

**Westminster Glen Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**River Place Country Club**  
**Thursday, May 31, 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. Tony Iglesias – Coalition of Neighborhood Association (CONA) Representative was present and gave an update from the last CONA meeting. Carol Lee is now the Chair of CONA. Tony noted that the members of the Board are working together as a Committee. They are revisiting their Mission Statement and Core Values. They are in the process of deciding what teams want to have working sessions outside of the Board Meetings. Currently votes made by the Board have to be unanimous. The Board is also deciding whether other neighborhoods should be able to join CONA. CONA currently tracks projects in the area.
1. Champions Track 1C where storage units are being built
  2. Champions Track 4 – 5-story hotel proposed, but standards for building are in question.
  3. Champions Track 3 – Camel Back - Linda plans to be strategic where this project is concerned and support people who have the best interest of the neighborhood in mind.
  4. Park 27 on 620, across from HEB and next to CVS – will be Retail Space, and the only update is there is a preliminary site plan and they are waiting on tenants to sign for space. The main tenant has backed out.

**3. Approval of Board Meeting Minutes**

Erin made a motion to approve the minutes from the February 2018 Board Meeting 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 Constable, who was scheduled to speak, did not show up for the meeting. Jody noted it is the same people every week who are violators. There are a lot of teenage drivers who are speeding through the neighborhood. About half of the violators are WMG residents and the other half are from outside the community. The Board all agreed that hiring the Constables to patrol the neighborhood is well worth the cost.

### **Fire-wise Initiative Update**

Jody noted that there is “No Cost” to residents to participate in the “Fire-Wise” Program. The only cost would be suggested changes to a homeowner’s property. USAA will give homeowners a 5% discount on their property insurance if they go through the program. Over the summer, Jody and Linda will condense the information into a more user friendly format and communicate with homeowners in the community.

### **Architectural Review Committee Report**

Stephanie, of the ACC committee, gave an update to the Board. Most request are sports courts and landscaping. The Smart Web App was discussed. The cost is \$11 a month. Tracking of historical data is all that needs to be figured out. It was discussed that the historical data could be uploaded under “dummy” resident. The ACC would have voting privileges and all others would have viewing privileges. Karen will coordinate with Tom to start using the App.

### **Front Entrance Landscaping & Rear Monument Update Report**

Jody and Belinda have been working on updating the front entrance landscaping. They plan to have Primrose planted. Belinda & Jody will be meeting with Jeremy of the Landscape Company to get a proposal for the plant replacement. They would like to extend the gravel at the front entrance and add a No Soliciting Sign. Belinda noted that they are waiting on permits to complete the rear monument addition. Jody will be asking a civil engineer to walk the property and complete the drawings that must be completed for permits.

### **Social Committee Report**

Sandra & Erin discussed activities planned for the community. Sandra noted she would conduct a Survey Monkey to determine what the community wants for activities. She will send a draft of survey to the Board before sending out to residents. It was noted a Pokeno night was planned and they would work on marketing the idea to residents, so they understand more about the event. Erin will schedule it for the fall and send information out in August to residents.

It was noted the HOA will pay for the cost of pizza at the event, however, a cash bar would be needed for alcoholic drinks. It was noted having the event at the Country Club would be the best location.

### **New Business**

Jody and Karen noted that the new budget for 2018-2019 begins July 1. They need to know what projects the Board would like included in the budget. Future projects should be estimated out and the dollar amount that should be allocated from assessments.

Karen recommended that \$30,000 to \$40,000 be moved to Reserve Account. There is \$66,900 a year brought in to budget each year. Karen noted that when the year finishes under budget, the excess should go into the Reserve Account. It was noted the Associations purpose is to improve the community, not bring in extra funds to invest.

The Open Session of the meeting was closed at 8:05 p.m. and the Board went into Executive Session.

## **Executive Session**

The Board discussed homeowner delinquencies, deed restriction violations and legal matters.

It was noted that Karen and Patty are dealing with homeowner delinquencies. If the homeowner on Prince William does not pay delinquent dues this week, they will move to a lawsuit.

The Fidler's need to repaint their driveway, as it is a maintenance issue, unsightly and out of compliance. Karen was asked to send a violation letter to them.

It was noted that the house at 4701 Highgate Dr. needs to be repainted.

Letters were sent out today to residents who are not maintaining easements on their property. It was noted that residents that are not taking care of their easements on their property should be sent a letter stating the areas will be force mowed and they will be charged, if they do not maintain them.

Karen noted a letter from the attorney was received and the HOA needs to be audited. This is standard practice.

The Board went back into Open Session to vote on having the audit conducted.

Erin made a motion to approve the audit being conducted. Sandra 2<sup>nd</sup> the motion. The Board all approved the audit to be conducted.

Karen ask that Tom send her a notice that the Urbanski's are not in compliance and are not responding. They will then move to legal action.

## **ADJOURNMENT OF MEETING**

Erin made a motion to adjourn at 8:45 p.m. Jody 2<sup>nd</sup> the motion and Board all agreed to adjourn. Meeting adjourned.