

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

Date: February 18, 2015
Time: 6:00pm

Place: 25 Meandering Way
Round Rock, TX 78664

Minutes:

1. **Call meeting to order** – Presence of quorum was noted and the meeting was called to order at 6:03pm
2. **Roll Call** – Board members present were Justin Tanner, Jana Dahl, Lamar Urbanovsky, Deke Kittrell and Charles Castro. Representing RealManage was Community Association Manager Candace Sparks.
3. **Members Speaking Forum** – Jim Bond discussed the proposed changes to the Common Area Maintenance Committee Charter, requested that all irrigation invoices and proposals are provided to the Committee and requested the vendor requirements regarding insurance.
4. **Approval of previous Board Meeting Minutes** – The meeting minutes from the January 21, 2015 meeting were unanimously approved with changes.
5. **Review of Association Financials** – Community Association Manager, Candace Sparks, discussed the January 2015 financials.
 1. **Money Market and Chase Bank Accounts** – Justin Tanner motioned to close all of the Chase bank accounts and move all of the monies to the Union bank account. The motion was seconded by Deke Kittrell and unanimously approved.
6. **Management Report** – Candace Sparks reported the following:
 1. \$25.00 Statements:
 1. The generation of the statements was due to a technical error in our system which caused a delay in the credits.
 2. There was not a way to predict this happening, however, we could have gotten ahead of this issue had accounting notified the Community Manager of this issue. We could have sent out an email blast notifying the owners to disregard the statements prior to receiving them. This would have alleviated a lot of the confusion.
 3. The accounts affected were all credited the \$25.00 and brought to a zero balance on February 6th. RealManage also sent an email blast to the owners clarifying this issue and a letter is being sent out to everyone as well.
 4. To avoid this in the future the Association can move up the date of when the early payments will be excepted so that it is not so close to the statement generation date. On the back end we are working with our accounting department to increase the communication efforts when issues like this arise.
 2. Insurance for CR 123:
 1. Because this land is owned by the Association even if the leaser has their own

insurance claims can be made to the Association's insurance.

2. They should have at minimum the following coverage:

1. Commercial General Liability:

1. Each Occurrence: \$1,000,000
2. Damage to Rented Premises (each occurrence): \$1,000,000
3. Medical Expenses (Any one person): \$5,000
4. Personal and ADV Injury: \$1,000,000
5. General Aggregate: \$2,000,000
6. Products – COMP/OP AGG: \$2,000,000

2. Umbrella Liability:

1. Each Occurrence: \$5,000,000
2. Aggregate: \$5,000,000

3. Neighborhood Lighting:

1. The Association would need to present it's proposal to City Consol for review and approval.

1. If approved the City would take the project over from there and contact Oncor.
2. If not approved the City can provide a contact with Oncor for the Association to work with to help it further.

7. **New Business -**

1. **Grey Water Solution** – Candace Sparks reported to the Board that this information would need to be obtained from the Forest Creek Golf Course.

8. **Old Business -**

1. **Committee Charters – Final Approval –**

1. Justin motioned to approve the Social Committee Charter, Jana seconded. The motion was unanimously approved.
2. Justin motioned to approve the Common Area Maintenance Committee Carter with changes, Charles approved. The motion was unanimously approved.

2. **CR 123 Land Lease** – Jana will follow up on the horse lease to provide the leaser the insurance requirements needed.

3. **Neighborhood Lighting** – The Board and the community will be sending the electric company a list of lights that need to be fixed.

9. **Committee Reports -**

1. **Architectural** – No new report

2. **Common Area Maintenance Committee** – The Board determined that irrigation invoices and proposals will be sent to the Common Area Maintenance Committee for review and recommendation.

3. **Social Committee** – The Committee presented suggested budget revisions to the Board. The Board requested a detailed break down of the requested budget and events.

1. HAZMAT Neighborhood Clean Up – Justin volunteered to contact the City to obtain additional information regarding a neighborhood clean up effort.

10. **Adjourn to Executive Session – 7:37pm**

Adjourn – The meeting was adjourned at 7:53pm.