

Westminster Glen Homeowners Association, Inc.
Board of Directors Meeting Minutes
River Place Country Club
Thursday, November 16, 2017

1. Call Meeting to Order

The Board meeting was called to order by Linda Salomon, President at 6:30 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. Approval of Board Meeting Minutes

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

3. Property Manager's Report

Karen Vaughn, Property Manager, reviewed the financial reports. As of 10/31/17 there is \$172,297.61 in the HOA account. The HOA is currently \$43,000 under budget. There is \$2400.00 owed in back assessments. Karen noted that the property is driven every two weeks for violations.

4. Firewise Initiative Report from Jim Rumbo

Jim Rumbo gave the Board and residents in attendance an update on the WestGlen Firewise Initiative. The program is a way of preparing the community for wildfire risk. The community is considered high risk. This program would be a collaborative effort with GlenLake. The Firewise focus would be to educate and bring awareness to the community, inform residents what to do in case of a wildfire, and meditative measures. Next Steps would be to announce the assessment and provide results. Educate both communities with the 3-D demo and tactics to help mitigate wildfire both as a homeowner and as an HOA, and to invest \$2+/person in annual meditative measures. This would be a multi-year rollout. The 3-D demo should be scheduled in January of 2018.

The Board will determine what investment makes the most sense for the community. Justice Jones with the Forest Department will work on removing the brush at Lot 21. This will be a process that is completed over time. He will also make a suggestion of what best practices should be for the community.

5. Architectural Review Committee Report

Tom Lebsack updated the Board on submitted applications. There has been a couple applications approved.

Karen discussed the ACC web APP she recommended the HOA use for ACC applications. The APP tracks applications and sends reminders if they are reaching the deadline to respond to residents.

Linda ask Karen to supply a dummy login for the Board and Tom to review the APP.

6. Belinda and Tom updated the Board on signage for the rear entrance. The signage would be the same style as the front, but smaller. It would be located in the right of way in front of the oak tree. There was discussion on lighting the sign. (Solar vs electric) Texas Custom Signs would do the drawings and approach the county for approval and permits to drop power. It was decided that when the final details were obtained, the Board would discuss electronically.
7. The Board ask Karen to contact Benchmark and send 30 day cancellation notice.
8. Linda proposed that the Board meet quarterly and conduct ADHOC meetings, if needed between quarterly meetings. Linda will post meeting dates and times on Next Door and HOA website. The Board all agreed to this schedule of quarterly Board Meetings.
9. Private Security proposal was presented by Jody to the Board. Jody discussed hiring off-duty Constables at \$65 per hour for minimum of 2 hour shifts. Every two weeks reports are given to HOA on citations given. Linda suggested adding extra hours during the holidays. One day a week for four weeks of holiday period during late night hours. Suggested to spend \$15,000 from budget on added neighborhood security. The Constables would submit invoices to Management Company for hours worked. Erin made a motion to spend \$15,000 for security. Sandra 2nd the motion and the motion was approved by the Board. Tad Cole suggested the budget be larger than \$15,000.00. The Board agreed to review the bi-weekly reports and explore increasing the budget (depending on findings) and report at the March quarterly meeting.
10. Linda discussed the CONA – Coalition of Neighborhood Association – In discussion is the elevation of the Self-Storage project at FM2222 & City Park Rd. Linda presented pictures of the projected elevation of the project. Linda will keep the Board updated on the meetings with CONA.
11. Linda discussed the sidewalk planning for the neighborhood. The HOA is asking for a sidewalk down Narrow Ridge on one side of the street. It is projected for the end of 2018 or 1st quarter of 2019. Linda will call Leander ISD to put more pressure on adding sidewalk sooner. Linda will keep the Board updated.

12. Erin updated the Board on legal aspect of short term rentals in the neighborhood. Erin has spoken with the attorney and in the next 6 to 8 months the Supreme Court will make a decision on short term rentals. For now, the By-laws would need to be changed to totally prohibit short term rental. The CCR's do say homes cannot be used for "Lodging".
Karen will confirm what the state law is concerning the percent needed to change By-laws.
13. Erin noted that a new Social Chairperson is needed. It was suggested that a request for a volunteer be put on Next Door.
14. Jody presented a Fine Schedule letter that Jim presented. The purpose being a letter would go out with violations and list schedule of fines. It was discussed that the driver should take photos of violations. Also, residents can send photos of violations they see to Management Company. There is a Deed Restriction form on line that residents can complete and it uploads to Karen. Karen will look at new fine policy letter that is normally sent. Karen and Linda will look at violation policy that was previously voted on and passed by the Board. Linda noted that the Fine Policy presented was not what was approved by Board. It was decided to table this discussion until further review.
It was noted that residents are leaving doggie poop bags around the neighborhood and not throwing them away. Linda will post a reminder to residents to clean up after their dogs on Next Door.
15. Directory Update – Sandra is still working on it. Paula offered to help with it.
16. Resident Q & A – There was a question as to how the proposed sidewalk on Narrow Ridge would look. Linda noted that it would meander with the land and go around the mailboxes, etc.

The Open Session of the meeting was closed and the Board went into Executive Session.

Executive Session

The Board discussed violation, neighbor issues, and collections.

The Board Positions are as follows:

Linda – President

Jody – Treasurer

Erin – Secretary

Sandra – Member at Large

Belinda – Member at Large

Erin made a motion to adjourn at 8:15 p.m. Jody 2nd the motion and it was passed by all.
Meeting closed.