

Meadows at Kyle HOA Board Meeting Agenda

Cabela's, 15570 South Interstate 35 Frontage Road, Buda, TX 78610

April 2, 2019 @ 6:30pm

Attendance: Board Directors: Cody DeSalvo, President; Steven Wolff, Vice President/Treasurer; Committee Chairs: Cody DeSalvo, Governance Committee; Jeremy Benavides, Community Events Committee; Scott Zeiker, Safety Committee. Not able to attend: Ginny Zink, Secretary; Vanessa Vaughan, Communications Committee; Cherie Grishin, Architectural Committee.

1. Call to Order, Cody called to order at 6:31pm.
2. Member Comment Period
 - Diana Cantu, 160 Collared Dove
 - Lives next to trail, maintenance and weeds is an issue.
3. President's Report
 - a. Marquee Sign Proposals: three design/quotes were discussed: Custom Sign Creation, Signs Plus (illuminated), Griffects. Choices were narrowed to two and will be decided next meeting
 - b. Speed Bumps: Officer Daniel Gooding discussed the traffic study, with two days of data. Want them to collect more and better data. Possibly petition to get speed limit lowered. Possible enforce speed limit and maybe some tickets will get people to slow down. Jeremy asked at what threshold they are looking. Depends on what citizens want.
4. Vice President/Treasurer's Report: HOA has \$123K in cash. Will do a reserve study to see much reserves we need. The Income statement is good, with people paying fees in advance. Steven is going to do a common size proforma of the budget including inflation to see where we really stand, similar to an annual review.
5. Manager's Report, Bobby Humphries
 - a. Meeting on site with someone from the City about retention areas 10:30 am Thursday.
 - b. CleanScapes proposal for mulch.
 - Jeremy reported a weeds issue in common areas.
 - Cody (action?) mow map to match problem areas, will request contract for things they do not already do.
 - Jeremy reported the area around the sign at the entrance needs attention.
6. Committee Chair Discussions, Actions, Board Decisions
 - a. Communications Committee: n/a
 - b. Governance Committee: Next meeting is scheduled for Thursday, April 11th at 6 (to confirm with Ginny)
 - c. Architectural Control Committee
 - i. Landscaping Issues: continue.

- d. Events Committee
 - i. Community Garage Sale – Saturday, April 27, 2019: two signs (designs approved), with extra traffic, will request some patrol.
 - ii. National Night Out – Tuesday, October 1, 2019. Researching what other communities are doing.
 - iii. Schools Out Pool Party –June 8: Looking an vendors, splitting up times by children’s age groups. HOA owns so HOA can decide.
 - iv. Adult block party is allowed. Need a way to validate attendees are part of HOA?
- e. Safety Committee
 - i. Neighborhood Meeting and Greet: Officers Pruitt and Gooding will come talk about safety.

7. Issues and Action Items Update

8. Adjourn to Executive Session: Cody motioned that Ranae Wolff to remain for this session; Steven seconded.

- a. Member disciplinary hearing
- b. Collections

9. Meeting Adjourned at 8:03pm

Action Items Log

	Date	Topic	Description / Status
2	10/24/18	Maintenance	Sidewalks are still damaged by heavy equipment. Tommy Livingstone pointed out sidewalks at the back of the pool and others pointed out ones across from the mail boxes on Dusky Thrush, Screech Owl, and Kingfisher, going to the pool. Keri Rhodes promised that D.R. Horton would fix these. Status: 10/29 Cody to follow up with Keri for completion. 12/04 Cody reported that Keri confirmed again that the sidewalk on Kingfisher belongs to the City. Ginny had sent Cody the latest pictures on Screech Owl Drive showing not yet completed. Steve recommended following up with Letter of Credit to City. Cody explained that the community is our deliverable at the election. Cody to follow up once more with Keri for Screech Owl. City needs to be contacted for Kingfisher. Status 1/8/2019: Cody to follow up once more with Keri on Screech owl irrigation testing and resodding. Unruh Services Kingfisher sidewalk repair contract approved. Action will be closed when maintenance completed. Status 2/5: Bobby to contact Keri regarding Screech Owl Dr irrigation repair following DR Horton's change to sidewalk. Status 4/6: sent emails. Status 4/2: Keri checking on Screech Owl issues. Contacting Cleanscapes for a proposal.
3	10/24/18	Maintenance	Big trees with big leaves, down from the mailbox on Purple Martin are about to fall over and need to be cut down and removed. Status 10/29: Ginny to follow up. 11/07 Bobby to get estimates. Status 1/8/2019: Cody to drive by to reassess since it was reported that the trees already had been propped up. 3/5: not yet.

