

**Scofield Farms Residential Owners Association  
Board of Directors Meeting Minutes**

**Meeting Date:** Monday, August 27, 2012

**Location and Time:** Certified Management of Austin @ 6:00pm

Certified Management of Austin  
9600 Great Hills Trail, Suite 100E  
Austin, TX 78759

**I. Call to order – 6:10 pm**

Present – Shelley Karn, David Negrete, Debbie Southerland

Property Manager Jennifer English

**II. Approval of Prior Minutes**

Review and approve minutes of the Board meeting held June 28, 2012.

Minutes approved with stipulation that address information formerly contained on pages 2/3 be removed as directed by Connie Heyer, our attorney.

Motion: David Negrete

Second: Shelley Karn

Motion carried: Yes

**III. Committee Reports**

- ACC (David):
  - Number of applications has gone down after spring rush. All have been approved or approved with conditions – no applications have been declined since our last board meeting.
- Website (Debbie):
  - We made Useful Links/Phone Numbers for the City of Austin a permanent part of the site (page) rather than just a post for easy reference.
  - We are planning to reorganize the Documents/Forms pages soon to make them more user-friendly.
- Neighborhood watch:
  - Neighborhood Watch coordinator position is still vacant.
  - We need to find someone to at least coordinate National Night Out – Tuesday, October 2. It would be preferable to have individual events, but one large event at the pool or Scofield Farms Park would be acceptable.

- Jennifer suggested having fire truck, police stop by. Jennifer suggested putting notice out on Constant Contact or Scofield Yahoo group to look for a coordinator for event.
- Social:
  - Movie in the Park was very successful – many thanks to Sue Jahn for her work.
  - Debbie will host a meeting at her house with the Scofield Ridge board on September 5 to discuss working together on further social events.
  - Shelley was contacted by Lisa Griggs to start planning ahead for the Easter Egg Hunt.

#### **IV. Treasurer's Report**

- Financial Review – Jennifer
  - It was decided to raise the monthly assessment from \$37 to \$38.50 for the next fiscal year. Shelley will research when the fee was last raised, so this can be communicated to residents when the news of the increase is announced.
    - Motion to increase monthly assessment to \$38.50 – David Negrete
    - Second – Shelley Karn
    - Motion carried.
  - Legal fees were a little high for July due to collections.
  - Pool costs have increased in July as the pool company has added a Sunday chlorine treatment.
  - Committees expense was higher than normal in July due to Movie in the Park expenses.
- Delinquency Review & Attorney Collection Status – Jennifer
  - Steve Walden is still working with Connie on mixed use property – Connie is waiting for Scofield Ridge's attorney to get back to her on issues that they have.
  - Shelley asked about the Stack property, which was sold, still being on the delinquency list. Jennifer will research this.
  - We have several homes that are in the process of letters of intent to foreclose.

#### **V. Old Business**

- Bylaw and CCR amendment status:
  - David is waiting for information from Steve Walden.
- DRV updates – Jennifer
  - Mary Patterson is no longer with CMA.
  - 229 violations from June 1 – August 27.
  - Shelley is riding along with Jennifer on 8/30 to do the twice monthly drive through.
    - Shelley and Jennifer will drive by house backing to Kincaid (on Kirkglan) with fallen fence and will look at it on Thursday.
  - David asked about requirement that we have 2 live trees in the front yard. He asked if Jennifer could take notice of yards with missing trees on her drive through.
- UFCU light intrusion issue is settled.

- Watering of trees at the park is canceled for the moment – the city of Austin decided not to plant trees right now.
  - Shelley is going to check on details with city and verify the reason that trees are not being planted. David mentioned that it would be ideal to plant trees between now and the park cleanup next year.

## **VI. New Business**

- Discussion of CMA's fee for Resale Package
  - Jennifer distributed a breakdown of CMA's fees and comparison with other local property management companies.
  - Shelley mentioned discussion with Steve Walden – we did not negotiate for these particular fees with CMA when contract was signed with them. The fees do not directly involve the HOA – they are between the buyer and seller.
  - Although we did not negotiate for these fees, they were disclosed in Scofield ROA's contract with CMA.
- Discussion of possibility of approving board meeting minutes earlier via email (rather than during next board meeting), so they can be posted earlier on the website.
  - Jennifer let us know that we can post a draft version of the minutes on website and then vote on approving the minutes at the next board meeting.
- Discussion of posting of foreclosure/personal information in the minutes
  - Jennifer forwarded us Connie's legal opinion on what information regarding foreclosures, fines etc. must be included in the minutes.
- Discussion of adding new Technical Resources insert to welcome packets
  - The insert has been approved by the board.
  - Debbie will forward the insert to Jennifer ASAP so she can have Sarah start adding it to the welcome packets.
- ACC approval guidelines through CMA
  - Shelley mentioned that we cannot limit roof material (metal etc. can be used). She will send David documentation of this when she finds it.
  - David suggested that if metal is used, no color be allowed.
- Recommendation from the Pool Committee to change pool maintenance companies
  - New maintenance company (Tropical Pool Service) has been chosen by the Pool Committee and needs board approval, due to issues with current pool vendor.
    - David Negrete made a motion to approve the termination of the current contract with Crystal Clear Pools and change the vendor to Tropical Pool Service.
    - Second – Shelley Karn
    - Motion carried.
    - Jennifer will send a 30 day notice to Crystal Clear to terminate our service as of 9/30/2012. The new contract with Tropical Pool Service will begin October 1, or earlier if Crystal Clear suspends services before then.

