

SCOFIELD RESIDENTIAL OWNERS ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS

JANUARY 24, 2008 AT 7:00 P.M.

REALMANAGE CONFERENCE ROOM

12335 HYMEADOW DRIVE, SUITE 300, AUSTIN, TX 78750

Item 1 – Call to Order/ Establish Quorum

The meeting was called to order at 7:01 p.m. Board members Barry Robinson, Alan Shelby and Sue Hoke were in attendance, thus constituting a quorum. Jennifer Stephens and James Hilburn of RealManage were also present.

Item 2 – Approval of Minutes from the October 23, 2007 Board Meeting

The Board reviewed the minutes from the October 23, 2007 meeting, and after discussion, Board requested changes be made to draft minutes. Approval tabled until next Board meeting. Board also asked that all old business and new business with responsible party be added to future agendas.

Item 3 – 2007 Year End Financial Review

The Board requested that the \$31,000 from non capitol reserve be moved to other 'building' and remainder of the approximate \$38,000 be split equally between Security/Patrol and Pool Operation (approximately \$3,700 in each expense). 2007 Year End Financials not approved until this expense is moved as requested. – ADD TO NEW BUSINESS AND TABLE.

Item 4 – 2008 Budget Review

a) 2008 OPERATING BUDGET DISCUSSION:

- a. RealManage to research why 2007 YTD lifeguard expense was so much higher than 2007 Budget (instruct lifeguards to use main valve (free) to fill pool and not hose (expense). Hose is for baby pool only.
- b. Increase Pool Repairs to \$6,000 annually, spread over 12 months.
- c. Increase Exterminating to \$360 annually.
- d. Move Collection Other (legal) to Professional and increase to \$8,000 annually. (Can GL account be labeled 'Legal' instead of Professional?)
- e. Decrease Admin Coupon expense to \$1,500 (both the 2006 & 2007 coupon order expenses hit in 2007 thereby making admin cost appear higher).

b) 2008 RESERVE BUDGET DISCUSSION:

- a. R&M – plug \$5,000 in March for mailbox roof and \$5,000 in April for pool roof, \$2,500 in April for playground equipment replacement, \$5,000 in June for Amenity Center Pergola roof; totaling \$17,500.
 - b. Add \$31,000 for second mailbox shelter payment in April.
- c) Board approved 2008 Budget with above revisions.
- a. Motion by Director Robinson, Seconded by Directory Shelby, no further discussion, all in favor, so moved to approve.

Item 5- Manager's Report

- a) Board requested that each individual home in violation needing discussion be listed out on agenda in future board meetings as on agendas in past board meetings.
- b) ~~REDACTED~~

- c) Director Robinson made a motion to reduce the number of deed restriction notices from 5 to 3 (Courtesy Reminder, First Violation, and Property Code 209 'Final Notice'). Seconded by Director Shelby. Discussion included Sue asking if the notification process is written in the bylaws or CCR's. This is not; it is administered by the Board of Directors. No further discussion, motion stands as presented, all in favor, so moved.
- d) Fining – RealManage presented why fining does not work (increases number of violations, increases delinquency and therefore collections, and is an additional cost to the HOA to administer). – ADD TO NEW BUSINESS AND TABLE.

