

**Scofield Farms ROA
Board of Directors Meeting Minutes**

Meeting Date: June 28, 2012

Location and Time: CMA @ 6:00pm

I. Call to order

Present – Directors Shelley Karn, David Negrete, Emmett Bills, Paul Maine, Debbie Southerland

Property Managers Jennifer English and Mary Patterson

II. Approval of Prior Minutes

Review and approve minutes of the Board meeting held March 26, 2012.

Motion: Shelley Karn

Second: Paul Maine

Motion carried: Yes

Review and approve minutes of the special Board meeting held June 13, 2012.

Motion: Shelley Karn

Second: Emmett Bills

Motion carried: Yes

III. Committee Reports

- ACC (David):
 - Continue to see tremendous activity level; thankful for 5 members to handle workload; Kalpana Sutaria continues as chair.
 - Mostly landscaping changes are coming through ACC approval process; improved communication about ACC process, requirements etc. seems to be working as overall quality of landscaping in Scofield is improving.
 - Shelley mentioned issue of low hanging trees around pool – Jennifer will get bid from Hess on trimming these trees.
 - There is also a need to address low hanging trees in the neighborhood as a whole. Proposal to address this is as follows:
 - Shelley will compose a note to call attention to the tree trimming guidelines already posted on the scofieldfarms.org Web site and will send it to Paul to post this summer. Paul will also send the note out to the e-mail newsletter list.
 - In the fall, we will do a more extensive tree trimming campaign, marking trees that need to be trimmed and sending warning letters.

- Web site (Paul):
 - Content is regularly being updated.
 - Paul suggested that as much as possible, we post full texts of articles on Web site and link to Web site from Yahoo group only. Try to avoid duplicating content in both places.
- Neighborhood watch:
 - Nathan Southerland is potentially interested in doing this, but not the block party portion. Perhaps Leigh Ann Brunson could organize block parties?
 - Shelley asked that Nathan propose topics for a couple of upcoming meetings.
- Park:
 - Dan Frasier chosen by Mike Brindle as successor.
- Social:
 - Fourth of July party, Movies in the Park coming up
 - Need to find someone to organize neighborhood night out in October
- Pool (Paul):
 - Jerry Sachs and Paul interviewed two potential pool maintenance vendors today and they will be sending bids to Jennifer. Current vendor has made too many repeated mistakes and needs to be replaced.
 - They are also researching a new video surveillance system which would allow for remote access and be much more user-friendly. This will also require internet connection from pool which has not been worked out yet. More details will be forthcoming on this.
 - Broken tiles have been fixed and new signs on lifeguard chairs are now up.
 - Jennifer will get Paul a copy of the Pool FAQs document in Word so it can be updated to reflect current lifeguard hours and posted correctly on the Web site and at the pool.

IV. Treasurer's Report

- Financial Review - Jennifer
 - Irrigation overage -- due to repairs
 - Capital expenditure -- due to shed at pool
 - Playground will reflect in June's capital expenditure.
 - Emmett asked about any outstanding commercial properties to be transferred to the Ridge. Jennifer said only properties remaining are 2 AMLI apartment properties (listed as "Catoosa Springs Partners" on financial report).
 - David asked about overall spending – spending is up this year due to large capital expenditures, but reserves were enough to cover.
 - Emmett asked if an audit had been done since CMA had taken over. Jennifer said no and they cost around \$1500-2000. She said they are usually done every 3-5 years. Jennifer made a note to budget for an audit to be done in 2013 (tentatively). Emmett asked if reconciliation was done when management companies were switched. Steve Walden or Tanya Quinn may know. Jennifer will look into this.
 - Shelley mentioned discussing raising the assessments at our next meeting. We will discuss further at that time.

