

SCOFIELD RESIDENTIAL OWNERS ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS

MAY 6, 2008 AT 7:00 P.M.

AT THE HOME OF DIRECTOR SUE HOKE

1513 BRAIDED ROPE DRIVE

AUSTIN, TEXAS 78727

Item 1 – Call to Order/ Establish Quorum

The meeting was called to order at 7:00 p.m. Board members Barry Robinson, Alan Shelby, Sue Hoke, Leigh Ann Brunson, Neil O’Shaughnessy and Tanya Quinn were in attendance, thus constituting a quorum. Craig Isley of RealManage was also present.

Item 2 – Approval of Minutes from the October 23, 2007, January 24, 2008 and April 16, 2008 Board Meetings

Director Hoke made a motion to approve the Minutes of October 23, 2007. January 24, 2008 and April 16, 2008. Director Shelby seconded the motion. Motion carried.

Item 3-Organization of the Board

The Board went into closed session. Craig Isley was not present during this portion of the meeting. The Board reconvened open session and announced that Tanya Quinn shall be President, Alan Shelby shall be Vice President, Leigh Ann Brunson shall be Secretary, Sue Hoke shall be Treasurer and Neil O’Shaughnessy shall be Director at Large.

Item 4 – Manager’s Report

a) DRV Status

[REDACTED]



Item 5 – Old Business

- a) Permanent Rule Signage for Pool-Director Brunson is to provide verbiage for the signs. Director Brunson reported she is continuing to work on this.
- b) Pool Camera Warning Sign-Director Shelby forwarded Craig Isley the English and Spanish verbiage for "Area under Surveillance". Craig Isley is to obtain bids for 6 (six) 3 foot by 3 foot signs; green backing with white lettering and a picture of a camera on the sign. Craig Isley reported the signs have been made. Director Shelby asked that RealManage drop the signs off at his front door and he will determine placement of the signs.
- c) Office Max Refund-Jennifer Stephens reported this refund was accrued in December 2007 and the check has been issued by Office Max. Craig Isley reported that a credit in the amount of \$242.99 was issued on 4/15/08. However, RealManage is not in receipt of this check. OfficeMax is to reissue the check.
- d) Stub Agreement/DR Horton-Director Robinson did not provide an update. Director Robinson stated he would remain active in this project.
- e) Dedicatory Affidavit from Attorney-Director Robinson did not provide an update. Director Robinson provided Craig Isley a copy of this Affidavit.
- f) Commercial Lots Billing-RealManage is to verify what lots are showing as commercial and provide an update on the billing for each lot. Director Robinson and Director Shelby are to provide Craig Isley with information regarding the commercial. Director Shelby reported that a credit union is being built, as well.
- g) Family Swim Gym Coping Tiles-Director Brunson is to obtain the tiles from Director Shelby and provide them to Troy at Family Swim Gym. Director Brunson reported tiles had been selected which match. Director Brunson is to get with Troy at Family Swim Gym for installation.
- h) CC&R/ACC Guidelines for Portable Basketball Goals-The Board unanimously agreed to allow the use of Portable Basketball Goals; except those in need of repair. RealManage is to change the DRV configuration from "Sports Equipment" to "General, Unsightly". Craig Isley reported this has been completed.
- i) Fining-Jennifer Stephens to forward an example of a fine policy to the Board. Craig Isley reported this has been completed.
- j) Violation Notice Letters-Examples- Jennifer Stephens forwarded a copy of violation letter notice which includes fining to the Board. Craig Isley reported this has been corrected. RealManage is to inquire with Bill Flickinger if liens can be filed for DRV's. Craig Isley reported liens cannot be filed for DRV's as this is civil matter.
- k) Scofield/RealManage checks sent to Director Hoke-Director Hoke reported she was not receiving these checks for second signature. Craig Isley is to forward this information to Accounts Payable to ensure Director Hoke receives these checks in the future. Director Hoke reported that she has yet to receive these checks for second signature. Craig Isley is to work with upper management at RealManage and insure these are forwarded in the future.

