

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

Date: June 18, 2015

Time: 6:00pm

Place: 5 Stillmeadow
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 6:03 pm. Board members present were Justin Tanner, Jana Dahl, Lamar Urbanovsky, Deke Kittrell and Charles Castro. Representing RealManage was Community Association Manager Katherine Taylor and Director of Community Association Managers Mary Arnold.
2. **Homeowner Forum** - One homeowner spoke about the recent flooding in the neighborhood, specifically on Meandering Way. There was a discussion about what can be done about the drainage problems to prevent future flooding. The Board discussed different options but further research is needed.
3. **Forum for Board Members** -
 1. Tanner asked for feedback from Board about how effective communications have been within the Board and with the community. The feedback was in general good, but that the recent flooding in the neighborhood brings to light the need for a communication plan in an emergency situation.
 2. There was a discussion about the unsightly tennis courts adjacent to community and what could be done to make sure the owner is maintaining the property.
 3. Tanner discussed with Arnold the Board's discontent with previous accounting issues at RealManage, specifically the late payment of a vendor's invoice. Arnold explained the process for vendor set up and payment and that if procedure is followed than vendors should receive payment within two weeks after the invoice is received.
4. **Approval of May 2015 Board Meeting Minutes** - Urbanovsky made a motion to approve the meeting minutes from the May 20, 2015 Board meeting as presented, Kittrell seconded the motion. The motion passed unanimously.
5. **Review of Association Financials** - There is a favorable variance YTD in expenses of \$8,886 due primarily to savings in water and waste water and acreage mowing. The irrigation rain sensors have controlled water usage and the acreage along CR 123 has not been mowed quarterly as budgeted because it has been too wet. Also Tanner negotiated a better price for the acreage mowing for a savings of about \$700 quarterly.
6. **Manager's Report** - Arnold introduced Taylor as the new Community Manager for the Association.
7. **New Business** - none

8. **Old Business**

1. **Electronic Voting** - The Board is interested in electronic voting and Arnold explained the process. The Board requested a quote for electronic voting with the goal of having it in place for the upcoming annual elections in November.
 2. **CR 123 Land** The Board is thinking of leasing the land. Table for next meeting when Board member Donna Allen will be present.
 3. **Newsletter Advertising** - The Board wants to sell advertising for the newsletter. This was tabled until next board meeting when Allen will be present because she has experience with this. They requested a quote from RealManage for the cost of printing and mailing a four page newsletter- black and white.
9. **Committee Reports:**
1. **Architectural** -no report
 2. **Common Area Maintenance** Tanner presented a proposal from Greater Texas Landscaping for landscape upgrades of the medians. Kittrell motioned to proceed with landscape upgrades as budgeted to be installed and maintained by Greater Texas Landscaping. Castros seconded the motion and the motion passed.
 3. **Social** - Kittrell reported the social committee met and they are working on a budget. They have planned a July 4th parade. Kittrell will talk to committee chair about getting a sign for the event.
 4. **Task Force Reports:**
 1. Bylaws - Tabled until the next meeting when Allen will be present.
10. **Adjournment to Executive Session** - The Board adjourned to Executive Session at 7:48pm.
11. **Summary of Executive Session** - The Board discussed delinquent accounts and deed restriction violations and gave the Community Manager instructions on how they should proceed. The Board adjourned the Executive Meeting and returned to the regular Board Meeting at 8:00pm.
12. **Adjournment** -- The Board scheduled the next meeting for July 22nd at 6 pm to be held at 78 Twin Ridge Parkway. There being no further discussion the Board adjourned at 8:05pm