

BROOKFIELD OWNER ASSOCIATION
Minutes of the Board of Directors Meeting
Tuesday March 7, 2017
Pflugerville Community Library

Called to Order:

Meeting was called to order at 5:30PM. In attendance were board members Jenn Schmidt, Scott Dollins, and Julienne Hoang. No members of Certified Management of Austin (CMA) were present.

Approval of Prior Meeting Minutes:

Minutes from the September 26, 2016 board meeting were approved with a correction that Jenn did not vote on the board officer position and that CMA objecting to the “selective enforcement” of both the weeding and the parking enforcement.

Affirmation of Email Votes:

All email votes were affirmed and ratified by the board including waiving of fines/late fees for various accounts totaling \$56,708.02 for 210 houses and maintenance repairs for common areas.

Owner’s Forum:

- Leslie Hay suggested to expand the HOA board. She suggested having a set of questions for candidates running for the board to answer. These questions will give owners a little knowledge about each candidate. She commented on the lack of newsletters and social community activities.
- Thuy Nguyen commented on trash cans being blown from her neighbor’s house to hers and that she’s getting a violation letter for her neighbor’s trash can. She’s asking for the board (CMA) to check whose trashcan it is before sending a violation especially on windy days.
- Wes Rose is concerned with weed violations. He stated as long as people keep their yard mowed and edged nicely, to lay off the weed problem. Weed does not take away value from owners’ homes.
- John Faulk echoed the need to expand the HOA board. He suggested assessing the overall condition of the yard that weed violation should be enforced to help the spreading of weeds to other people’s yard.
- Erin Quarles would like to see meeting minutes be posted sooner so that owners can have an idea of what was discussed at the meeting. She suggested to have more committees and would like to participate in some especially the neighborhood watch. She suggested to have more lights at the playground near the pool and to repair the playground.
- Rob Rayburn seconds on laying off the weed enforcement since there is no guideline for weed enforcement. Communications needs to be improved and be vast by using posted board and letters since not everyone is digitally connected (and are not required to be connected). The term selective enforcement is not about which rules to enforce but whom do we enforce the rules upon. Parking violation is not something that should be enforced since it cannot be done easily. In order to determine if the car belongs to the owner, records would have to be pulled from the DMV. Pulling records from DMV is costly and time consuming. It’s not efficient to enforce this as the cost to pull records far outweighs the fines HOA can collect.
- Marcy McKinley echoed about the need to have better communications – requesting that minutes be sent out sooner – no later than one month following the meeting.

Treasurer's Report:

- Review of December 2016 through February 2017 financials were completed.
- Total asset by the end of February is at \$565,842.42 with \$100,507.06 of uncollected assessments.
- There may be a water leak somewhere since the water bill for January peaks at 15K. We have utilized close to around 44% of our water budget during the first two months of the year. CMA will explore this problem and will inquire about the underground water irrigation. We may need to shut down the water to see if the meters are still running.

Committee Updates:

- Social (overseen by Jenn): Currently this committee is a one-person committee. There is no new official development of membership for this committee. So, to get more people involved, the social committee decided to recruit helpers based on specific activities. A group of neighbors had stepped up to start an ice cream social recently with some turnout. They will also be helping with the Easter Egg Hunt for the neighborhood on April 1st. This group of neighbors is planning to meet once a month at the pool to discuss neighborhood watch and social activities for the neighborhood.
- Yard of the Month (overseen by Jenn): No longer have yard of the month due to the Board's current direction on violations for mowing and weeding.
- Community Cleanup (overseen by Scott): One of our neighbor had offered to do free power wash of common areas. Will schedule cleanup day and order signs to post at the Brookfield entrances. Will look into mailing out postcards and newsletter to notify owners and renters of the clean-up day.

Old Business:

- Newsletters – The Board will need to put more effort on this. The goal is to send hard copies of newsletters every other month and emailed issues every other alternate month. Would like to get more volunteers (homeowners) to contribute to the newsletter. Content should include both HOA information and social activities.
- Pool Opening – Approved for May 1st opening. Consideration for the development of Neighborhood Watch block captains to help address issues at the pool. Board is looking at hiring a security guard. Board will also look into possibly hiring life guards as well. Will need to look at HOA budget to see if there is enough funding for both. Check with CMA regarding when pool keys will be turned on.
- Street Parking – 2:1 vote to not enforce street parking. Reasons: According to the bylaw, HOA can only enforce parking on the street if it's parked overnight. CMA does not do their drives at night to document if a car is parked overnight. Enforcement of street parking is not feasible. HOA Board had sought guidance from legal and was informed that the HOA Board has the authority to enforce anything in the bylaw but it is not obligated to enforce everything because other considerations such as cost and feasibility need to be taken into the account.
- Reserve Study – The study recommended putting \$40,000 into reserves annually. We will review budget to ensure we meet this need.
- Audit Report – The financial audit was done and was in conformity with the accounting principles.

New Business

- 2017 Annual Meeting is set for April 25th at Wieland Elementary school at 7PM.
- Quarterly meetings – Suggested second Tuesday of every quarter.

- Two trees requirement – The Board will need to seek legal opinion on this. Motion to table passed.
- Expansion of Board members – The Board needs to do further investigation into the requirements. Motion to table passed.

Executive Session

- The Board voted to resolve an outstanding issue.
- Board will check with CMA to see if they have recalculated the repayment plans from previous settlements.
- Crystal Clear quote – Board agreed to unanimously go with Crystal Clear for a pool repair.

Next Meeting:

The next regular board meeting is TBD.

Adjournment:

Meeting adjourned at 7:25PM