

## Meeting Minutes

### Austin's Colony Homeowners' Association

February 7, 2023

Board of Directors Meeting

Board of Directors in attendance: Christina Hultquist (Secretary), Jeff Skelton (Vice President and Interim President), and Bruce Worley (Treasurer). Representing Berkshire Hathaway Management Company were Blayne Rhodes and Suzan Reed.

The meeting was called to order by Christina Hultquist at 6:02pm.

All Board Members were announced and introduced.

Establishment of Quorum was made by having board members present.

- Noted that Board is okay to operate with 3 members but prefer 5.

No Guests were present so no open comments or discussion from guests.

#### Approve Minutes from Previous Board Meeting – November 1, 2022

- Bruce Worley approved minutes and Jeff Skelton second. All were in favor.

#### Treasurer and Budget Report – Bruce Worley

- Bank Statements are not yet available fully for January so Balance Sheet was reviewed.
- \$5,000 more in income which was more than expected. Mostly from dues. With interest rates going up it also helped increase income where the contingency extra will go to reserves.
- City of Bryan did approve us for our Neighborhood City Grant for landscaping projects and instead of check being sent, they directly deposited it to our bank account. Should be seen on next incoming statement.
- Plan to discuss delinquency report in full detail during next meeting and establish next steps and action items.
  - Quite a few houses that have high balances due to late fees or unpaid dues for multiple years. Demand letters will need to be sent out but we will wait until mid-April to send them out with the hope of 2023 dues being paid and balances at zero.

#### Management Report – Blayne Rhodes and Suzan Reed

- Violations Report
  - HOA Live had 1<sup>st</sup> trial today and had quite a bit of difficulty due to having so many deed restrictions with multiple phases. Blayne will send us an email where we as a Board, we can log into HOA Live and check statements and inspection reports.

- Today's inspection had 48 properties with violations. Most were yard related violations due to weather and fiber companies tearing up yards with installation so there is a bit of grace period during this time.
  - January 5<sup>th</sup> – Submission of horse trailer at a home was reported. Blayne spoke with homeowner about removing the trailer from the property and with it still being 30 days later, violation letter will now be sent.
  - Another home with trailer in the street on Archer – Communication was made about removing it from the street but no response from home owner. Violation letter will be sent.
  - Another home – Garage door has been painted a striped tan and white color without ACC approval and is against restrictions. Violation letter will be sent and be notified that they have to go through ACC for approval.
  - A few households were sent a violation letter stating "Yard Appearance" due to still having Christmas lights up.
  - Ongoing issue with 1 home with front yard needing to be cleaned up. Once property was visited and inspected, the back is now a hazard as well and City of Bryan has been notified about it.
- Lawn and Maintenance Report
  - Look into current landscape contract. New contract should have renewed or started over January 1<sup>st</sup>. The Board and Management Company should be sent over so that we have contract details and communication being made.
- Architectural and Control Committee Report
  - 2 new members of the committee – Andy and Laura.
  - Committee members are reviewing and answering leads and requests as they come through.
    - Currently there are 3 pending requests for approval.

### Old Business

- Non-Profit Postage
  - Bruce will go through 501C3 website to see if Austin's Colony HOA qualifies as entity then we can look into discounted postage. If not, then our current status will remain and we will have to pay regular postage fees.
- Drainage Easement Issues
  - During last meeting, Easement draining issue was discussed between East and West Embers. Grant visited with his Engineer to assess damage and concerns. Received bid on repairs for \$1900 to clear the trees and debris causing the drainage issues but not to completely clear out the creek.
    - Jeff Skelton motioned and Christina Hultquist second. Motion was to spend \$1900 to clean out for future landscape endeavors. Bruce Worley sustained his vote due to conflict of interest.
    - Blayne will get with landscapers also to clean out the rest of the creek and also speak with them about it being done on a regular basis moving forward.
  - Bullinger Creek near Wolf Pack water currently has standing water due to concrete curbs installation.

- Watch this for further drainage issues.

### New Business

- Corner of Settlers Way and Austin's Colony Parkway.
  - Cone is covering hole where light pole was damaged and now light pole is missing. This was after fiber installed. Not sure whether Metro Net or Frontier but most likely Frontier. City of Bryan is already aware of the missing light pole but since this has been for about 30 days look into next steps to getting the light pole replaced ASAP.
  - Solution discussed by the Board: Berkshire Hathaway will send out a survey to all homeowners and have all homeowners create in writing their concerns and issues with pictures that they have had due to recent utility work by March 15. This will then allow for us as a Board, to create a 'punch list' of sorts to submit to the companies in hopes of getting these things fixed faster and more concise with accountability from these companies.
- Request is being made to update our website and post our committees that are available. This will also list the current committee members and any open positions we have so that we can recruit new members.
  - Currently have: Board of Directors, Lawn and Maintenance Committee, and Architectural Control Committee.
  - Look into adding: Social Committee.
  - New committee members will need to be appointed to the committee by the Board.
- Planning on having an HOA Live training at Berkshire Hathaway so that all committee and Board Members will learn about the system.
- Current Board Members
  - With the resignation of Anne McBroom-Balke as President, there is some restructure of the Board.
    - Jeff Skelton will step up to Interim President until next voting cycle and assume President responsibilities.
    - Christina Hultquist will remain Secretary and also step into Interim Vice President to assist Jeff.
    - Bruce Worley will remain Treasurer.
  - Looking to recruit new board members and other committee members. Any and all open positions will be posted on our website. Also, when Blayne sends out utility work survey, there will be mentions of our 'open committee positions' in hopes of recruiting more involvement.
- Flags
  - New flags have been replaced and residents have expressed appreciation! Our flags now are polyester and will last longer. Currently still have a few extra for immediate replacement. Ordered through carrottop.com but currently going to look into new vendors, if possible.
- Board of Directors Dropbox account needs updated but no current members have access to the account. Look into getting login so that we have graphics and past documents and the access we need.

- It was recommended that we create a strategic plan for our board's future along with our contingency plan so that we can have easy transition for old and new Board Members.
- Phase 21 and 22 – Berkshire Hathaway currently does not have deed restrictions for those phases. Blayne has requested it from Grant but there is no current answer. Because there are current closings, we need the restrictions ASAP to avoid asking the county for them which could cost \$50 or more.

The meeting was adjourned by Jeff Skelton and Second by Christina Hultquist at 7:13pm.

Respectfully Submitted,

Christina Hultquist, Secretary