	Date	Topic	Description / Status
4	10/24/18	Safety	Traffic on Purple Martin in general is too fast, Mario Garcia pointed out. The roundabout remains an issue, requiring either a stop sign for Kingfisher or yield signs on Purple Martin Streets have been turned over to City of Kyle so we need to contact the City of Kyle for any issues with streets, roundabout signage, speed, and speed bumps. All is under their control. We may be responsible to pay for some signage. Status 10/29: Steve to follow up. 12/4 Steve reported that Safety Committee Scott Zeiker tried to get Safety together, and Scott emailed committee but no responses yet. By Scott's professional experience, signs have little impact on speeding. Lighted signs with speed could be set up. Could set up speed bumps, but residents were opposed. Status 1/8/2019: Steve will push for a meeting of the Safety committee within two weeks. Status 2/5: Met last week for first time. Biggest issue is the roundabout and speeding, primarily on Purple Martin. Scott's shared his professional experience that there are two approaches: 1) forced to comply with something in place, such as speed bumps, which are the most effective, but not well-received. 2) the other is the electronic sign that shows the driver's speed, which do help, but primarily for those who follow the limits anyway. We can contact city to arrange, check average speed, do a traffic study. ACTION: Cody to contact streets department. Ask if existing signage for speed limit are valid. Scott recommended that speed bumps would be the most effective. 3/5 Fixed Yield sign. Speed Limit not going to change. Speedbumps: Cody spoke with Kyle City staff, who consistently opposes speed bumps in other city streets because of EMS, would require a petition at a certain percentage, and only one council member votes in favor. Steven volunteered to go door to door with a petition. Status 4/2: Officer Gooding coming to next meeting.
21	12/08/18	Communications	Bill Jandt would like to have message boards in subdivision to announce meetings, etc. Good place would be just before turnaround going into the community on right. Communications Committee Vanessa conveyed to Cody they have some updates for the Meadows at Kyle website and wants to start a newsletter. No budget for this but could do it electronically. Would like a marquee. Status 12/8: Cody to ask Bobby for a bid on a marquee. 2/5 Bobby to get a bid from Custom Sign Creation. Status 3/5: Cody sent Bobby what we wanted, estimate was \$13,000, so Cody sent another example, waiting on new estimate. Status 4/2: choices narrowed to two. Will ask questions about the illuminated choice.
32	02/05/19	Governance	Committee met and began reviewing Bylaws and the Community Manual. Committee members will bring comments to the next meeting on 2/21. 3/3: Committee provided comments and Cody is drafting changes. Next meeting is set for April 18.
35	02/05/19	Safety	Street lighting. Crime is around us on both sides and more light deters crime. There are quite a few dark spots. Cody to contact City about additional light installation. Board and committee leaders are to investigate and bring forward which areas are dark as a starter list for a light study. 3/5: Steve to further check out dark areas. 4/2: Considering addition of new light. Scott checking on dark areas.
36	03/05/19	Events	National Night Out – Tuesday, August 6, 2019 Texas does October for this on Tues Oct 8. Jeremy described early community development block parties that were successful. Meet your neighbors. Maybe have Kyle PD or Fire Dept to do safety. Committee to organize and plan. Status 4/2: Targetting October 2, work ongoing. Spoke to KPD Officer Pruitt to stop by next meeting.
37	03/05/19	Events	Schools Out Pool Party – Saturday, June 15, 2019 HOA could provide hotdogs (300?) for example. If expect too many at pool, perhaps manage crowd by grouping families' kids' ages? Open to neighbors bringing their own drinks. Perhaps have balloon animals and face painting? DJ? Need committee organization. With enough notice, Bobby can pay outright, or can do reimbursement. Events budget for year is \$2500. Will determine how to poll for attendance to estimate food. Status 4/2: Set for June 8, work ongoing.

