

HERITAGE TOWNHOMES ASSOCIATION  
Minutes for Board Meeting  
September 6, 2011

Call to Order 6:30 PM

1. Attendance

Penny Talbert

Mary Stevens

Norma Rice

Laurel Mulvey

Becky Dayoc

Karen Champion

Landscaping: Cut the grass from inside the pool and blow out so that grass does not get in pool. David has been given the pool gate code. The sprinkler system has been turned off to analyze where the leaks are. Green Teams will meet with Penny and go over the system and discuss remedies. Pipes appear to be broken and it is not the heads. Waiting for area to dry out and will establish and assess the problem areas. Will email Becky and let her know what days to expect workers. Two controller keys were given back to us. Blue key is for the box by the empty lots and red key is for up front controller box. Laurel will make several sets and return to the board so in an emergency there are a few sets available. Consider installing rain sensors, they are inexpensive and will turn the system off when it rains.

Gate: Gate needs to be repaired and we were installing back up batteries/or solar panels in a power outage. In the open meeting on October 29<sup>th</sup> we will discuss leaving the gates open during the day only. Some people are complaining that repair folks can't get in. At the open meeting there will be a discussion amongst homeowners present to determine whether or not the gates will be left open during the day only. The homeowners will ultimately have the vote on this decision. Possibly post a sign at the exit that turns folks around because a head on collision nearly occurred with a resident to going out and someone rushing in the exit. People can get in if they follow someone else in without a code.

Financial: Debit cards will be ordered. Two cards will be ordered and held by Penny Talbert, President and Mary Stevens, Treasurer. These cards will be given out at their discretion for HOA purchases only.

Becky Dayoc, Mary Stevens, and Rhonda Loman will be working on a short and long term budget to determine future expenditures in maintenance.

Mary Stevens will reprint the financials in "cash". Also printed will be a monthly P&L. Vote on financial reports being put on the HOA website. Minutes and financial documents will be posted on the website. All in favor of change-unanimous vote yes. Mary will email financials each month for inclusion on the HOA website. Only owners will have access to this information. HOA will save money by not having to print or respond to requests of this nature unless the owner doesn't have access to the website.

Website: email request to Jim Mulvey to gain access. Owner sets their own password.

Pool: George has not sent his bills for service. He needs to submit bills. Get an estimate on pool house repair for rotten door frame. Norma asked who George Lee was and was told he is the new pool person as the last company was not taking care of the pool properly. Consider putting composite wood in where rotting is occurring. The pool committee chose George Lee as a replacement after receiving two estimates.

Painting and staining of the front doors: In the Fall we will obtain two estimates from Miguel and RPS Services to paint or stain the front doors. They are mostly in poor condition and need to be maintained properly.

Architectural Committee: Approved the Directory Design. Vote took place to lower the top of the roof to protect the directory from inclement weather. Letters and numbers need to be ordered. Rhonda will be in charge of posting and maintaining the directory.

Directory: Post the open HOA meeting to be held by the pool October 29<sup>th</sup>.

Trash and debris: Cigarette butts and dog feces are not being picked up by owners. Doggie DNA test kits are being discussed to determine the offenders. All pets may be subject to DNA testing. If the homeowner's dog is positive they would be responsible for the test kit and an associated fee. This is to be discussed more in the future.

Lamp posts: One lamp post was damaged and the part will need to be ordered. There is duct tape and cardboard around the lamp post. The part will be ordered by Mary Stevens.

A homeowner has requested all meeting minutes and financials from March 2011 – current. Penny Talbert will send out package with a bill and notice that these records will be available on the website.

Add new Bylaws from March 1, 2011 meeting to be updated on the website. At this time the only Bylaws that are posted are from 2009 as this is all that was given to the current Board. A

new attorney has been hired to represent all homeowners and he will be reviewing all Bylaws and declarations to make sure they meet the new standards set by the State of Texas.

Discussion of past due HOA dues. Additionally, the front wall is deteriorating and will need to be fixed and the other side needs to be finished. Some discussion on whether to obtain permission for the HOA to complete the front wall from the developer. Discussion to continue. Karen Campion will research.

Management Company: Must consider hiring a management company due to the lack of volunteers available to handle some of the association repairs and maintenance. This should not be taken care of by the board only. There will be a discussion at the open meeting to consider either people signing up for duties or hiring a management company. Mary Stevens will get an estimate to see what the costs would be to take over the management of the HOA.

Fines and penalties: Fees for dog problems, garbage cans, etc. All fines and penalties will be listed on the website. Warning letter first, \$10 fine 2<sup>nd</sup> offense, \$20 subsequent fines will be imposed.

Builder will clean up empty lots and signs will be placed so that no dogs will be allowed to be walked on the lots and no garbage will be dispersed.

Certificates of Insurance: Will be given back to Norma to handle. Penny has already received some of the outstanding certificates.

Meeting adjourned 8:30 PM