

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

Date: September 23, 2015
Time: 6:00pm
Place: 8 Forest Mesa
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 6:05 pm. Board members present were Justin Tanner, Jana Dahl, Donna Allen, Deke Kittrell and Charles Castro. Representing RealManage was Senior Community Association Manager Katherine Taylor.
2. **Committee Report - Architectural**
Dale Ricklefs Architectural Committee Chair, reported on the status of architectural compliance for the community. There was an inspection completed recently specifically to Determine the percentage of homes that were not in compliance. Ricklefs reported the community was in great shape and the percentage of homes not in compliance was low.
3. **Executive Session** - The Board went into executive session at 6:15 pm to discuss architectural applications. The Board came out of executive session at 6:18.
4. **Homeowner Forum** - There were no homeowners present.
5. **Forum for Board Members** -
 - a) Allen talked about the Welcome Committee plans to deliver a welcome basket to each new owner which will include homemade bread and honey and an introduction letter to the community.
 - b) Tanner suggested meetings can be quarterly as the Board has taken care of most of the pending issues. He also said there is a need for volunteers for the Social Committee.
6. **Approval of August 2015 Board Meeting Minutes** - There was a motion and a second to approve the meeting minutes from the August 2015 Board meeting. The motion passed unanimously.
7. **Review of Association Financial Reports** - Taylor reviewed the August 2015 financial report for the Association. Year to date there is a favorable variance in operating expense of \$11,667 primarily due to landscaping upgrades that are in process but have not been expensed yet.
8. **New Business** -
 - a) **Fine and Enforcement Policy** - Tabled
 - b) **Annual Meeting** - The annual meeting is scheduled for November 12th and the Board is working with the Country Club to make the reservation.
 - c) **Budget** - Taylor explained the 2016 budget will need to be approved at the October Board Meeting to allow for time to order coupon books. The committees need to submit their budgets for 2016 so the budget can be finalized.
9. **Old Business**
 - a) **Street Signs** - Taylor reported there has been no response from the City of Round Rock regarding the repair of the street signs. She will follow up with them again.

b) **CR 123 Land Lease** - There was a motion and a second not to sell the parcel of HOA land located along CR 123. The motion passed. Tanner reported a homeowner had volunteered to change the elevation of the pasture on CR123 so access to the creek would be easier. The Board agreed that would be a benefit. Tanner reported the area would be treated for poison ivy before the Fall Festival.

c) **Newsletter advertising** - Tabled

d) **Electronic Voting** - There was a motion and a second to cancel electronic voting service as approved at the last Board meeting. The motion passed unanimously.

e) **Bylaws** - Taylor reviewed information from the Association Attorney regarding amending the Bylaws and The Declaration. The Attorney advised that the next amendment to Declaration cannot take place until 2018. The Board felt the estimate from the attorney to review the Bylaws and Declaration was too expensive. Taylor advised them to seek the advice of the association attorney regarding amending the Bylaws or Declaration. The Board tabled the amendment to the Bylaws and Declaration.

10. Committee Reports:

a) **Architectural** -given earlier in the meeting

b) **Common Area Maintenance** -Tanner reported there had been a lot of necessary irrigation repairs. He requested ideas for fall flowers in the community.

c) **Social** - Kittrell reported the Fall Festival is scheduled for Halloween. There is not a date set yet for a fall garage sale. National Night out was canceled due to lack of volunteers. There will be a Christmas event.

d) **Task Force Reports** -reported under old business - bylaws

11. Adjournment to Executive Session - The Board adjourned to Executive Session at 7:38 pm.

12. Summary of Executive Session - The Board discussed delinquent accounts and deed restriction violations and gave Taylor instructions on how to proceed. The Board adjourned the Executive Meeting and returned to the regular Board Meeting at 8:50pm.

13. Adjournment -- The Board scheduled the next meeting for October 21 at 6 pm to be held at 7 Wooded Way. There being no further discussion the meeting was adjourned at 7:53 pm.