

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

Meeting Date: Tuesday, January 22, 2013

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, Emmett Bills, Paul Maine, Debbie Southerland

Property Manager Jennifer English

II. Approval of Prior Minutes

Review and approve minutes of the Board meeting held November 6, 2012.

Motion: Paul Maine

Second: Emmett Bills

Motion carried: Yes

III. Guest: Mark Hess of Hess Lawns (irrigation discussion)

- Repair costs rose from 2011-2012 due to the ground being a lot drier and big joints getting loose and breaking. Joints have also broken near tree roots where the roots are drawn to water in the pipes and cause breakage.
- The question of replacing the entire irrigation system was discussed. Mark said that our irrigation was old, but not bad quality and a new system would not make much difference if the ground continues to be so dry.
- Mark said that Hess has been putting concrete blocks around broken joints in the system to reduce breakage. Several controllers have also been replaced.
- Hess made some improvements in 2012 to obtain better results based on city of Austin watering restrictions:
 - Drip irrigation installed at Chasewood entrance to the Park at Scofield.
 - MP rotator nozzle installed at pool area, where water pressure is low to deliver better performance.
- Mark is looking into applying for a budget- rather than schedule-based watering pilot program from the city of Austin (<http://www.austintexas.gov/department/alternative-irrigation-compliance-pilot-program>) for Scofield Ridge, and possibly Scofield Farms, to improve landscape conditions.
- Mark does not know who installed our system or if a diagram exists of the entire system. Jennifer will look and see if this information is available.

- Emmett asked about the availability of unclaimed water – Mark did not think this was available.
- Emmett also asked about compost to retain water, but Mark said this would be too expensive to buy on a large scale. However, he is looking into the possibility of using compost tea on a large scale.
- Shelley asked Mark to evaluate the system and let us know areas of greatest need, so these could be addressed first.
 - Paul asked if extra compensation would be needed for this evaluation work.
 - Mark replied that for large contracts such as SF, he does this work as an added value service, unless time spent becomes excessive.
- The board also needs to review the bid Mark sent last fall giving details regarding several proposed improvements, and see if there are items yet to be approved/discussed.
- Shelley asked Mark to move forward with fixing a problem area on the west side of Metric between Scofield Ln. and Foal, where no grass is growing.
- Paul asked about excessively tall bushes on the right hand side of Scofield Farms Drive, entering Scofield Farms from the UFCU credit union.
 - This may be some Knock Out rose bushes which have become too tall.
 - Mark will look into this and see what else could be done in this area.
- Emmett asked about the re-formation of a landscaping committee for Scofield to advise Mark.
 - Mark mentioned Victor Esche (SF resident and horticulturist) as a good resource.
 - Paul will ask Victor about heading up this committee – if he accepts, we will look into adding more members to the committee.
- Shelley asked about getting an estimate from Brad (Best Tree Service) on deep root fertilizing for trees and crepe myrtle.
 - Jennifer will look into this.
 - David suggested that we also obtain an estimate from Green Tree and Shrub Care (Jeff Heater).
- Motion made to vote on moving forward with composting the Foal/Scofield Ln area, obtaining an estimate on deep root fertilization, and having Hess evaluate the sprinkler system for main problem areas.
 - Motion – David Negrete
 - Second – Emmett Bills
 - All voted in favor.

IV. Committee Reports

- ACC (David)
 - 1 project approved in October, 1 in December with conditions.
- Website (Paul and Debbie)
 - Several changes will be implemented in the near future to improve participation on the scofieldfarms.org forum:
 - The approval process for forum membership will be loosened to no longer require verification of residence by pool card or utility bill.
 - All references to the scofield Yahoo group will be removed from the scofieldfarms.org website since the Yahoo group is not the official communication channel for the ROA.

- A software upgrade for the forum will take place and users will be able to obtain daily email digests of recent posts.
 - Instant Communicator has not been used lately due to low levels of crime in the neighborhood. Paul may send out a test message to all subscribers to verify operation of the system.
- Neighborhood watch
 - No updates at this time.
- Social (Debbie)
 - March 30 – Easter Egg Hunt at Scofield Farms Park from 10:30 am – 12 pm.
 - Egg hunt, food, and petting zoo.
 - Organized by Lisa Griggs and Laura Nattinger.
 - Debbie will check with University Federal Credit Union regarding possible sponsorship of the event.
 - Jennifer will check on whether a city of Austin permit is required.
 - April 14 – Pool Opening Party from 3 pm to 6 pm.
 - Will most likely order frozen custard again from Culvers – 150 scoops.
 - Paul will arrange for the Strictly Business Band to perform. Paul is volunteering his time and the cost for the remaining band members is \$375.
 - Motion made to vote on approving \$375 cost for band.
 - Motion – Emmett Bills
 - Second – Debbie Southerland
 - All voted in favor, except Paul, who abstained from this vote.
 - We will plan to publicize the event with signs at entrances as well as flyers.
 - July 4 – Fourth of July Party
 - Maria Shelby will organize again.
 - Tentative time: 10 am to 2 pm
 - Paul has been approached by neighbors about a community yard sale. Shelley will contact Jenny Walker and see if she is interesting in organizing this again this year. She will also follow up with her regarding sponsorship of the Easter Egg Hunt.
- Park
 - David asked about setting up a park cleanup event again. Also, the former wildflower and Indian burial ground signs in the park are gone.
 - Emmett will contact Dan Frasier about obtaining new signage as well as organizing a possible cleanup event.

