

**Oak Bluff Estates Phase 2 Homeowners Association Board of Directors Meeting Minutes**  
May 7, 2013

**Call to order**

President called to order at 7:35 PM Present: Jim Michaud, John Reynolds, Shannon Black, Dale Ricklefs. Quorum met. Jodie Walker of RealManage, Homeowner guests: Ella Jez; Linda Cook, Randy Ricklefs

**Previous Minutes**

The minutes from the 4/16/13 board meeting were emailed to the board and approved unanimously on 5/7/13

**Agenda**

1. Shannon has submitted her resignation effective 5/30. There is an opening for a new board member. The board will put out a call to the community and will evaluate those interested in terms of skills, value add to the board, etc.
2. Member Speakers; Linda Cook stated a concern regarding deterioration of the quality of some of the houses/lots. Running businesses out of home, adding sheds in backyards, etc.. These should not be grandfathered in. They establish precedents that are in violation of the deed restrictions. Response from board: We have a new property management company and we intend to upgrade the appearance of the neighborhood in line with the deed restriction. Take photos of what you perceive to be in violation and post them to the RealManage portal.
  - a) Other –
6. Other Business, New Business
7. Announcements
8. Schedule Meet & Greet Meeting, June 4th, check into golf course.
9. Next board meeting after portal training.
10. Jessica Walter from City of Round Rock will come to July board meeting to discuss water conservation.
11. Discussion on non-participating board member. Motion to remove Brian Thomson as board member for non-attendance at meetings per the by-laws. Motion made by Shannon, seconded by Janis. Unanimous.

**Committee Reports**

- Architectural Control Committee – Janis – Fence replacements need to be approved by the ACC unless the replacement fence is identical in materials, height, etc to the original fence. All ACC requests will be uploaded to the RealManage portal along with photos of the finished work as a formal record of the improvements.
- Communications – Jim – Next priority is to resurrect the Newsletter and the Directory. Constant Contact tool has been transitioned to Ann Michaud.
- Finance/Budget – Dale – Working with RealManage to move our accounting from a cash basis to an accrual basis to better understand what it costs to run the HOA for a year. Motion to close checking account and move that into the saving account earmarked for reserve fund. Motion Jim, Second Shannon. Approved unanimous
- Maintenance & Landscaping – Brian – no report – Dale is meeting with Landscaper on 5/8. Linda and Jodie will attend this meeting to facilitate relationship transition.
- Social Committee – Shannon – Easter Egg hunt had approx. 10 children participating. Wine tasting party had 10 people, substantially down from previous year's attendance. Garage Sale had minimal to no participation on Friday but good participation on Saturday. Recommendation for next year is Saturday only. Next planned event is an appetizer swap which is being rescheduled. Yard of the Month committee is active. 5 Oakmoore is current YOM. Welcoming committee has visited three

new resident families and provided intro baskets. 4<sup>th</sup> of July is being planned by Luann with total estimated cost for food and permit from City is \$200. Approved.

- Other – Clarification for minutes that property that has dying tree is not within the control of the HOA. Need to develop plan for property by creek when the current agreement expires in fall 2014.

#### **Property Manager Report (RealManage) – Jodie Walker, Transition Manager**

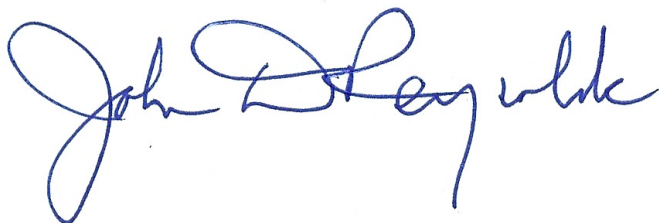
- Transition Status – Recreating financials from last checkpoint in 11/2012. Expected completion within next few days. Looking for a full end-of-transition report by next month's board meeting.
- Finance – \$47,496 in operating fund currently
- Neighborhood Inspections – reviewed boards' instructions to RealManage.
- Insurance – Presented proposals for insurance coverage from multiple insurers since current policy is lapsing on 5/11. Discussion of adding coverage for property (medians, signs, marquees, etc.) which is currently not covered. Motion to accept package from Reallnsure minus the Crime coverage which totals \$3841.80 for Property, Liability, and D&O. Motion-Jim, Second-Shannon. Unanimous.

#### **New Business**

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- Member Speakers; Linda Cook stated a concern regarding deterioration of the quality of some of the houses/lots. Running businesses out of home, adding sheds in backyards, etc.. These should not be grandfathered in. They establish precedents that are in violation of the deed restrictions. Response from board: We have a new property management company and we intend to upgrade the appearance of the neighborhood in line with the deed restriction. Take photos of what you perceive to be in violation and post them to the RealManage portal.
- Schedule Meet & Greet with new Property Managers, June 4<sup>th</sup> is target date and tentative location will be the golf course clubhouse. Jodie to determine availability
- Jessica Walter from City of Round Rock will come to July board meeting to discuss water conservation.
- Discussion on non-participating board member. Motion to remove Brian Thomson as board member for non-attendance at meetings per the by-laws. Motion made by Shannon, seconded by Janis. Unanimous.

The next board meeting will be scheduled after the June portal training, tentatively in July. An executive session will be scheduled prior to the June 4<sup>th</sup> Meet & Greet to vote on new board members.

The meeting adjourned at 9:57 PM. Motion to adjourn: Janis, Second: Dale Motion approved unanimously.



John Reynolds, Secretary  
Oak Bluff Estates Phase II Home Owners' Association  
HOA Board of Directors