	Date	Open	Topic	Description / Status
42	03/05/19		Safety	<p>Neighborhood watch Discussion: Kyle is overseeing our community, and Scott spoke with Officer Pruitt who would be glad to help organize, come and give information out, invite all community. There is a separate committee that runs neighborhood watches, but these are coming less and less successful due to lack of participation, although older adult areas are more successful. Their website is https://www.nnw.org. Scott recommended getting Officer Pruitt's help with getting out strategic info out about meeting your neighbors personally. Officer Pruitt could help direct this kind of community watch, setting up a paper for neighbors to fill out. Scott suggested he could add Hays Co Alerts to our HOA FB page. We should contact Kyle PD to let them know when we are on vacation and they will do patrols in neighborhood. Can design some kind of sign that says this community watches out for each other. Suggests overseeing, directing meet your neighbors. Scott to invite Officer Pruitt to the next meeting and get the packet in the meantime to keep things moving forward.</p> <p>Status 4/2: Officer Pruitt will come to the next meeting and talk about networking for safety.</p>

CLOSED Issues			Last three months of closed issues will be published in meeting minutes.	Date closed
1	10/24/18	Community Covenants, Conditions, and Restrictions plus Safety	<p>Dog pooh. It is everywhere on our properties. Dog owners are responsible to pick up their own dog's. Debbie Fuzziana recommended the Board consider setting up dog bag stations. Status: 10/29 Cody to follow up for quotes. 11/07 Mike Finan mentioned critical problem with dog feces. Some owners not responsible with pets and some just let their dog out, free to roam without a leash. Should send a demand letter explaining covenant. Should first send out general information with reminders in homeowners' covenant, required to maintain property value. Communication could be a flyer and he would volunteer to help hand this out. A newsletter could help communicate covenant as well as social items. 12/04 Ranae Wolff mentioned an outrageous number of dogs on the loose and reference made to continuing dog waste problem. Others agree that this continues to be a health hazard. Cody provided quotes for both dog bag stations and bag stations with receptacles, including yearly maintenance. It was discussed that owner awareness needed to be raised first. See also #23 for Cody's President's letter to be sent. Status 1/8/2019: President's Letter sent 12/28. To be revisited next meeting to decide if additional steps are required. Status 2/5: Talk about it next in March. 3/5: 3/5: We have had both Hygiene and Safety issues. Kyle Animal Control has been seen in the neighborhood and did pick up one. Recommendation is to contact Animal Control each time during the day. After hours, if the animal is aggressive, then call Kyle Police and they call Animal Control. Status: 4/2 Steven reported not too big of an issue now. Cody stated that price for dog bag stations is an issue and probably not too effective. CLOSED.</p>	04/02/19
5	10/24/18	Maintenance	<p>Josh Freeman mentioned the two trees on Purple Martin which block the view at the roundabout. Status: 10/29 Steve to follow up. 11/7 Tony Douglas mentioned that these plants are a barrier. Mike Finan mentioned seeing clearly while driving, especially the roundabout. Don't think we need to remove the trees, but instead trim the lower branches so the canopy is much higher. Bobby to get estimates. Status 1/8/2019: To be reassessed in Spring. Status 3/5: Josh to send Cody picture. Status 4/2: cut down. CLOSED.</p>	04/02/19
33	02/05/19	Events	<p>Cody to contact Jeremy to consider hosting a Yard of the Month event. The idea is that the Board and Committee leaders will bring their recommendation as to how this might work to the next Board meeting. Possibly assess street by street. The method is to be discussed further. 3/5: Mid April, best lawn, best yard, yard sign. Need to determine how to announce, communicate with owner first. A sign is being made that will be awarded each month to be displayed in the homeowner's yard, then passed on to the next winner. Cody, and Jeremy (Events Comm Leader) or Cherie (ACC Comm Leader), could contact the owners then communicate on the HOA website. Cody will put Jeremy in contact with Bobby for a vendor. Work with Vanessa for graphics. Jeremy to reach out to Easy Designs. Get approved before make transaction. Mention Stephen Wolff as recent customer. Create sign to pass on. Status 4/2: signs should be here on the 4th. CLOSED.</p>	04/02/19