- Recommendation from the Pool Committee to purchase a new surveillance system (retail cost approximately \$1100) with remote access, as well as Internet wiring to make this possible.
  - David Negrete made a motion to approve the Pool Committee's proposed purchase along with additional expenses of up to \$300 for a router, so wifi service could be available for those at the pool.
  - Shelley Karn seconded.
  - Motion carried.
- The architectural changes for the pool have been approved by the board.
  - Paul is meeting with 3 contractors this week to get bids.
  - Ideal time for these changes is approaching after the pool closes on 10/31/12.
- Discussion of trimming trees and quotes for trimming
  - Bid for tree trimming was received from Hess.
    - Hess is not a certified arborist, but will use a certified arborist that they contract with.
    - Shelley asked that we get a few more bids from arborists.
    - David recommended Bo's Tree Service (Baudilio Ireguas). Jennifer will contact him for a bid as well as Bartlett's Tree Service and Brad's Tree Service.
    - We also suggested Adam's Apple Tree Service and Green Tree and Shrub Care as other options, if they are needed.
    - Paul will need to tell Jennifer what other public areas need to be added to the bid (such as trees on east side of Metric). Shelley asked also that the Scofield Farms Drive entrance be added to the bid, if it is not already there.
- Shelley discussed the issue of 3 homes with oak wilt on Braided Rope.
  - Cost of removing trees will be high.
  - Shelley spoke with city arborist and he said it is best to let trees die completely first before removing. He said oak wilt is only affecting native trees (not trees planted when neighborhood was developed). He is sorry that he was not called when disease was first spotted – trees could have been saved. He thinks the disease may not spread any more at this point because there are no more native tree "hosts" nearby to carry it.
  - Injection for oak wilt costs \$500 for a large tree and neighborhood will reimburse half the cost.
  - Shelley will coordinate a meeting with affected neighbors and the city arborist as well as others nearby with healthy native trees to make sure their trees are treated.
    - Arborist can examine affected trees at that time.
    - Meeting will center on affected homes, but neighborhood will be invited.
    - Jennifer suggested making it an ice cream social. Shelley will schedule meeting and let us know so board can attend as well. Hoping for a Saturday morning timeframe in October.

- Shelley asked about the neighborhood helping with cost of removing trees with oak wilt. One home has \$10,000 of tree removal work. David questioned that amount (said it was probably city number) and private arborist would charge less. He also said it was too much of a slippery slope to start helping individual lots as this may lead to too many requests for funds.
- David suggested that we send targeted mailing or notice to homes with old oak trees regarding oak wilt. David suggested also that news story on this could call attention to issue and that our neighborhood reimburses residents for half of the treatment cost.
- David asked about trees in the park and if they were affected by oak wilt. City arborist looked at them and said they were not being affected. Shelley will ask him to examine them again when he returns.
- Jennifer suggested using Constant Contact to disseminate regular information about oak wilt (once or twice a year).
- Discussion of tree trimming initiative
  - Plan to do this in October/November 2012.
  - At this point, we would ask residents to cut their trees to 10-14 feet above the sidewalk.
  - Jennifer will check the SF deed restrictions to see if they address this issue before we communicate with the neighborhood.
  - David said that if the deed restrictions enforce a height less than 10 feet, the ACC guidelines could be changed to reflect our new wishes.
  - Jennifer mentioned that any ACC changes as of this year would need to be filed and recorded. Jennifer can do this for us. David will need to give Jennifer any ACC changes already made this year to file and record.
  - Jennifer will also research with Hess to determine how they handled tree trimming initiatives in the past (marking trees, cutting trees that are not in compliance after residents ignore warnings, etc.)
- Fencecrete update
  - San Antonio-based fencecrete vendor (Doug, from Fencecrete America) recently contacted Jennifer, after Martin had walked along the fences to identify issues.
  - Doug wants someone with the power to approve spending to walk the fences with him and tell him exactly what we want to be fixed (what minor issues are acceptable, and what are our main concerns).
  - Shelley will plan to walk the fences with him in the beginning of October. David will join him and will invite Steve Walden as well.
  - Jennifer mentioned that the fencecrete was damaged on the back side of Boswood Dr. by another contractor. The contractor called Jennifer and said they would reimburse us for the damage. Jennifer will ask Doug for a quote, send a bill to the contractor and ask him to cut a check to the Scofield ROA.

## **VII. Other Business**

- Shelley will be out of the country 9/8/12 – 9/24/12. While she is gone, Jennifer will send all requests needing approval to David and copy Shelley.

- We reviewed document package from Hess – “2012 additions” which covers proposed costs of additional work to be done.
  - Emmett recently went on a ride through the neighborhood with Hess to verify that our landscaping is being properly maintained.
  - In addition, Mark Hess sent an email to Emmett and Shelley answering Emmett’s questions regarding landscaping. This will be shared with the rest of the board.

**VIII. Next Meeting – Monday, November 5, 2012, 6 to 8 pm at CMA.**

**IX. Adjournment – 8:15 pm**

**X. Executive Session – none needed.**