

# **Westminster Glen Homeowners Association, Inc.**

**c/o Goodwin Management, Inc.**

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Monday, May 23, 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 6:50pm. An accident on RM2222 caused historic traffic through the neighborhood which prevented Carolyn and Julie from obtaining assistance for childcare. They were therefore not able to attend.
  - b. A quorum was established by the board members in attendance: Jim Rumbo and Rick Shedenhelm physically present; Julie O'Shaughnessy and Carolyn Beebe via conference call using Frank Sheeman's mobile phone.
  - c. Also in attendance: Frank Sheeman, ACC.
  - d. Visitors were Paul and Kelley Miller from High Gate.
2. Meeting Minutes, April 19, 2016 were unanimously as approved as modified by Jim Rumbo 4/25/2016.
3. Visitor Recognition: Jim recognized Paul and Kelley Miller who said they were visiting to learn more about how the neighborhood worked.
4. ACC Report – Frank Sheeman
  - 1) No formal report was provided. However Frank reported that the ACC work had been relatively slow with only 3 projects in preliminary stages of work. Further that someone had started work on a pool prematurely, but that the work had been stopped to conform to HOA requirements.
  - 2) Frank stated that he had sold his house and would be leaving the neighborhood by 6/15/2016.
5. Additional reports: Financial report, traffic report, and manager's report were not available. Jim said he would transmit the electronic versions of the manager's report to the rest of the board to ensure proper view of the numerous violations that had been posted from inspection. All agreed that no fines should be levied until we knew the history of the violations.
6. New Business
  - a. Landscaping RFP: Jim reported Gustavo Canales could not produce a legitimate SSN and was released. He reiterated that payment of contractors not having a SSN was a violation of federal law and not in the best interests of the neighborhood. He said that he solicited several neighborhood contractors but none were willing to move forward. He said that the 2102 RFP he prepared in 2012 was still available that he would send it to the board members and Goodwin.

- b. New Meeting Time: Julie and Carolyn reported they could not attend the Monday evening meetings. This leaves the time to meet undetermined.
  - c. 2016-2017 Budget Preparation: Jim reported the end of the fiscal year was June 2016 and without a meeting, the board would have to have to create a credible budget to submit to Goodwin for assessments. No suggestions were provided re: how to manage this. Jim and Rick reported he would be on vacation from June 19 through July 1. Julie reported being out June 16-20. Carolyn reported she would be out June 4-14<sup>th</sup>. Jim reported he was out June 19-26<sup>th</sup>. Jim will send out a Doodle poll to seek new meeting options.
7. The regular meeting was adjourned at 7:18p to enter into Executive Session. The Millers and Frank Sheeman exited the room.
8. The meeting exited executive session at 7:23pm.

*Jim Rumbo motioned to adjourn. Rick Shedenhelm seconded the motion. There being no further business, the meeting adjourned at 7:25pm.*

<b>Action Items</b>	
Jim	<ol style="list-style-type: none"> <li>1. Send approved April minutes to Tom Lebsack</li> <li>2. Send out a Doodle poll for alternative meeting times</li> <li>3. Continue with Landscaper RFP and forward 2012 docs to Board and Karen Vaughn</li> <li>4. Confirm with Karen Vaughn the total billed cost for traffic patrols</li> <li>5. Work with Rick to pull together a reasonable budget for 2016-17</li> </ol>
Julie, Carolyn, Rick, Tad, Karen Vaughn	<ol style="list-style-type: none"> <li>1. Use the manager report sent from Jim to confirm/rebut the reported violations. Report findings to the group.</li> <li>2. Use the 2012 RFP as a reference to identify and solicit suitable replacement landscape contractors</li> </ol>
Carolyn	<ol style="list-style-type: none"> <li>1. pull cost of patrols and send to the board</li> </ol>