

Meadows at Kyle HOA Board Meeting Minutes

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

June 4, 2019 @ 6:30pm

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

1. Call to Order, Cody called to order at 6:30pm.
2. Board previously preapproved minutes for May 7 meeting and Bobby posted on the website.
3. Member Comment Period: no comments.
4. President's Report
 - a. Emergency Pool Repairs Quote one of pool pump motors went out and is running on backup motor but need to repair primary one soon. Cody spoke with company owner who recommends replacement of both chlorinators as well, for total \$1163.69. Motion to approve work was made by Cody, and Ginny seconded. With no objections, the motion passed by general consent.
5. Vice President/Treasurer's Report: financials strong, cash balance \$136,514.86. Assessments have leveled off to about \$15,000/month, to date \$69,505, budgeted to collect \$198,000 for the year.
 - a. Board Directors and Bobby were contacted for Financial Audit by Stephen M Tilson, PC, who works with Goodwin. Price is estimated to be \$2,450 for third party audit 2018. Recommendation is to engage. Motion to accept for financial audit and accept their price was made by Cody, and Stephen seconded. With no objections, the motion passed by general consent.
6. Committee Chair Discussions, Actions, Board Decisions
 - a. Communications Committee
 - i. Yard Care Tips. Action: potential content has been drafted and Cody will forward to Vanessa to finalize.
 - ii. Newsletter being drafted by Vanessa to send to Cody to review. Committee chairs can contribute.
 - iii. Marquee is in first phase development, with first installment paid, and the timeline is 8 weeks to complete.
 - iv. Board decided to transition information, on Meadows of Kyle website that Goodwin manages, to be redirects from our neighborhood's website, to simplify access to latest information. Action: Cody to work with Bobby to minimize presence of Goodwin website, with key links to be redirects from our HOA website.
 - v. Action: Vanessa will work with contact distribution list to get out monthly reminders of HOA Board meetings.
 - b. Governance Committee
 - a. i. Cody moved to postpone the HOA review of the Draft Bylaws Proposal at next meeting in July and Ginny seconded. With no objections, the motion passed by general consent.

c. Architectural Control Committee: after careful consideration, new Yard of the Month nominees were provided to the Board to decide. Action: Cody to email Bill to contact and provide the yard sign to the winner of this past month. 278 Dusky Thrush is this month's winner. Action: Cody to send email and connect with the homeowner and ask their permission. If no response, will ask Bill to visit in person.

d. Events Committee

i. Yard of the Month (see above).

ii. School's Out Pool Party is not going to be held. Another time is under consideration. Action: Cody to contact the committee to see how the Board may be of assistance.

iii. Pool reservation variance possible? Not rent whole pool but have variance to bring larger group attend? Action: Cody to draft a simple process for review by the Board.

e. Safety Committee. Chair needed to resign, and Board is looking for a suitable replacement. Stephen to fill in temporarily.

7. Issues and Action Items Update

8. Adjourn to Executive Session

a. Member disciplinary hearing

b. Collections

9. Meeting Adjourned at 8:06pm.

Action Items Log (see next page for recent three months' activity)

	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. C 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. 5/7: DR Horton had been out to the site, but no update provided. Cody sent an update request to Bobby and Kari. 6/4: Cody sent another email to Bobby, Ty Davis, Kerri, and Ronald Moore.
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. 5/7: This is not a standard roundabout because homes reside on the circle. Cody will take to City Council to request yield signs for Purple Martin, both ways and look into signage that cautions drivers. 6/4: City did not respond, so Cody sending reminder.
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. 5/7: next meeting is 5/23 6:30pm. 6/4: review by homeowners postponed to July meeting.
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. 5/7: Cody will contact Officer Pruitt to see if can attend next month. 6/4: Cody to contact Officer Pruitt.
42	03/05/19	Safety	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. Status 4/2: Officer Pruitt will come to the next meeting and talk about networking for safety. 5/7: Cody will contact Officer Pruitt to see if he can attend next month. 6/4: Cody to contact Officer Pruitt.

	Date	Open	Topic	Description / Status
44	05/07/19		Maintenance	Cody to work on a President's letter/mailer regarding the yard of the month contest and first winner, emphasizing the importance of property values and lawn maintenance responsibilities of each resident. Cody to email winner from last meeting and provide the sign we recently received. Cherie will provide recommendations for the next month. 6/4: Summer concerns to be addressed through Yard Tips and ACC Letter. For yard tips, potential content has been drafted and Cody will forward to Vanessa to finalize. Quarterly newsletter being drafted for Cody's review.
45	05/07/19		Maintenance	House where we had to force mow recently no longer has for sale sign up. Waiting a little longer to see if the HOA needs to force mow again or if sale went through and the assessment will be paid per lien. 6/4: Mowed. Not yet resolved, so keeping open.
46	06/04/19		Communications	Cody to work with Bobby to minimize presence of Goodwin website, with key links be redirects from our HOA website.
47	06/04/19		Communications	Vanessa will work with contact distribution list to get out monthly reminders of HOA Board meetings.
48	06/04/19		Communications	Yard of the Month. Cody to email Bill to contact and provide the yard sign to the winner of this past month. 278 Dusky Thrush is this month's winner. Action: Cody to send email and connect with the homeowner and ask their permission. If no response, will ask Bill to visit in person.
49	06/04/19		Safety	Safety Committee Chair needed to resign, and Board is looking for a suitable replacement. Stephen to fill in temporarily.

CLOSED Issues			Last three months of closed issues will be published in meeting minutes.	Date closed
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. 6/4: CLOSED.	06/04/19
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. 6/4: Canceled. Future one being considered. Will open new action item when that is in the works. CLOSED.	06/04/19
43	05/07/19	Financials	Chris Harrell asked to see the reserve maintenance study. Cody will ask Bobby the reserve maintenance study. 6/4: Done. CLOSED	06/04/19
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. 5/7: no damage. CLOSED.	05/07/19
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. 5/7: Selected Custom Signs Creation which included installation price, to be installed. CLOSED.	05/07/19

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	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.	04/02/19
5	10/24/18	Maintenance	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.	04/02/19
33	02/05/19	Events	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.	04/02/19
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

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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