Item 6 Old Business

- a) Permanent Rules Signage for Pool – Item tabled until Spring (March/April) to avoid Fall/Winter weathering. Director Brunson working on wording.
- b) Permanent Pool Camera surveillance Warning Signs – requested in English and Spanish for March/April installation to avoid Fall and Winter weathering. Director Shelby working on wording.
- c) Office Max Refund – Jennifer Stephens to check with accounting and Steve Jordan (who previously worked with prior Association Manager Makitelo indicating RM would reimburse HOA for overbilling) regarding where and when the refund of approximately \$260 was posted from closing Office Max Account.
- d) Director Robinson to work with HOA attorney Flickinger regarding Stub Agreement with DR Horton.
- e) Magnetic Lock Expansion/Correction on Back Gate – CANCEL REQUEST – CLOSED.
- f) Playscape Missing Boards – repaired by RM. CLOSED.
- g) Volunteer Meeting – CLOSED.
- h) CD not renewed and money moved to reserve fund – CLOSED.
- i) Dedicatory Affidavit obtained from Attorney – Director Robinson confirming if filed – tabled.
- j) Commercial Lots Billing – RealManage to research who each commercial lot owner is and obtain contract/deed from Wiggins; ask when lots passed on (from Mellon to Rollins) ensure assessed and invoiced correctly (Board believes the commercial assessments appear to be too low) in 2007 and with increase in 2008; confirm with HOA attorney Flickinger. Board also believes there are 8 lots, not 6, (to include property north of Walgreens, Walgreens, old Randall's, Dentist, North of Apartments (townhome zoned lot), plus two others (possibly apartments and another along Palmer).
- k) Change security lock box combination and cards - mid Summer 2007 lock box missing – have all vendors turn in cards/given new cards & change lock box code.
- l) Family Swim Gym coping tiles- RealManage to follow up with contractor for repair of tiles. Family Swim Gym can contact Director Shelby if extra tiles are needed.
- m) Annual Safety Tree/Shrub Trimming time line status – RealManage maintenance will walk and mark property to identify trees. Once complete determine if maintenance, Hess or other company will complete the trimming. If not completed those in violation will be charged for completion by HOA. Marked Mid August/September-CLOSED.
- n) RealManage Checks – Director Hoke requested all checks payable to RealManage are mailed to her for second signature. Director Hoke should not be receiving vendor checks.


Item 7 New Business

- a) HOA has been invoiced by old management agreement terms for individual administrative reimbursables (copies, postage, etc.) as well as new management agreement terms of flat fee billing. HOA needs to be reimbursed for reimbursables for months July through December 2007.
- b) Renew Hess Land contract
- c) Email Board new draft budget with changes.
- d) The Board verified that it was discussed and approved at a separate meeting of the Board on November 29th, 2007 at the home of Director Robinson, that the 2007 commercial assessment rates are approved to be increased in 2008 by 10% for each lot. Board verified that the 2007 homeowner assessment rates are approved to increase from \$35.50 per month to \$37.00 per month and that unimproved lot rates would remain the same in 2008 as that in 2007 of \$11.83 per month. The discount for paying the full annual assessments in advance by January 31st, 2008 will remain the same at 5% and late fees for 2008 will remain the same at \$10 per month if not paid before the 15th of each month.
- e) Board approved to move \$20,000 from operating account to reserve account.
 - a. Motion by Director Shelby, Seconded by Directory Hoke, no further discussion, all in favor, so moved to approve.
- f) RealManage to submit new application, bid out and rate shop property and D&O insurance (a couple of years ago it was changed to a per lot liability rate and increased deductible to lower cost).
- g) Schedule Annual Meeting of the Members for April 24th, 2008 at Palmer Lane Assisted Living with sign-in at 6:30 and call to order at 7:00pm.
- h) Read CCR's and ACC guidelines for information on portable basketball goals and report back at next board meeting. Change CCR violation configuration so that portable basketball goals is categorized as 'unsightly' not sports equipment.
- i) Send examples of all violation notices to the Board, including sample of demand letter from HOA attorney Flickinger. Ask HOA attorney if lien can be filed for CCR violation?
- j) Refer all current expired 209 notices to HOA attorney Flickinger except for landscape mowing.
- k) Change CCR violation configuration so that portable basketball goals is categorized as 'unsightly' not sports equipment.

Item 8- Adjournment

Director Robinson made motion to adjourn meeting at 10:11 p.m., seconded by Director Hoke. All in favor, so moved.

Attest:



Barry Robinson, President

Scofield Residential Owners Association, Inc.