

**Oak Bluff Estates, Phase 2 Subdivision, Homeowners, Inc.**  
**Meeting of the Board of Directors**

Date: February 17, 2016  
Time: 6:30pm  
Place: 25 Meandering Way  
Round Rock, TX 78664

**Minutes**

1. **Call Meeting to Order and Establish Quorum** - Presence of quorum was established and the meeting was called to order at 6:35 pm. Board members present were Dale Ricklefs, Justin Tanner, Deke Kittrell, Lamar Urbanovsky, Donna Allen and Charles Castro. Representing RealManage was Senior Community Association Manager Katherine Taylor and Austin Market Leader Ben Yaeger.
2. **Homeowner Forum** - Homeowner Bill Blakeley was concerned that he received a balance due notice from RealManage when he paid on time for the early payment discount. Taylor explained the notice was sent in error and his account balance will be corrected.
3. **Committee Reports** - Social Committee Chair Doreen Kittrell reported the Social Committee has not met yet this year. She reported that since Taylor is processing reimbursements RealManage is doing a good job with timely reimbursements to homeowners for out of pocket expenses for social events.
4. **Approval of Prior Meeting Minutes** - *Urbanovsky made a motion to approve the October 2015 Board Meeting minutes. There was a second and the motion was approved. Kittrell made a motion to approve the December 2015 Board meeting minutes. There was a second and the motion was approved. Allen motioned to approve the January 2016 Board meeting minutes. There was a second and the motion was approved.*
5. **Review of Association Financial Reports** - Taylor reviewed the most recent financial reports for the Association.
6. **New Business**
  - a) **Creation of guidelines and written policy on various ACC and enforcement issues** - Taylor informed the Board that due to Texas legislation, policies and guidelines need to be recorded in the County that the property is located in order to be enforceable. Ricklefs asked Taylor to send some samples of policies and guidelines other communities had adopted. Taylor recommended the Association attorney review any policies and guidelines prior to adoption.
  - b) **Storage Unit** - Tanner reported a storage unit has been secured for the Association. The cost is \$60 per month.
  - c) **Petty Cash Account** - The Board discussed establishing a petty cash account. *Kittrell motioned to open a petty cash account in the amount of \$2000 limiting the cash advance amount to \$250. There was a second and the motion passed.* As treasurer Castro will manage the petty cash account. Ricklefs and Castro will be on the signature cards for the account.
  - d) **IRS Tax filing** - Castro confirmed he mailed in the signed tax forms for filing.
7. **Old Business**
  - a) **Bylaws** - There was a discussion about adopting the revised Bylaws. There was not a consensus on how to move forward. The Board would like to get another bid on electronic voting.
  - b) **RealManage management of assessment collections post January 31, 2016** - The Board requested RealManage to send out an apology letter to all owners that received a

past due notice in error. This affected homeowners that paid before January 31 and were due a \$25 early payment discount.

**c) Holiday Lights** - There was a discussion about holiday lights. The Board appointed Christie Castro to head up the Holiday Lights Committee for 2016. RealManage has the lights from 2015 in storage and they need to deliver them to Tanner's home so he can put them in the Association storage unit

**8. Committee Reports (continued)**

a) **Architectural** - Ricklefs reported the Architectural Committee is now using the Architectural Module through RealManage. This systems sends out reminders to the committee to help keep the review process on track.

b) **Common Area Maintenance** - Tanner reported the landscape company completes monthly irrigation inspections but there are lots of issues with the irrigation because of the age of the system and the depth of the lines. It will soon be time for Spring flowers and Tanner is looking at different options. Tanner will contact Williamson County about installing boulders along the right of way to protect the landscaping.

**9. Government Liaison** - Allen is the Government Liaison for the Association - There was discussion about a street light that had been removed at Meandering Way and Woodland Loop, a new garage conversion ordinance adopted by the City of Round Rock and the March 19<sup>th</sup> Round Rock Annual Neighborhood Conference. Also, the Board would like a representative from the City of Round Rock to attend the next Board meeting to discuss the replacement of street signs in the neighborhood.

**10. Executive Session** - The Board went into executive session at 8:24 pm to discuss architectural applications, deed restriction violations and delinquent accounts. The Board came out of executive session at 9:05.

*Kittrell made a motion to assess the property located at 37 Meandering Way one annual assessment even though the property is platted as two lots because the taxing authority treats it as one parcel. There was a second and the motion passed.* The Board instructed RealManage to adjust the owners account accordingly, removing any assessments that were charged in the past other than the one annual assessment and going forward billing for only one assessment.

**11. Adjournment** - There being no further discussion the meeting was adjourned at 9:09 pm. The next meeting was scheduled for April 20, at 6:30 pm at 8 Forest Mesa