

Cove of Nantucket Homeowners Association

Minutes of Board Meeting

Date and Time: January 23, 2018, scheduled to begin at 5:30 p.m.

Location: Offices of Neighborhood Partners, 4519 Mills Park Circle, Suite 200, College Station, TX.

Purpose: Board meeting.

Attendance: Directors Linda Lindan, Jeannie McCandless, Dick Dabney, Laurel Hargis, Bernita Clark; Neighborhood Partners representatives Sandie Miller, Lorena Spicher. Reference attendance list at end of minutes also notes homeowners in attendance.

- A. Call to Order** - Linda Lindan called the meeting to order at 5:30 p.m.
- B. Meeting Minutes** - Minutes of the previous meeting, conducted October 10, 2017, were previously reviewed and agreed through email distribution. Minutes were accepted at this meeting.
- C. Treasurer's Report** - Laurel Hargis reviewed financial information. Laurel commented that we will be able to add \$5000 to reserves, bringing the reserve amount to about \$19,000. There was discussion for items for which the reserve funds might be needed, to determine our possible financial exposure. This included replacement of fountain pump equipment, repair to entrance monument sign in case of damage, repair to white vinyl perimeter fence in case of damage, work required at irrigation controllers, cleaning of ponds, any repair needed for sidewalks, and losses if incurred due to uncollected debt. It was noted that sidewalks in the linear park and along Parkland Drive would be the responsibility of the city and not the HOA. Maintenance or repair to concrete drainage swales would be HOA responsibility. Treasurer's Report was accepted. There also was approval for the budget comparison to date (motion McCandless, second Dabney).

There was companion discussion regarding the possibility of abandoning the pond features, as some individuals have suggested for more parking area. Sandie Miller had questioned that prospect with city officials and reported that any such change would require professional engineering and installation of underground drainage piping adequate for the calculated required flow of rain runoff. The cost of engineering design and all construction, meeting city standards, would be the HOA's responsibility.

- D. Management Report** - Sandie Miller presented the Neighborhood Partners Management Report.
 - a.** Billing is \$37,400. Balance due currently is \$14,300. Past due amount is \$36.41, which represents cost of collection and fees.
 - b.** Annual meeting notice was mailed on December 14, 2017.
 - c.** Liens - There are no liens in place.
 - d.** Status of concerns - There are no active violations or related concerns.

- e. Liability insurance - Renewal is due mid-February. Directors agreed that comparative pricing should be reviewed. Sandie will collect information for consideration.

E. Committee Reports

- a. Architectural Review Committee - Dick Dabney reported that there was no action for the ARC this period.
- b. Yard of the Month Committee - The Holiday Showcase recognition was awarded to 1712 Twin Pond (Linda Lindan). The Yard of the Month Committee is inactive until there is found a new group of people who are prepared to pursue this interest.
- c. Landscaping Committee - Jeannie McCandless reported that the Landscaping Committee has developed a three-year plan of improvements, addressing part of the common area at the intersection of Twin Pond/Parkland and a spot near the large pond. These improvements are to address persistently unattractive areas.
- d. Park & Recreation Committee - Bernita Clark is in communication with the City of College Station Parks Department regarding improvements to the linear park. The city has spoken of a plan to plant additional trees, but has indicated that there is currently no funding for this work. Bernita will continue to request information from the city for this interest.
- e. Social Committee - There is no one designated to promote this committee. This will be considered again next year.

F. Finished Business -

- a. Sandie reported that the county tax office delivered billing for a new tax item. It has recently been established that HOA common areas would be subject to a specific tax, although it is not a burdensome amount. Cove of Nantucket HOA has paid an additional \$2.39 in this annual tax.
- b. Directors had previously discussed the merits of establishing a formal policy for requiring three bids for work expected to exceed \$3000. The status is that the board will exercise prudent judgment on a case-by-case basis, and apply this standard based on the apparent risk, considering the effort needed to protect the HOA from actual loss.
- c. A previous discussion considered whether a board member identified as "alternate" or "at large" -- i.e. not a named office -- should be a voting position. It has been clarified that for Cove of Nantucket HOA, all elected positions participate equally in voting.
- d. Budget for 2018 has been approved.

G. Unfinished Business -

- a. Sandie reported regarding recent efforts for changeover from the previous HOA manager (BCR) to Neighborhood Partners. NP has been creating a more effective archive of Cove of Nantucket past business, as a credible basis for future considerations. Due to a family tragedy, previous HOA president Terri St. John abruptly departed and some business items were not satisfactorily resolved. NP has reestablished focus on previous business matters and provided recommendations.
- b. Previous HOA policies for control of vehicle parking and control of property rental were rescinded in 2016. A previously established policy for financial enforcement for violations of deed restrictions was being considered for rescission but was left unresolved due to Terri St. John's departure. Sandie presented a recommendation based on experience with another community. It was decided to rescind the policy

regarding violations of deed restrictions and replace it with the version presented in this meeting, which provides more reasonable levels of fees (motion Clark, second Dabney).

- c. A further discussion treated policy language for payment of annual assessments. Sandie presented a proposal that is consistent with current law, providing for payment in certain portions and providing for related fees. It was decided to rescind the earlier policy and replace with the language presented in this meeting (motion Hargis, second McCandless).
- d. Discussion also treated the matter of requests for viewing or copying of records. Standard practice at NP is to allow the requester to sit with one of the existing directors at the NP office to review documents of interest (no charge). An existing policy for copying costs seems to be unnecessarily complicated, and might be rescinded. NP will determine the expense for rescinding the existing policy (cost for the attorney to produce required language and interact with county records officials), which will help determine if that course is taken.

H. New Business -

- a. Sandie briefly commented regarding maintenance and other responsibilities of the common area, which was discussed in more depth above, along with the Treasurer's Report.
- b. Sandie reported regarding a recent poll to see how best to communicate with residents for HOA matters. Results indicate by large majority that email is the preferred way for common communications. There will continue to be ground signs posted as well for advance notice of meetings, and similar items listed on the HOA website. NP is aware of one resident who does not have an email listed with the HOA manager. Linda suggested that NP promote one more email follow-up, specifically asking residents to identify if they have a preference of land mail instead of email. There was a proposal to adopt a policy of sending notices through USPS, to ensure that all residents have adequate notice regarding board meetings (motion Clark, no second), but it was agreed that steps being taken were appropriate and sufficient. It was noted that a broadcast land mail communication costs about \$40 for postage plus cost of NP staff time, and includes the consideration of very unreliable USPS delivery schedules.
- c. There was a question regarding a previous discussion for interest in cluster mailboxes. It was reminded that this change would involve significant expense, including removing existing individual mailboxes and repairing the ground/sidewalk area for the 67 properties in this development.
- d. Sandie presented a sample packet being prepared for the annual meeting, which is scheduled for January 25, 2018, and reviewed the agenda.

I. Adjourn - Meeting was adjourned at 7:20 p.m.

Reference – list of homeowner attendance:

1703 Parkland – Laurel Hargis
1718 Parkland – Bill Murray
1700 Twin Pond – Jeannie McCandless
1710 Twin Pond – Simone Woodall
1712 Twin Pond – Linda Lindan
1728 Twin Pond – Dick Dabney
1733 Twin Pond – Bernita Clark