

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

Meeting Date: Tuesday, November 6, 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 – 6:05 pm

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

Property Manager Jennifer English

II. Approval of Prior Minutes

Review and approve minutes of the Board meeting held August 27, 2012.

Motion to approve minutes: Emmett Bills

Second: Paul Maine

Motion carried: Yes

III. Committee Reports

- ACC (David)
 - Nothing has come through the ACC's review since the last board meeting in August – spring and summer rush is over.
- Website (Paul and Debbie)
 - 2 advertisements were recently added to the website from Neighborhood Night Out donors (Dave's Ultimate Automotive and The Paint Queen).
- Neighborhood Watch
 - Neighborhood Night Out was a big success.
 - Still need to find a chair for the Neighborhood Watch program.
- Social
 - No updates.
- Pool (Paul)
 - Jerry Sachs is no longer committee chair; Paul is serving as temporary chair until a replacement is found.
 - Paul will contact Steve Walden about possibly taking over the chair position.
 - Wireless internet service is now operational at the pool.
 - Emmett suggested bundling the 2 existing phone lines at the pool with internet service and possibly saving money. Jennifer will look into it.

- Jennifer will also look into new signage for the pool area indicating that wireless internet service is available.
- New security system for the pool area was purchased.
 - One camera is already installed, and Dallas Yenawine is going to install the other cameras.
- Additional items needed for pool area – new monitor for lifeguard room (current one is very old) as well as 2 additional cameras for the entryway that will be compatible with the new security system.
 - Motion to purchase 2 additional cameras and monitor, cost not to exceed \$1,000 – David Negrete
 - Second – Emmett Bills
 - Motion carried.

IV. Treasurer's Report

- Financial Review (Jennifer)
 - Irrigation costs were a bit over budget in September, due to repairs.
- Delinquency Review and Attorney Collection Status
 - Looking good with exception of commercial properties, which are still under review.
 - Every account with amount owed over \$500 is currently with attorneys.
 - Shelley asked where accounts #17128 and #17129 (2 properties owned by same person) were in the enforcement process. Jennifer said we could not take much action because they have paid assessments, but are just delinquent on deed restriction violation fees.
 - Shelley asked Jennifer to change the name of the owner on the former Stack property (still listed as "Stack" in records) to the new owner of the property.
- 2013 Budget Review & Approval
 - David asked about lowering the 10% early payment discount to 5%, due to changing economic conditions since the 10% discount was instituted (lower mortgage rates, interest rates on savings, etc.)
 - Motion to lower early payment discount from 10% to 5% - David Negrete
 - Second – Emmett Bills
 - Motion carried
 - Jennifer will prepare a letter to send to residents addressing raising the monthly assessment as well as noting the 5% early payment discount.
 - David asked Jennifer to locate the reserve study commissioned by Tanya Quinn several years ago. This study contains information regarding the valuation of neighborhood property and when assets need to be replaced.
 - Jennifer will locate the reserve study and see if there are any capital improvements on it that need to be taken care of in 2013.
 - She will add them to the 2013 budget and send the budget to us to review and approve.
 - She would like to send out information about 2013 capital improvements to residents with the letter about 2013 assessments.

- Repair/replacement of fencecrete will cost at least \$15,000 in 2013 (included under “Major Projects” on 2013 budget).
- Emmett discussed the high cost of irrigation repairs - \$16,000 per year
 - Hess has said much of the irrigation system was installed incorrectly by original developer, before sidewalks were put in. Also, low water pressure makes watering difficult.
 - Emmett asked if possibly we could replace the system a piece at a time.
 - David asked about possibly replacing entire system.
 - Jennifer will look into getting bids for an entire new system from licensed irrigators (not Hess); she also will investigate whether discount is available from city for new irrigation system.
- Jennifer mentioned Hess landscaping recommendations (Power Point presentation) from earlier in year which included several items. She will resend this to all of us, and we can note items that need to be addressed most and possibly add to 2013 budget.
 - Hess’ recommendation for mulching needed will cost \$2895. We agreed that mulching should be done as soon as possible.
 - Motion to approve expenditure of \$2895 on mulch – Emmett Bills
 - Second – Paul Maine
 - Motion carried.
- Finally, Jennifer will also look into upgrading or removing the handwritten sign (“no stake signs”) Hess has placed on Chasewood Drive at the entrance to the Park section.

V. Old Business

- Bylaw and CCR amendment status
 - Steve Walden hasn’t responded back to David on this – David will follow up.
- DRV updates
 - 213 violations between 8/1/12 and 11/6/12
 - Rubbish and debris – 91
 - Landscaping – 91
 - Fencing – 14
 - Vehicle parking – 7
 - Unsightly – 7
 - Noise – 1
 - Sports equipment – 1
 - Architectural – 1
 - 1 person (account #17286) moved car into driveway from street after receiving a fine – requested that \$25 fee be waived.
 - Motion to waive \$25 fee – David Negrete
 - Second – Paul Maine
 - Motion carried.
 - Paul mentioned homeless problem at Scofield Farms commercial property at entrance to neighborhood – some homeless are camping out on the property. Unsightly appearance of some of the property was also discussed.

- Jennifer will address these issues with Michelle, property manager for the commercial property. She will look into having Michelle join us for a future meeting – possibly a conference call (Michelle is located in Houston).
- Shelley asked about having the commercial property pressure washed – Jennifer will ask Michelle about this. She will also ask Michelle about some debris that is dumped behind the post office that Emmett has noticed.

