had a volunteer landscape committee that such recommendations could be better studied and alternative recommendations presented to the Board in the future.

Another resident also asked why the trees were taken out and the scraggly undergrowth was left behind. He is not happy with how the mowing has been going. He said the mowing has been too high and that his backyard had been missed a couple of times. GTL explained that the back yards were missed initially because they were not within the original scope of work. GTL is now training its employees and the backyards should now be mowed each week. GTL also offered to look into the height of the mowers. GTL raised mowers after the initial mowing because homeowners complained to them that the mowers were too low.

Ed Skelton mentioned that the sprinklers are now set to water the grass and not the concrete and thanked GTL.

Ed Rossol mentioned again that the pool keys are not shutting off at 10 PM because he has gained access to the pool after 10 PM on two different nights. He asked if pool card numbers can be used to identify people coming in the gate. The pool gate company will be contacted for that information, and the Property Management team will investigate with the goal to correct this situation.

Ed also inquired about camera placement and whether residents would be informed of camera locations. Barbara stated that if cameras are installed there must be a sign posted indicating that the area is under surveillance, but that the exact location of the cameras would not be shared.

**­IV. Landscaping**

1. Irrigation

Ongoing concerns with the ET Smartwater irrigation controllers were discussed. The subscription for weather monitoring is still in the name of Southern Botanical and there is an outstanding balance on the subscription account. Currently, the controllers are being programmed manually.

Greater Texas Landscapes recommends replacing the controllers with non-subscription Weathermatic controllers at a cost of $7,961. Their recommendations are based on:

* ET Smartwater is nonstandard equipment. Inspections take longer and replacement parts are not industry standard.
* Subscription service for the existing equipment is approximately $2000, so the pay-back on new controllers is 4 years.
* Weathermatic is a local company, based in Garland. Parts are easily obtainable, and any licensed irrigator can inspect and repair this product. Warranty is 5 years, estimated life of controller is 15 years.

An additional bid was presented, to replace all in-ground battery operated controllers with above ground controllers. In ground controllers are prone to damage and shorting out because groundwater and silt seeps into the box. Above ground controllers can be locked and are easier to keep dry.

Barbara recommended accepting the GTL proposals.

Roy asked if there was irrigation in the Beaver Creek area. Justin responded yes.

Ed Shelton asked about problems of vandalism with the controllers. DeVille stated that they had not seen any.

Ty made the motion to approve the replacement of all controllers and that the cost be paid for with an advance from the Reserve Fund. Ed seconded. All approved except for Steve Kerper who was not present at the time due to a phone call.

b.) Endcaps

Neil brought up the endcaps and the need to have the line of site lowered by the time school starts.

Justin indicated that trimming had already begun. He suggested grasses and low growing plants – he presented a drawing of an example. He suggested using rocks and drought resistant plants. He mentioned that the right kind of rock needed to be used. He stated that when the plants were planted they should have been continually groomed back. He stated some perennials could be added.

Ty recommended switching out perennials. Ty mentioned smart solutions that are sustainable.

Once again he remarked about needing a landscape committee.

Roy suggested that all the common areas need attention and that we should prioritize the projects by starting with the 3 main entrances (Countryside, Branch Hollow and Standridge where the monument signs are located).

Barbara stated that she has a community called Westfalls Village which has a look the HOA might like. She will get a picture.

Justin also suggested dry creek beds with plants coming out of it. He can bring pictures. He suggested working on the pool area next spring.

Neil suggested that some of the unkempt plants be pulled, the bed cleaned up and mulch added.

Ty stated that the Board of Directors is looking to GTL for recommendations. The Board requested Justin to bring to the Board prior to creation of the budget for next year proposals for

1. Rejuvenation of the main entrances,
2. Replanting of the end caps to provide consistency, better sight lines, and less reliance on annuals,
3. Enhancing the areas surrounding the club house and pool, and
4. Improving the appearance of the other common areas.

c) Tree Trimming

Roy stated that the area where the storm took down the trees by the main entrance on Countryside looks better. The Board agreed there was no present need to replace the lost trees.

Neil would like Primrose Park trees trimmed prior to the fall festival. Bartlett Tree Service submitted a bid for approximately $2100. The Board voted approval to have this done.

