

**Westminster Glen Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**River Place Country Club**  
**Thursday, February 22, 2018**

**1. Call Meeting to Order**

The Board meeting was called to order by Linda Salomon, President at 6:33 p.m. A quorum was established by the Board members in attendance: Erin Burgess, Jody Branson, Sandra Schmitt, and Belinda Gallagher. The Goodwin Management Association Manager, Karen Vaughn, was also in attendance.

**2. Public Comments**

- a. Resident Awny Rizkallah discussed an opportunity for homeowners currently using propane to convert to natural gas. The more residents willing to convert will reduce the cost. The yard lines and meters would be free. Cost to residents would be the feeder line, as well as residents need to replace orifices on appliances, etc. As soon as an exact cost to residents is determined, the information will be given to Linda. It was also noted by this resident, that homeowners should contact the City of Austin if you believe you were over-billed by the water department. Belinda stated she would check into a company that pumps septic tanks, and try to get a bulk discount price for entire neighborhood.
- b. Tony Iglesias – Coalition of Neighborhood Association (CONA) Representative was present and gave an update from the last CONA meeting. A tract map of proposed areas of development around the community was presented. An agreement was reached between 2222 CONA and the developer for Tract 1C. A storage facility was approved to be built on this tract, with restrictive covenants related to particular lighting, etc.  
Tract 3 was purchased by developer Jonathan Koon, with an option to build a Senior Living Facility on this tract. It would need City approval.  
A hotel is planned for Tract 4.

**3. Approval of Board Meeting Minutes**

Erin made a motion to approve the minutes as written. Jody 2<sup>nd</sup> the motion. All were in favor and the minutes were approved.

**4. Property Manager's Report**

Karen Vaughn, Property Manager, reviewed the financial reports. The HOA is currently under budget. There were no questions from anyone present.

## **5. Committee Reports**

**Constable Report** given by Jody. The Constables have been with the HOA for 11 weeks now, which included extra Christmas patrols. They have mostly concentrated on two stop signs and speeding violations in the neighborhood. There are six to seven average moving violations per week. \$2,060 of the \$12,000 budget has been used thus far for the Constables to patrol this year.

### **Fire-wise Initiative**

Jody has signed up to take the Fire-wise Assessment Training class. Linda mentioned she would be willing to sign up also. There would need to be four people trained, who would then conduct the assessments in the neighborhood. The cost would be \$5300 annually, which comes to \$24.14 per household. After undergoing the assessment, homeowners would see a reduction in their insurance cost. Homes that have had an assessment move to the top of the list for the fire department to save, in the event of a fire. Jody will let the Board know more after her training. The Board will determine what investment makes the most sense for the community after that.

### **Architectural Review Committee Report**

Stephanie gave an update to the Board. Pool equipment being visible is one of the main violations. A resident asked a question about policies as it relates to synthetic lawns. Karen stated to send her an email and she will let residents know the percentage of lawn that can be zero landscape.

Karen discussed the ACC web APP she recommended the HOA use for ACC applications. The APP tracks applications, keeps track of conversations between committee members and residents, and sends reminders if they are reaching the deadline to respond to residents. Stephanie will call Karen and they will walk through program.

### **SIGNAGE**

Belinda updated the Board on signage for the rear entrance. A drawing of the sign is ready. The license with the county was discussed. The attorney states the insurance provision should already be satisfied, and the county may allow the HOA to rely on the existing letter of credit. Belinda noted Tom will work with Texas Custom Sign, and Linda will follow up with Tom on License Agreement to be signed.

### **SIDEWALK UPDATE**

Linda stated the plan is for the 5' sidewalk to be on the north side of Westminster Glen with construction beginning the 1<sup>st</sup> quarter of 2019. Linda will keep the Board updated.

The Open Session of the meeting was closed at 7:45 p.m. and the Board went into Executive Session.