VI. New Business

- Review tree trimming quotes (live oaks and Bradford pears around pool and Scofield Farms Dr. entrance to neighborhood)
 - 3 quotes received – Best, Bartlett's and Brent's
 - All are certified arborists.
 - Decision was made to accept Best's proposal due to economical price and clarity of proposal.
 - Motion to accept Best's estimate and move forward with tree trimming – Paul Maine
 - Second – Emmett Bills
 - Motion carried.
 - Paul will look into whether trimming of Yaupon trees is also needed (Brent's mentioned this in their bid).
 - David mentioned a dead tree which has fallen between the UFCU fence and houses behind it. It is currently held up by other trees, but could become unsafe.
 - Jennifer will ask Best if they can remove this tree at the same time as the other tree trimming work.
 - Shelley asked Jennifer to let us know how much the additional work will cost.
- Fencecrete update
 - No meeting with vendor yet – he has expressed a desire to meet with Shelley.
 - Jennifer will schedule a meeting with the vendor and will let us know.
- Discuss Stack lot
 - Current deed restrictions stipulate that the lot cannot be left over 18 months with just a foundation on it.
 - New owner does not plan to build within this timeframe – however, he has stated that he could remove the foundation soon in preparation for the building process.
 - David said he will need to get a demolition permit from the city of Austin before the foundation is removed.
 - David also mentioned that he should also submit plans with the ACC before he builds his new home.
 - We agreed that the property is an eyesore. In order to improve the current appearance, Shelley will ask if he can move forward with removing the

foundation and reseeding the grass, as well as removing the driveway up to the sidewalk.

- Emmett also asked about the vacant lot next to the Walden property on Bayfield. David mentioned that it is owned by a person who was going to build a house, but chose not to when her husband passed away.
- Discuss vacant lot behind 1436 Tamar (13205 Kincaid Ct.)
 - Owner of 1436 Tamar was complaining that he couldn't repair his fence because of bushes on the lot behind him.
 - CMA then trimmed bushes and the fence was repaired.
 - David mentioned that this lot (which currently belongs to the HOA) should belong to the city of Austin because it has a detention pond. No one can build a home on it.
 - Jennifer will look into this with legal advisors and see if this lot can be deeded to the city of Austin, or if the process was started at any time in the past.
- David also mentioned the empty lot between Westview Middle School and the Parmer Lane Montessori, which is unbuildable. He suggested that Jennifer look into whether this property can be deeded to someone else, along with a similar property on Withers Way (both currently owned and maintained by the HOA).
- Scofield Farms Park was finally mowed by the city of Austin recently.
- Discuss new Wells Fargo sign
 - Shelley discussed this issue with Steve Walden – Wells Fargo worked with Scofield Farms at the time the bank was built, and installed a berm sign at the time as a favor to the neighborhood (not in response to deed restrictions).
 - We have no authority to control their signage.
 - Shelley asked about researching overall sign restrictions in the area (can anyone put up larger signs than the Wells Fargo sign?).
 - David mentioned that city of Austin restrictions are online.
 - Shelley will contact Leigh Ann Brunson to do further research.
 - Shelley asked about doing more research into getting same signage restrictions on our side of Parmer as Parmer has west of Mopac – she will also ask Leigh Ann to look into this.
- Pool improvement project update
 - Paul discussed 3 bids received for work.
 - 2 for fencing/concrete – C. Brooks Construction and D&S Construction
 - 1 for shade structure – Creative Components (providers of shade structure over the playground).
 - Creative Components has asked us to get the permit for the shade structure.
 - A question arose over who obtained the permit for the playground shade structure.
 - Shelley will check with Steve Walden.
 - We would like the contractor to handle the permit process, if possible.

- C. Brooks built shed by the pool. D&S is often used by CMA for other projects.
- Paul also asked Hess for an estimate on the sprinkler system work that would be required. Mr. Hess said that he cannot give us an estimate without digging up the area, since they did not install our system. He will look at the irrigation system when the other contractor begins work.
- We decided to choose D&S for the fence/concrete work (due to lower price) and Creative Components for the shade structure.
 - Motion to approve D&S and Creative Components as contractors for the pool improvements, with a \$4,000 management reserve for extra expenses (irrigation, etc.) – Emmett Bills
 - Second – David Negrete
 - Motion carried.
- Jennifer will schedule meeting with Paul, D&S, Hess, and CMA maintenance supervisor so that work can start as soon as possible.
- Paul mentioned that shade cover work and other work will have to be coordinated so that fence is not down and pool is unprotected – could be a hazard to young children.

VII. Other Business

- Emmett mentioned that Hess had shortened watering times due to complaints from joggers (this started quite a while ago – watering reduction was approved by a prior board).
 - Paul asked if we might want to look into other landscaping vendors.
 - Emmett asked that we first examine the improvements Hess has suggested, then discuss further.
- We reviewed the Lifeguard4Hire bid for the 2013 pool season. They offered a \$500 credit if we committed to their service in 2013 by 11/30/12. We agreed to continue using Lifeguard4hire.
 - Motion made to commit to using Lifeguard4Hire in 2013 – Emmett Bills
 - Second – Paul Maine
 - Motion carried
- Shelley asked Jennifer to put scheduling of the 2013 annual meeting on the agenda for our next board meeting in January.
 - We can also discuss whether we want to have the 2013 annual meeting at Parmer Woods instead of Westview Middle School, due to the cost savings of holding it at Parmer Woods.

VIII. Next Meeting – Tuesday, January 22, 2013, 6 to 8 pm at CMA.

IX. Adjournment – 8:10 pm

X. Executive Session – none needed.