

Westminster Glen Homeowners Association, Inc.

c/o Goodwin Management, Inc.

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Tuesday, April 19, 2016
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 6:32pm.
 - b. Quorum was established by the board members in attendance: Jim Rumbo, Carolyn Beebe, Rick Shedenhelm, Tad Cole and Julie O'Shaughnessy.
 - c. Also in attendance: Tom Lebsack, Karen Vaughn and Jamie Richardson.

2. Approval of Meeting Minutes and Action Item Status from February
 - a. The board reviewed the February meeting minutes and discussed the January meeting minutes. Karen will send them a copy of both the January and February meeting minutes.
 - b. *Julie O'Shaughnessy motioned to approve the February 16, 2016 meeting minutes as presented. Tad Cole seconded the motion. The motion carried 5-0.*
 - c. Karen stated the arborist has in fact been paid.
 - d. Accounting error was amended in regard to receipt from 6/30/15. The amount was recorded as \$172, the refund was \$184.50 but the amount posted was \$180. (The difference is insignificant to work with further).
 - e. Board couldn't remember what Action Item #9 referenced. Karen will follow up.
 - f. Karen will have the board portal login passwords re-sent to Julie and Tad.
 - g. Karen will drive by Lot 21 and see if the treehouse can be removed by the HOA.

3. ACC Report – Tom Lebsack
 - a. Since February 23, 2016, the following projects have been approved:
 - 1) 4213 Prince Andrew Lane – Beckham: Add front yard fence to prevent children from running over drop-off into neighbor's driveway. Provided a couple of approved solutions to the homeowner on 2/25/16.
 - 2) 9901 Westminster Glen Ave – Guerra: Request to replace portion of wrought iron fence with limestone wall denied. Add limestone walkway between garage and gate; approved 2/25/16.
 - 3) 9209 Westminster Glen Ave – Love: Add an outdoor kitchen; approved 3/16/16
 - 4) 4600 High Gate Drive – Gallagher: Replace roof of composition shingles with metal; approved after work started 3/23/16.
 - 5) 9000 Mountbatten Circle – Bradley: Add patio cover next to pool; approved 4/8/16 after owner's agreement to reduce/prevent excessive glare. \$250 fee paid to WMG HOA. Any time an architect is required, a fee is charged to the homeowner and paid to the HOA to cover the expense.

- b. Average Modification Request Action / Approval Time
 - 1) 2014 period: 44 applications 3.6 days to review
 - 2) 2015 period: 37 applications 4.4 days to review
 - 3) 2016 YTD 9 applications 2.1 days to review

4. Traffic Reporting – Carolyn Beebe

- a. The summary of the traffic report covers March 1, 2016 through April 4, 2016.
 - 1) Residents stopped 9
 - 2) Non Residents stopped 82
 - 3) Citations Issued 72
 - 4) Written Warnings Issued 19
 - 5) Stop Sign Violations 6
 - 6) Speed Ranges 37 to 48 mph
 - 7) There were a few individuals stopped that were driving with a suspended or expired drivers license and one driving while intoxicated.
 - 8) Eric Beebe and Kenny Orman have attempted to pull data directly from the signs. Spent more than 1.5 hours in download attempts. They are waiting to hear back from maker of signs to find out if it is possible to have the data automatically updated. Terry Kahler has offered to help evaluate the data once it is collected, but does not want to gather the data. Kenny and Eric are meeting with the sign support staff on Friday. If the sign manufacturer has a solution, Carolyn will echo this and its cost to the board.
 - 9) The police had a difficult time with people speeding during the time they had pulled someone over. Carolyn addressed this concern by using two simultaneous patrols.
 - 10) Julie reported a motorcyclist driving dangerously and said to report him if they see him.
 - 11) Jim asked if they have been flexible with allowing Carolyn to choose the schedule for the patrols; Carolyn said she sends them dates and times she wants (especially Monday mornings, Thursday mornings, and Friday afternoons). She specifies four patrolmen she wants to the exclusion of others. TCSO has supported this request so far.

5. Manager’s Report – Karen Vaughn

- a. Report from August 1, 2015 to March 31, 2016
- b. Karen will send the manager’s report to the board each month.
- c. Balance Sheet as of 3/31/16: \$175,710.35
- d. Goodwin Management Costs
 - 1) Management Fee \$7600.00
 - 2) Copies \$ 392.14
 - 3) Accounting \$ 510.00
- e. Delinquencies/Collections
 - 1) 7 accounts \$3995.00
 - 2) Assessments \$ 600.00
 - 3) Certified Mail Fees \$ 60.00
 - 4) Late Fees \$ 190.00
 - a. Julie asked if she could decide to waive late fees; Karen suggested forwarding them to her so she could look at their history to make sure it isn’t a habitual offender; if not, fees can be waived at that time. Board agreed.
 - 5) Violation Fines \$3145.00

- f. Traffic Enforcement
 - 1) Money Spent \$6,940.00
 - 2) Budget \$8,478.00
 - 3) Remaining Budget \$1,538.00
- g. Restriction Enforcement
 - 1) Two drives per month – Letters sent August – Dec
 - 2) Violation report from Jan – April was included in packet.
 - a. Karen will start sending letters with reference of CC&R violations
 - b. She will also put the report on the board portal

6. New Business

- a. Next board meeting will be held at 6:30pm on Monday, May 23, 2016 – The board meetings will be held on the fourth Monday of the month from now on. The property manager will not be attending the May meeting but a representative from Goodwin will attend to take the minutes.
- b. Jim said that the 200 gallon invoice amount for fertilizer for the trees seems quite high. He wants to learn how it was applied, when it was applied, and how much was applied to each tree.

The meeting entered executive session at 7:30pm.

The meeting exited executive session at 7:35pm.

Jim Rumbo motioned to adjourn. Tad Cole seconded the motion. There being no further business, the meeting adjourned at 7:35pm.

Action Items	
Karen	1. Send the board the minutes from Jan and Feb 2016 2. Find out what action item #9 from Feb minutes is in reference to 3. Reset passwords for board portal logins for Julie and Tad 4. Drive by Lot 21 and see if the treehouse can be removed by the HOA. 5. Get the details for item 6b above.
Carolyn	1. pull cost of patrols and send to the board