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38	03/05/19	Maintenance	Have a roofing contractor builder issue regarding roofing tile damage. Any asphalt manufacturer has a 15 year wind damage warranty for wind lift. D&H roofing did the roofing in our community, but is not acting on this. Jeremiah Murphy gave Cody contact number 512 291 5701, who will see if additional communication is helpful, and will reach out to the Goodwin Management company as well. Status 4/2: workmanship is poorly done and original roof warranty is being ignored. Cody has reached out but homeowners have to work directly with DR Horton if within one year warranty. CLOSED.	04/02/19
41	03/05/19	Maintenance	Forced mowing on foreclosure not a problem. What are the parameters for forced mowing? Foreclosure, yes, will reach out to the realtor. Up for sale at end of December. Or two feet tall, yes. But this is an every two weeks process. Mowing fees and fines will continue to accumulate. Notify owners ahead of time before forced mowing. Status 4/2: Mowed. Contract pending. CLOSED.	04/02/19
24	12/08/18	Community Covenants, Conditions, and Restrictions	Cody to ask Vanessa to put together an informational packet on the Community Manual and CCRs. Status: 1/8/2019 Cody to send email to community to educate the community on the CCR rules and ask community to please submit applications, reference the mailer sent. Status 01/08: Vanessa and Cherie finalizing information to be sent. Status 2/5: waiting on passage of satellite. 3/5: Cody has pressed the trigger on sending out communication on what requires ACC approval and what does not and mailer is being sent. Vanessa made changes to the Meadow at Kyle HOA website. CLOSED.	03/05/19
25	01/08/19	Community Covenants, Conditions, and Restrictions	Ranae proposed as a member of ACC Committee that we create reference document which outlines what needs approval and what does not. Status 2/5: working. CCRs all in one document sent 1/10. 3/5: Cody sent email to ask have Bobby and Vanessa to replace CCR 1 and CCR Amendment documents with this combined document. CLOSED.	03/05/19
27	01/08/19	Maintenance	A section of fence is unhinged on Bobolink Cove where water accumulates. Cody to investigate. Status 2/5: Cody is to investigate. 3/5 fixed by BillJandt.	03/05/19
34	02/05/19	Community Covenants, Conditions, and Restrictions	Proposing establishment of a layman homeowner's document out of the guidelines be developed by the ACC Committee. Cherie to provide something before next meeting. 3/5: MaK house colors will be posted on the HOA website, so homeowners know what color they may repaint as needed without ACC approval. CLOSED.	03/05/19
39	03/05/19	Maintenance	Josh Freeman asked if there were something more that the Board can do in the cases of leasers, regarding weeds. Have some extreme examples on our street. The fine notices go to the owners. Property manager has suggested that the HOA has the option to force mow front and back yards. HOA Board will review communication routes and available processes and take action as needed. Reminder that anyone can report violations via the Goodwin Management website. The Board made decisions in the Executive Session on property to be executed. CLOSED.	03/05/19
40	03/05/19	Safety	Josh Freeman asked what more can be done regarding safety turning into our community? This has been brought to the City of Kyle's attention last year, coming out to analyze what could be done, and was brought up to them again this year. The City of Kyle Engineering department is not going to make any changes to the turning lane into our community. CLOSED.	03/05/19
6	10/24/18	Safety	Additional light requested at entrance to help address safety for neighborhood foot traffic to the Dollar General store across Windy Hill. Status 10/29: Cody to follow up with Bobby for quote. 11/07 Bobby to get estimates. Status 1/8/2019: Unruh Services lighting contract approved. Action to be closed when installed. Status 2/5: Done and CLOSED	02/05/19
15	10/29/18	Communications	Is there a digital repository for the Board to keep draft and final community documents such as meeting minutes, CCRs, Bylaws, etc.? Who has access? Status 10/29: Cody to follow up with Bobby. Status 2/5: Bobby confirmed that documents can be posted on the Goodwin Management repository. CLOSED.	02/05/19
16	10/29/18	Governance	Board needs access to community email addresses. Who keeps updated going forward? Status 10/29: Cody to follow up with Bobby. 2/5 Bobby to follow up with admin to ensure access for 2019. Bobby to provide prior to every meeting. CLOSED.	02/05/19

