

**Westminster Glen Homeowners Association, Inc.**  
Board of Directors Meeting

Wednesday, November 16, 2011

6:00 PM

River Place CC  
Austin, TX 78730

**DRAFT MINUTES**

Roll Call: Jesse Whittenton, Steve Majors, Jim Rumbo, Julie O'Shaughnessy, Jeff Girardeau, RealManage, Tracey Porter, RealManage

**Guest Speakers** – Charles Cannon ESD #4 Board, Ed Lebsack, ACC Chair, and Kenneth Humphries, Wildfire Risk 360 Assessment Program from 6:00 to 7:00pm.

Discussion on 360 program. Program is to prevent wildfires, and boost protection to homes by tree trimming. Program to provide free hauling, and free mulch to all owners. Owners to leave trimmings at curb on designated day, January 14, 2012. Introduction letter about program to go out to owners December 9, 2011 by RealManage. 360 Flyer to be handed out to all owners on January 9, 2012 by ESD #4. More information about program available at [www.traviscountywildfireheat.com](http://www.traviscountywildfireheat.com).

I. **Call to Order:** Jeff Girardeau called to order at 7:00 PM.

II. **Assign Officers :**

Jesse Whittenton – President  
Frank Sheeman – Vice President  
Jim Rumbo – Treasurer  
Julie O'Shaughnessy – Secretary  
Steve Majors – Member at Large

III. **Approve Minutes of Board Meeting held August 29, 2011.**

**Motion made by Jesse Whittenton, Seconded by Steve Majors, Motion Carried.**

VI. **Management Reports:**

a. **October 2011 Financials:** Jeff reviewed the October financials with the Board. Cash position is good as Westminster Glen has \$64,778 as of 10/31/11.

b. **Delinquency Report:** Review of Delinquency Report. Sixteen accounts ready for attorney referral as of 10/31/11. Prior to referral, RealManage to send email reminder of delinquent account. Based on previous year delinquencies, the association would anticipate most of these accounts paid off within 30-60 days.

**V. Old Business :**

**a. Radarsign® Update:** Steve Majors gave brief overview of data collected by radar sign. Second sign to go in ... .

**IV. New Business**

**a. Payment Plan Policy**

**Motion made by Jesse Whittenton, Seconded by Steve Majors, Motion Carried.**

**Executed by Julie O'Shaughnessy**

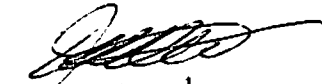
**b. Records Retention Policy**

**Motion made by Jesse Whittenton, Seconded by Jim Rumbo, Motion Carried.**

**Executed by Jesse Whittenton**

**VII. Next Meeting:** First Quarter 2012 Tentative March 7, 2012 at 6:00pm

**VIII. Adjournment:** Meeting adjourned 8:25 PM

  
11/31/12