

## Oak Bluff HOA Board Meeting – March 3, 2014

Meeting called to order at 6:04 PM

### Attendance:

Board members: Linda Cook, Donna Allen, Dale Ricklefs, Ella Jez and Jana Dahl

Guests: Denise and Paul Sherf

RealManage: Heather Hood

### Public Comments:

Comments from the board:

- Dog situation on FB – a message was received from a neighbor mentioning that she doesn't like the complaining on FB
- Board FB page – should be used for communicating and not issues between neighbors
- One owner - reported seeing garbage cans from the street
- Community garage sales will be held 1<sup>st</sup> weekend in May and 1<sup>st</sup> weekend in October; sign to be placed out at least 2 weeks before sale or earlier if coordinates with RealManage schedule. We will let Heather know dates and would like to coordinate with Forest Creek garage sale dates.

### Minutes

January minutes - Donna Allen moved to approve January meeting minutes, Linda Cook seconded the motion.

February minutes - Discussion of wood removal from CR123 land mentioned in February minutes. Jana Dahl made a motion to add "usable wood was removed from the land" to the minutes. Linda Cook seconded the motion.

Approval and revisions to minutes – a copy of the minutes will be reviewed and changes will be made at the board meeting to the prior month meeting minutes. One copy will be used to make such revisions to ensure all board members are in agreement to changes. Minutes to include background information and include main points discussed.

### **Management reports**

- Email voting procedures – We would like to be able to vote for items over email in order to keep board meetings shorter.
- Board can set a maximum dollar amount to authorize RealManage to complete repairs. Person making the motion will say "I move that we spend the additional \$x to repair the lighting that is in addition to the \$x we have voted for", someone seconds, vote is called. We will require board members (4 of 6) to agree and the procedure will need to be approved in 72 hours (for email voting procedures).
- If there is an emergency, RealManage is authorized to handle decisions.

## **Financial Reports – Donna**

- Reviewed “Notes to Financial Statements” - \$315 Allowance for Bad Debt in other, Donna Allen made a motion to assess this amount and write off, Linda Cook seconds.
- Heather asked about Chase account - Operating funds transferred into replacement fund. Closed operating and put remaining into replacement account (\$18,300).
- Purchasing and bid process – board approval will be required on any bids (vendor orders and work orders) over \$500. Ella Jez made a motion that for purchasing and bidding up to \$500, the board will grant RealManage the authority to perform the work. Donna Allen seconded.
- Donna Allen made a motion that we allow RealManage to make financial decisions in an emergency (i.e. water line break, etc.). Ella Jez seconded the motion.
- Financial audit – There was a recommendation that the HOA has an outside audit completed. Letter audit vs. full audit (range in price from 3-5K). If we want to have an audit it will need to be stated in the bylaws. Heather Hood will ask how much an audit will cost and report back next month.

## Committee Reports

### Landscaping

- Linda Allen – Claudia Harbert is on the landscaping committee for personal residences. Linda Allen is planning to make a folder with examples of xeriscaping type landscaping. One of the proposals is to add drip systems on front and back medians and a good clean up. Linda Allen will go to pick out plants with Jimmy. Option 2 - \$16,457. Over budget by \$x. The board would like to see the savings if we change out the watering system on all islands (using less water by having drip systems in place). Jimmy said once drip system is in, all plants will get water in beds. The type of drip system proposed is a universal watering system (like a snake going back and forth throughout medians). Action item – ask Jimmy to tell us water savings if we change out all water systems. We have budgeted for \$13,000 this year for landscaping. Island closest to 123, had an underground leak in irrigation and city found it. City split the cost of this repair as it was hard to tell if it was our system or an effect of the road being repaved by the city. Is the landscaper going to maintain the soil so that water will absorb? Heather will look up July and August bills so we know what the water flow is. Jimmy can let us know at that point, how much we will save if all irrigation is replaced (Linda will find out). Are we going to lose anything in the existing plantings that we have if we do the irrigation and not plant right now? We will meet at 6:00 on March 18<sup>th</sup> at Dale’s house to come to a decision. Donna will send info via email and we will vote at meeting.

### Home Landscaping Policy

- Need to do a presentation at the town hall meeting. Donna will put together a presentation.
- Bring forward pros and cons of xeriscaping. If a resident wants to change their landscaping, submits an ACC request, we will have specific guidelines to approve or not approve the requests. We need to have the policy in writing so we can present at Town Hall meeting. A power point with photos and guidelines may be used at the meeting.

Social committee – will use land at CR123 for 4<sup>th</sup> of July gathering.

Task Force Reports

Deeds and covenants – Dale reviewed report. If there is a city ordinance related, then the city ordinance will be enforced (city ordinance – parking, dogs, etc.).

Bylaws – Ella got all paperwork. Heather will confirm what legislation requires for approval.

CR123 – We asked Heather to get mowing quotes for land. There is a lot of wood that needs to be removed to be able to be mowed safely. Options: 1. Have a community clean up to help remove wood or 2. Hire company to clean up wood so they can mow. There is an option to bring a herd of goats in to eat the grass rather than mow. We will walk the property at the meeting on March 18<sup>th</sup>. Heather and Donna are going to come up with an idea for mowing and goats.

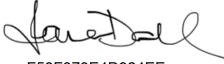
Photocell – Heather is going to get the work completed at it costs \$492.

Board member comments –

Ella - FCE is installing piping for gray water for personal use. Yes, FCE is putting in gray water pipeline, HOA is paying for a large part of the project (\$150,000) and an additional \$45,000 type 1 approved for people to use on. Ella is going to forward info from City of Round Rock to the owner.

Ella – found an easement when researching bylaws – the land has a Jonah Water easement. Ella has a call into Bill Brown (manager of Jonah WDS).

Meeting adjourned to executive session 7:44 PM.

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Jana Dahl, Secretary  
Oak Bluff Phase II Home Owners' Association  
HOA Board of Directors