

Westminster Glen Homeowners Association, Inc.

Monday, November 7, 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 6:35pm.
 - b. Quorum was established by the board members in attendance: Jim Rumbo, Carolyn Beebe, Tad Cole and Linda Salomon. Julie O'Shaughnessy assigned her proxy to Carolyn Beebe prior to the meeting.
 - c. Owners in attendance: Tom Lebsack, Erin Burgess, Belinda Gallagher, Rick Capozza, and Jody Branson.
 - d. Also in attendance: Tim Urban from Urban Landforms Landscape Architecture Studio, Karen Vaughn and Jamie Richardson from Goodwin Management.

2. Front Entrance Committee
 - a. The committee members are Belinda Gallagher, Tom Lebsack, and Rick Capozza. Judy Branson volunteered to join this committee.
 - b. Committee focus has been on water reduction and the maintenance of lighting system and sprinkler system. The irrigation, retaining walls, and lighting need to be updated.
 - c. The committee recommended a complete revamping of the front entrance, with the exception of the island with the pedestals that was installed in 2008. They are looking to modernize the entrance with drought tolerant plants that will not require a large amount of irrigation to thrive. The irrigation, retaining walls, and lighting need to be updated.
 - d. Tim Urban from Urban Landforms Landscape Architecture Studio presented his proposal for a Conceptual Master Plan and Landscape Design Services for the Entryways of Westminster Glen. Task descriptions include: site inventory and analysis, creating an overall conceptual master plan for the main entry off City Park Road and Narrow Ridge Drive, and a landscaping plan based upon the approved conceptual plan. Goals of the project include adapting to the existing design, integrating existing design elements, using native and adaptive plants for an efficient and low maintenance front entryway design. He recommended trimming out and adding to existing landscaping, upgrading to an LED lighting system, and the repetitive use of certain landscaping material to create a uniform appearance. The committee will continue to bring more information to the board as well as expected costs.
 - e. The committee presented a proposal for a west entrance sign. The objectives are to improve the awareness of Westminster Glen Estates as a distinct subdivision, to enhance the value of the neighborhood "brand" for the benefit of homeowners' properties, and to help reduce speeding. The concept is for the sign to be the same style as the front entrance sign but smaller, to place it in the right of way between 911 Road and 4103 Narrow Ridge property, and to use solar lighting. The committee is currently getting proposals for the solar lighting and will bring their recommendation to the board. To complete this project, they will need to get the required building permit, a license from Travis County, as well as notify the adjacent property owners.

Julie O'Shaughnessy 11/7/17

3. Public Comments

A property owner reported an issue with the visibility of her neighbor's garbage can. Karen told her it is currently being addressed by following the violation policy.

4. Approval of September Board Meeting Minutes

Linda Salomon motioned to approve the September board meeting minutes as presented.

Tad Cole seconded the motion. The motion carried 5-0. The meeting minutes will be posted on the website.

5. Board Positions for 2016-2017

President	Jim Rumbo
Treasurer	Linda Salomon
Secretary	Julie O'Shaughnessy
Director	Tad Cole
Director	Carolyn Beebe

6. Management Reports – Karen Vaughn

- a. The September financials were presented. Karen will upload the October financials and violations to the board portal by Friday.
- b. Jim said the updated insurance certificate is not on the board portal. Karen will have the updated insurance certificate uploaded to the website.

7. Traffic Reporting – Carolyn Beebe

- a. There are eight traffic patrols scheduled for November. They have been given the option to choose their own times for the patrols.
- b. The motorcycle patrols are free but they are at the discretion of DPS and will not provide their schedule in advance. The increase in motorcycle patrols is likely due to the increase in accidents.

8. Champion Tract 3 – Jim Rumbo

Jim made a presentation to City Council on November 3rd, stating that the tract has been reviewed and sanctioned by the city illegally. The city is denying their own ordinances, so they are breaking the law. In the most recent rezoning request, the city granted all 11 of the tract's variance requests. The background docs categorically deny the allowance of variances that were granted to the tract. In observing City Park Road, Jim discovered that it really is a dangerous road. He encouraged everyone to call 311 and report any accident sighted. He also recommended running a survey of the neighborhood to find out if they really want the tract.

9. Holiday decorations – Carolyn Beebe

Carolyn presented the revised proposal for a total of \$3,496.47. This is within the target budget of \$3500. The additional decorations are 28 white mini-lights to be installed on trees at the entry. There was discussion about purchasing a wreath, but the board doesn't want to purchase one since they have been stolen in the past.

10. Holiday party expenditures

Jim Rumbo motioned to approve up to \$500 for food at River Place bar for the holiday party on December 9, 2016. Tad Cole seconded the motion. The motion carried 5-0.

11. Board Meetings

The board discussed board meeting dates. Linda will check the calendars for the 1st Mondays and send any conflicts to the board.

12. New Business

- a. Survey – Linda would like to conduct a neighborhood survey to get feedback on a variety of topics. Tad volunteered to help. If anyone else is interested in helping, please let her know.
- b. Security sign for the entrance – There have been several requests to post a sign at the entry stating the community is monitored by security cameras.

13. Board Business

- a. Homeowner delinquencies – Karen explained that when the HOA switched management companies, a number of owners on payment plans never updated their payment information. Now that they are updated, the delinquency rate should drop.
- b. Deed restriction violations
 - The board reviewed the trash can violation letter. Karen will mail the letter to the homeowner tomorrow.
 - Attorney Adam Pugh recommended creating a fine policy that sets the fine structure for common violations. Once approved, the policy will be filed with the county and sent to the ACC committee as well as all homeowners. Karen will draft the policy and send it to the board for approval with the following terms:
 - Courtesy notice (no fine)
 - 1st violation letter - \$25
 - 2nd violation letter - \$75
 - 3rd violation letter - \$100
 - Any violation after the 3rd - \$100 per day
 - Attorney Referrals
 - The current HOA attorney is retiring. Karen will send fee structures to the board for two attorneys: Adam Pugh and Winstead
 - Tad reported the difficulty small contractors are having getting the amount of insurance coverage they need, now that they can no longer just issue a letter indemnifying the HOA. Karen said to contact her if a contractor needs assistance with getting the insurance they need.
 - Landscaping invoices – Jim said the invoices still say “Pay to Real Manage” – Karen will have this fixed.
 - 2014 ACC document – Karen will contact Patty about the 2014 ACC document that was never filed with the county.
 - The board would like to set a precedent that all owner ACC concerns be addressed through Karen at Goodwin Management.

Jim Rumbo motioned to adjourn. Tad Cole seconded the motion. There being no further business, the meeting adjourned at 8:33pm.