- l) Hess Landscape contract renewal-Craig Isley presented copies of the new contract to the Board. The Board tabled signing the contract until they receive a copy of the old contract. Craig Isley is to forward the old contract to the Board. Craig Isley forwarded a copy of the old contract to the Board. The new contract was approved and signed by Director Quinn.
- m) Insurance Bids-Craig Isley is obtaining bids for insurance. Craig Isley presented 2 bids; one from Philadelphia and one from Hallmark. Director Shelby stated he would like to obtain a bid from an agent he knows. Director Shelby asked for approval of up to \$250 in case there is a consultation fee required. The Board unanimously agreed to this fee. Director Shelby is to forward his bid when obtained.
- n) 2008 Budget review-RealManage still researching why lifeguard charges for 2007 were higher than budgeted. Craig Isley is to provide details of charges for lifeguard services in 2007. Director Hoke asked that the line item "Legal" be subcategorized within "Professional". Craig Isley reported that "Legal" could not be subcategorized; however, can be listed on the budget notes.
- o) Adjustment to 2007 End of year financials-RealManage Accounting is to adjust the 2007 YTD financials showing the credited reimbursables in December 2007, not February 2008. Craig Isley reported this has been completed.
- p) [REDACTED]-The Board of directions unanimously agreed that the Association will not share in the cost of repairs, maintenance or replacement of this fence as each homeowner is responsible for this. Craig Isley is to draft a letter to the homeowner informing them of this decision. Craig Isley reported this has been completed.
- q) Pool furniture-RealManage is to power wash the pool furniture. Craig Isley reported this has been completed.
- r) Pest Control-RealManage is to contact Chem-Free and inform them of service beginning in May for a period of 6 months. Craig Isley provided a contract from Chem-Free. The contract was unanimously approved by the Board and signed by Director Quinn.
- s) Mailing to homeowners-Craig Isley is to prepare a mailing stating the ACC Guidelines for fences. Director Brunson is to draft a mailing with the pool rules. The Fence Guidelines will be on yellow paper and the pool rules will be on white paper. Director Brunson reported she is still working on the pool rule mailing. Director Quinn is to work with Craig Isley and provide verbiage and set up for the Fence Guidelines mailing.
- t) Pool parties-The Board unanimously agreed to allow pool parties on weekends for a trial period of one year beginning 2008. Craig Isley reported the pool department at RealManage has been notified of this change.

Item 6-New Business

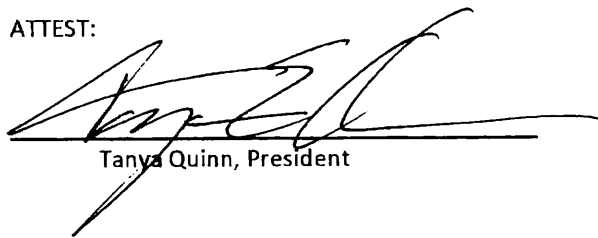
- a) Gift for Parmer Woods for hosting Annual Meetings-The Board unanimously agreed to provide a donation in the amount of \$200 to Parmer Woods charity of choice. Craig Isley will contact Terri Martinez about this decision.
- b) Pool area maintenance-Director Brunson asked for power washing of the pool deck. Craig Isley will notify Family Swim Gym to perform this duty.
- c) Family Swim Gym Pool contract-Craig Isley presented a new contract for Family Swim Gym. Director Hoke noticed a discrepancy in the term dates. Director Hoke asked for a new contract to be forwarded noting the term dates from 6/30/08 to 6/29/09. Craig Isley will contact Family Swim Gym and forward to the Board for review/approval.
- d) Resident's concerns-Communication from the Board. The Board had discussion on this matter. Director Quinn is to present website upgrades to the Board for review and consideration.

- e) Filling a vacant Board Position. Craig Isley provided the Board with copies of the Bylaw's, Article 6, Section 6.5 which directs the Board in filling a vacancy.
- f) Block Party-Director reported a block party occurring on 5/31/08 and asking if she could receive \$100 for the party, instead of \$50 as there are two sponsors for this party. The Board agreed that each sponsor would need to submit their requests separately.
- g) Volunteer from Annual Meeting. Director Shelby was provided a listing of homeowners who signed up to volunteer. Director Shelby is to forward this listing to the Land Zoning Committee as well.
- h) Bank Signature Card-Director Hoke asked that Craig Isley forward a new signature card since the new Board has now organized.

Item 7- Adjournment

Having no further business, the meeting was adjourned at 9:45 PM

ATTEST:



Tanya Quinn, President