V. Treasurer's Report

- Financial Review – Jennifer
 - We were a little short for the year on income due to commercial assessments being decreased.

- Some properties fall under Scofield Ridge's domain instead of Scofield Farms. However, this is not finalized yet – Connie Heyer is waiting for a response from Scofield Ridge's attorney.
 - Expenses were over budget by \$30,000 due to capital improvements (new playground), legal fees, and irrigation repairs.
 - She is waiting for the Reserve Study update to be received from Reserve Advisors.
- Delinquency Review & Attorney Collection Status
 - Jennifer will research why Inland Properties (shopping center) is listed on the delinquency report, as they have been paying assessments.
 - Every homeowner delinquency over \$500 is with the attorney. Commercial property delinquencies will not be turned over to the attorney until the commercial assessments issue is resolved between Scofield Farms and Scofield Ridge.
 - Attorney action on accounts #17128 and #17129 (same owner) is on hold because the owner is paying assessments.
- Shelley voiced her concerns regarding whether CMA is noting deed restriction violations consistently – she has seen several recent issues that are not being corrected.
 - Jennifer will drive with Stephanie again soon to review the types of violations that should be cited.
 - Jennifer verified that Stephanie is citing residents with Christmas lights/decorations still up.

VI. Old Business

- Bylaw and CCR amendment status
 - No updates.
- DRV updates
 - 101 Deed Restriction Violations from 10/1/12 to 12/31/12:
 - 64 rubbish and debris
 - 26 landscaping
 - 6 vehicle parking
 - 3 unsightly
 - 2 fencing

VII. New Business

- Pool improvement project (Paul)
 - Dallas Yenawine volunteered his time to replace the existing cameras with new pool cameras in November.
 - The secondary gate structure is up.
 - Paul discovered that the original measurements for the shade structure were incorrect, and stopped the manufacturing of the shade structure until correct measurements were taken and a permit was obtained from the City of Austin.
 - The City of Austin requested engineered drawings for the shade structure, resulting in \$800+ charge for engineered drawings. Once the engineered drawings arrive, they will be submitted to the City of Austin.

- After the permit is approved by the City of Austin, Paul will notify the shade structure vendor to begin manufacturing.
 - Paul called for a motion/vote on sending a partial payment to the contractor for the project due to the long duration of the work.
 - Motion – Paul Maine
 - Second – Emmett Bills
 - All voted in favor.
 - Once city of Austin approves the drawings of the shade structure, there will be a 3 to 4 week manufacturing time for the canopy and, hopefully, 2-3 days to install it.
 - Paul will ask the contractor if we can proceed with pouring concrete before the shade structure is installed.
 - Footers will be constructed for the shade structure poles.
 - We are waiting to pour concrete for the gate around the playground until the permit is approved by the city of Austin.
 - Paul asked if a permit was obtained for the playground shade structure last year. Jennifer was unsure.
 - Jennifer will look into replacing the dilapidated trash can enclosure by the playground.
 - David mentioned poor condition of pool parking lot
 - Needs sand mixture, seal coat, new lines painted, and improved handicapped signage.
 - Jennifer will obtain bids for resealing and restriping the parking lot.
 - David asked for a motion/vote to approve adding the resealing and restriping of the parking lot, evaluation of handicapped parking signage, and new trash can protector to the existing pool project.
 - Motion – David Negrete
 - Second – Paul Maine
 - All voted in favor.
 - Emmett asked about the lack of solar lighting at the pool mail structure. Jennifer will ask Martin about what lighting could be added to this area.
- Fencecrete update
 - Matt assured Jennifer that he will get us a bid by the end of this month. If we don't receive a bid by then, Jennifer will escalate to his boss.
- Adopt Fence Rule
 - Motion made to vote on adopting the fence rule as written.
 - Motion – David Negrete
 - Second – Paul Maine
 - All voted in favor.
 - In cases of disagreement over allowing access to property for fencing, residents may need to call Travis County Constable to ensure compliance.
 - We will include information about the rule on the website. Jennifer will also mail out information to all residents about the new fence and camera rules.

- **Adopt Camera Rule**
 - Motion made to vote on adopting the camera rule as written.
 - Motion – Paul Maine
 - Second – Debbie Southerland
 - All voted in favor.
 - This rule is adopted in lieu of signage at the pool.
 - We will post this rule on the bulletin board at the pool along with updated pool rules and wireless internet information.
- **Irrigation System**
 - Emmett and David asked Jennifer to obtain a bid on moving sprinkler heads on the east side of Metric so they will water more grass and fewer sidewalks.
- **Annual Meeting**
 - Possible date – Tuesday, May 7 from 7 to 9 pm. Registration will begin at 6:30 pm.
 - Debbie will check with the Parmer Woods retirement center to see if it is available.
 - Shelley will bring her LCD projector and laptop.
 - Paul will look into the option of purchasing an affordable microphone and screen rather than renting them this year.
- **12600 and 12608 Scofield Farms – fence repairs**
 - Fences are actually missing in both cases.
 - Both owners have received their initial warning letters.
 - Second letter will be sent next week giving them 30 days to correct the problem themselves. CMA will then step in if the fences are not replaced.
 - The board will vote on taking further action via email, if necessary.

VIII. Next Meeting – Tuesday, March 26, 2013, 6 to 8 pm at CMA.

IX. Adjournment – 8:20 pm

- a. Motion to adjourn and enter executive session – Emmett Bills
- b. Second – Paul Maine
- c. All voted in favor.

X. Executive Session