Ty suggested that a new Architectural Bulletin be put out about replacing street trees, including the ones that went down to storm damage. Ty suggested getting recommendation of trees that grow well in Texas. He suggested allowing a 5 gallon tree to be planted as a replacement tree instead of requiring a certain caliper size as was required of the original developers and which continues to be enforced now.. He offered to work on the Bulletin for review and approval.

Neil suggested expanding the list of approved trees. Barbara suggested using the City of Carrollton’s approved tree list.

Roy stated that the large trees in the berm are causing sidewalk damage. He suggested the Board consider allowing homeowners to put a tree in the front yard on the house side of the sidewalk in place of a tree next to the street.

**V. Pool**

1. WIFI

Frontier is the only vendor who will service the property. Ty moved to order service at the 75mp/75 level. Roy seconded the motion. Passed unanimously

1. Two bids were presented for security cameras. Both were over $8,000. Ty and Barbara both felt less costly alternatives were available. Roy moved that the issue be tabled until more bids could be obtained. Ed seconded. Passed unanimously.
2. Bids had previously been presented to the Board for custodial service at the pool and clubhouse. SiteForce was the preferred vendor, but the Board requested that Barbara ask them to lower their bid. SiteForce was able to lower their bid from $565 per month to $550 per month.

Roy moved that Site Force be offered the contract. Neil seconded. Passed unanimously.

1. Neil stated that there are concerns with the deck flooring getting more wavy. Board took a look at the portico in question. Neil suggested that we speak with a foundation company to see if it is possible to rectify. Barbara will follow up.

**VI. Management Contract**

Ty requested to table this discussion to a following meeting. He would like to review the addendum and confirm the status of all tasks. This will be on a subsequent agenda.

The “annual inspection of every residence” was discussed. It was agreed that how this Property Management requirement would be fulfilled needed to be worked out in greater detail. It was agreed that the process for conducting inspections would be developed in the near future.

Ty explained that the historical reasoning for the inspection is that the Board of Directors wanted to be proactive and give homeowners more time to correct some of the larger maintenance issues, such as repainting, replacing a fence, or replacing landscaping; rather than waiting until a situation had reached “violation status” and a homeowner was notified of the requirement to make an expensive repair or replacement with short notice. It is preferable to alert homeowners to future potential issues so that there would be no surprises once issues escalated to violation status.

Barbara explained that extensions to the compliance time are granted if requested and if the owner remains in contact with management regarding their plans. Ty pointed out how in recent history how many homeowners became upset upon receiving notices that their fences required replacement within 30 days. Rather than upsetting people with such notices then agreeing to time extensions it was suggested that the goal of an annual inspection process would eliminate unnecessary surprises and upset homeowners.

Roy offered to draft the letter that would be sent to homeowners along with their inspection results that would make it clear that such notice was not a “violation” notice but a reminder of HOA standards and an advance notice that out of compliance issues, if not corrected, may escalate to a “violation” in the future if not remedied.

Roy questioned the inclusion of Delinquency Processing Fees as an expense on the Income Statement. Barbara explained that these were the fees for delinquency processing charged by FirstService to the Association. Roy requested that this be placed on the next agenda for further discussion.

Account #0314 has completed their payment plan for past-due assessments. Payments had originally been sent to attorney Susan Rice, and then when Susan Rice was terminated the payments were sent to the Association directly.. Because some of the payments made directly to Susan Rice were not credited to the owner’s account, an account adjustment in the amount of $208.91 must be made. This adjustment will appear as a credit to late fees. The Board unanimously approved this adjustment.

**Open Forum.**

Barbara stated that Advantage Construction’s bid to repair the walls was not detailed and she was not confident with them. Barbara recommended Brick & Stone Master as she has used them before and felt confident in their work.

Ed asked if the bids included repairing retaining walls. They did not. Ed recommended tabling until the retaining walls could also be inspected and the project re-bid to incorporate the retaining walls. Other Board members suggested that this could be done separately, and that we should move forward now with what the Management Company has arranged to be done.

Ty recommended accepting the Brick and Stone Master bid to be paid for from the Reserve fund. Roy requested follow up on disclaimer language in the Brickmaster bid regarding damages caused by the vendor. The Board approved use of Brick and Stone Master subject to satisfactory resolution and removal of the “damages by vender” language in the engagement documents.

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**VII. Adjournment**

The meeting was adjourned at 9:05M.