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17	11/07/18	Communications	Tony Douglas brought up that Meadows at Kyle is on all the legal papers, versus Meadow of Kyle which is on the sign. Status 11/7: Bobby to get a quote to change the sign. Status 1/8/2019: To discuss quote received next meeting. Status 2/5: Discussion in the Governance Committee earlier from Tommy Livingston was the background of the building of our community. Originally referred to as Meadows at Kyle, and all legal references are to that name, but then DR Horton made a conscientious decision to differentiate the names from previous communities they had built, in keeping with the higher build grade of our community, a type of branding. Tommy pointed out that keeping the Meadows of Kyle public reference did not detract from the legal name and gave the example of his name. He is named Thomas but people call him Tommy. In question was whether we would pay to change the name of the signage at the entrance. Ginny motioned to table it and Stephen seconded. The vote was two ayes, one nay, and the item was tabled by majority consent. CLOSED.	02/05/19
19	12/08/18	Governance	Steve pointed out timing of published budget updates. Status 12/8: Cody to reach out to Bobby for more timely updates. Bobby to provide prior to every meeting	02/05/19
20	12/08/18	Operations	Cherie Grishin mentioned a large (20 ft long) railroad tie on grass by trail near Dusky Thrush. Status 12/8: Cody will ask Bobby for a quote. 2/5 Moved. CLOSED.	02/05/19
22	12/08/18	Community Covenants, Conditions, and Restrictions	Architectural Control Committee Cherie Grishin mentioned five things outside of norm: size of storage sheds, allowance of three hens, three lights per American flag, requirement for adjacent neighbors to approve playscapes, need to change number of members to five. Until amended, three members should be selected to make votes. Look into city laws related to hens and may require 67% of community to approve. Changes made to CCRs need change control document and to prepare for formal process. Have at least 15 satellite dishes in front of houses and unapproved garden beds. Bobby can take general information on areas of violations and the inspectors will come out and send fair warning notices, asking people to submit requests. Status 1/8/2019: Preliminary review shows significant number of CCR violations not noted by Goodwin Management. Cody will engage Bobby to have Goodwin Management do a full formal review, as is their responsibility. 2/5 Official audit done. Board will continue to handle citations as normal part of business. CLOSED.	02/05/19
23	12/08/18	Communications	Ginny Zink stated that timely communication with owners was important, recommending implementation of previous discussion points: new, informative Meadows at Kyle website, posting link to it on FB social page, and to post monthly Board minutes once approved and notify community. Status 12/8: Board agreed and that also a marquee was to be placed near the entrance, with the new website address at the bottom. In addition, Cody would write a President's State of Association letter to be sent to Residents. Done. 12/6 Bobby sent approved minutes for 11/07 Board Meeting. Status 1/08: new website is available and will add link to CCRs to homepage for ease of finding. Monthly Board minutes are now published by Goodwin Management the following month when approved and community is notified. Open still is the new marquee, so will keep action item #21 open. CLOSED.	02/05/19
26	01/08/19	Community Covenants, Conditions, and Restrictions	Cody to ask Bobby for MaK Design Specifications document. Status 2/5: None exists. CLOSED.	02/05/19
28	01/08/19	Community Covenants, Conditions, and Restrictions	ACC Resolution: 20181204.01 - A Resolution to Amend CC&R's for the Installation and Display of Flags (Second Reading, vote). Needs to have directive language, to be resubmitted with changed wording: "(viii) The US Flag may be illuminated by "no more than" three (3) landscaping lights and all other permitted flags may be illuminated by no more than one (1) landscaping light. Cody motioned, Ginny seconded. With no objections the motion passed by general consent, approved with changes. Action will be closed once formally adopted into the CCRs. Status 2/5: CLOSED.	02/05/19
30	01/08/19	Community Covenants, Conditions, and Restrictions	ACC Resolution: 20181204.03 - A Resolution to Amend the CC&Rs to Require Adjacent Neighbors Approval for Playscapes (Second Reading, vote). Cody motioned to table, Ginny seconded. With no objections the motion was tabled by general consent.. Discussion: not every playscape needs to be approved by neighbors, but ones that exceed certain dimensions, must have both the ACC and the neighbor's approvals. ACC is going to reword the resolution to better clarify. Action: Cody to ask for the Design Specifications document from Bobby. Proposals like this can go into it. Status 2/5: CLOSED.	02/05/19
31	01/08/19	Community Covenants, Conditions, and Restrictions	ACC Resolution: 2018120.04 - A Resolution to Amend the CC&R's to Increase the Voting Membership of the Architectural Control Committee (Second Reading, vote). Ginny motioned to approve, Cody seconded. With no objections the motion passed by general consent. Action will be closed once formally adopted into the CCRs. Status 2/5: CLOSED.	02/05/19

