

Westminster Glen Homeowners Association, Inc.

c/o Goodwin Management, Inc.

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Tuesday, November 17, 2015

River Place Country Club

4207 River Place Blvd

Austin, TX 78730

Board Meeting Minutes

1. Call to Order

- a. The meeting was called to order by Jim Rumbo at 6:36pm.
- b. Quorum was established by the board members in attendance: Jim Rumbo, Rick Shedenhelm, Tad Cole and Julie O'Shaughnessy.
- c. Also in attendance: Tom Lebsack, Nancy Rumbo and Jamie Richardson.

2. Special Occasion

- a. Nancy Rumbo surprised the board by served delicious carrot cake in celebration of Jim's birthday.

3. Approval of 2015 Annual Meeting Minutes

- a. The board reviewed the annual meeting minutes and moved forward with approval in order to post them online. Amendments can be made to the final copy of the minutes at the next annual meeting.
- b. *Rick Shedenhelm motioned to approve the October 20, 2015 annual meeting minutes as presented. Tad Cole seconded the motion. The motion carried 4-0.*

4. Restriction Enforcement

- a. The board requested an update from Aric on the properties discussed at the annual meeting. Julie emailed the three addresses to Aric during the October meeting.
- b. The board requested an immediate follow up by the inspector regarding 9118 Prince William's trailer and tires in the driveway. The violation process needs to begin as soon as possible.
- c. Jim has not received any additional reports from homeowners about loud music or barking dogs. He reiterated that he hasn't received a single report from Goodwin so if the complaints were sent directly to Aric, the board would not be aware of it.
- d. The sage bush at High Gate Drive and Westminster Glen Ave needs to be trimmed back. It is encroaching on the street and blocking the fire hydrant.
- e. The cedar trees growing up through the street on Prince William need to be addressed. This was requested at the annual meeting.
- f. At the annual meeting, a resident reported that a hedge on Narrow Ridge Dr was blocking the speed limit sign. The board members disagreed and clarified that the sign is not blocked unless the resident is on foot.

5. Christmas decorations – Julie O'Shaughnessy

- a. The lights will be turned on as of Sunday, November 22nd
- b. The lights will be taken down the first week of January

Julie O'Shaughnessy Approved *11/17/16*

- c. The annual budget for Christmas lights is \$2500. This includes the cost of storage setup and removal. The storage, added lighting equipment, and setup has already been performed. Lighting removal task is still to be performed first week in January.
- d. This year, each tree has been provided one or two strands of lights on the trunk.
- e. Next year, each tree will have lights that go all the way up the tree
- f. Julie received the invoice on November 4, 2015; she will forward it to Aric and Rick and inform them to proceed with payment.

6. Traffic Reporting – Julie O’Shaughnessy

- a. The data from all invoices has been formatted into one document
- b. Averaged between 6 and 8 tickets per shift, regardless of time of shift
- c. Julie was told that all requested dates had been filled, but is missing invoices for 13 of the dates in September and October (does not include November)
- d. Rick will assist Julie, with a focus on the billing side
- e. Jim would like to sit down with the officers and walk them through the process; Jim said it will work if the officers would just implement it.
- f. Issue with missing invoices that were sent to Aric but still haven’t been paid. The board requested Aric provide a protocol for submitting invoices, and for him to clarify whether they should go directly to Aric or Accounts Payable.
- g. *Julie O’Shaughnessy motioned for there to be no security patrol coverage in December until the invoice issue is resolved. Tad Cole seconded the motion. The motion carried 4-0.*

7. ACC – Tom Lebsack

- a. The wiring issue at the front entrance will be fixed on Thursday, prior to Sunday’s Christmas lighting ceremony.
- b. The tree work that was completed three years ago needs to be re-done; Tom is requesting a quote from an arborist with the work to be completed mid-January. Jim mentioned that he thought the fertilization work and some trimming was performed last year, but couldn’t recall for sure. Jim also called out the recent deluge rains that could be a factor in the tree maintenance considerations.
- c. Tom provided a brief update on open architectural modification applications.

8. ESD4 Consolidation – Jim Rumbo

- a. A summary of the ESD4 consolidation issue was presented.
- b. There is a meeting tomorrow night at 6:30pm and all residents are encouraged to attend. Topics to be covered: keeping the 911 road open and potential mergers or consolidations with the City of Austin or ESD12.
- c. Jim will draft a letter from the HOA board to be read at the meeting if he cannot attend. To inform the neighborhood, the letter will be posted to the Next Door website and sent in an email blast.

9. Upcoming Board Meetings

- a. December 2015 – There will not be a board meeting in December.
- b. January 2016 – The board meeting will be held on Tuesday, January 19th

Jim Rumbo motioned to adjourn. Tad Cole seconded the motion. There being no further business, the meeting adjourned at 7:37pm.

Action Items are attached.