- Delinquency Review & Attorney Collection Status – Jennifer
 - Account #17186
 - Motion to have attorney to proceed with foreclosure – Emmett Bills
 - Second – Shelley Karn
 - Motion carried
 - Walgreens #6189, account #17430
 - Outstanding issue still with them; Steve Walden had talked to them but is currently letting attorney handle it.
 - RBC Bank, account #17999 and Federal Home Loan Mortgage Corporation, account #17909 – attorney is following up on their outstanding debt.
 - Jennifer reviewed cases of residents who wanted fees waived:
 - Account #18647 – dead grass issue now corrected.
 - Motion to waive \$25 fee – Emmett Bills
 - Second – Paul Maine
 - Motion carried
 - Account #17263 – tenant not taking care of weeds in yard.
 - Motion not to waive \$50 fine – David Negrete
 - Second – Emmett Bills
 - Motion carried.
 - Account #17015 – dead grass
 - Decided to table issue until next meeting because he has been sent intent to foreclose
 - Account #16808 -- \$50 fine for yard
 - Motion not to waive \$50 fine – Emmett Bills
 - Second – Paul Maine
 - Motion carried.
 - \$25 fine for broken fence post, fence now repaired
 - Motion to waive \$25 fine – David Negrete
 - Second – Shelley Karn
 - Motion carried.
 - \$25 fine for tenant’s barking dog (noise nuisance)
 - Motion not to waive fine at this point, but reevaluate at next board meeting – Paul Maine
 - Second – Emmett Bills
 - Motion carried.
 - If no further incidents, we may drop fee at that time, as recorded incidents of barking do not seem excessive (an hour or less).

V. Old Business

- Bylaw & CCR amendment status:
 - Steve Walden has not handed over to David yet; David will follow up with Steve.
- DRV updates- Mary:
 - 149 violations from beginning of May to June 28
 - Architectural – 5
 - Landscaping – 90
 - Vehicle Parking – 5
 - Animal and Pets – 1

- Fencing – 11
 - Rubbish and Debris – 34
 - Signs – 1
 - Unsightly – 2
- Checking weekly for violations is paying off (rather than twice monthly). Some people are waiting until 3rd notice to take care of issues.
- Mary called about 6 raised sidewalks. 5 of 6 have had temporary fix done by city of Austin. Emmett mentioned several fallen sidewalks on Withers Way that need attention.
- Shelley mentioned house on Braided Rope with dead trees in front and back yard. Mary will take note and send notice to remove dead trees. David mentioned that under deed restrictions we must have 2 live trees up front.

VI. New Business

- ACC approval guidelines through CMA:
 - On David's list to work on, not done yet.
- UFCU light intrusion:
 - Steve Walden sent e-mail update today. Changes being made to fence/light shields/lower wattage lights to reduce light pollution to neighbors whose property borders UFCU.
- Watering new trees at the park:
 - City of Austin wants to plant new trees, but we would need to water once a week. Leigh Ann Brunson's husband has volunteered to do this – he has a tank. He has asked for permission to fill tank at the pool.
 - Emmett Bills made motion to approve use of pool water.
 - Second – David Negrete
 - Motion carried.
- Movie in the Park
 - Sue Jahn has proposed August 11 and Kung Fu Panda 2 for movie.
 - Shelley will let her know date/movie are fine and see what other support she might need from us.
 - Shelley asked Emmett to communicate with Dan Frasier to make sure park is mowed in time, fire ant treatment, etc. Emmett will be our main contact with Dan going forward as needed for future events.
 - There was a question about whether there is a corporate sponsor.

VII. Other Business:

- Discussion of new work to be done in pool area –
 - Paul, David, and Emmett have met over the past few weeks to talk about plans for this area.
 - D&S Construction has prepared an estimate, but it needs to be changed and expanded.
 - David will update his sketches to include changes which include new shaded area with power. At that time Jennifer can get updated bids.
 - Jennifer asked about power outlets. David mentioned that maybe they should be in some type of concrete above ground for protection. This will be discussed further after David's updated plans are ready.
 - Paul is available to meet with contractor after David's plans are prepared.
 - We should be able to continue working on this project via email – don't have to wait until our next board meeting.

- Emmett asked about frequent overages on irrigation repairs and looking at minimizing our future maintenance costs (or budgeting more?).
 - Jennifer said that she has been told that this is because of dry ground movement due to drought. Emmett said he thinks it is from lawn people hitting it with equipment.
 - Jennifer will look into have an irrigation specialist possibly (separate from Hess?) evaluate our systems and will follow up with Emmett. David mentioned Key Sprinkler as a possibility.
- Emmett mentioned gabion at Metric/Staton that is falling apart – Jennifer will check out.
- Jennifer will get bid on fencecrete – worst sections (not just hairline cracks). We will bear full expense for these sections. Most of these are on the east side of Metric.

VIII. Next Meeting: Monday, August 27, 2012 6-8 pm at CMA

IX. Adjournment: 8:00 pm

X. Executive Session – none needed.