

Meadows at Kyle HOA Board Meeting Minutes

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

July 2, 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; Josh Freeman, Safety Committee; Jeremy Benavides, Community Events Committee. Bobby Humphries, Manager, Goodwin Management.

1. Call to Order, Cody called to order at 6:30pm.
2. Board previously approved minutes for June 4 meeting and Bobby posted on the website.
3. Member Comment Period: no comments.
 - Ronald Rector, 125 Screech Owl Dr.
 - We have a problem with our fence, with corner posts solid but posts in between seem to be shallow. Cody: Warranty issues should be handled by homeowners via the DR Horton website with a Service Request if within first year of ownership.
 - We have a problem with barking dogs, starting at 3am. Cody: The HOA has no authority in these types of cases. Recommend approaching the neighbor first, and if no response or not reachable, call Animal Control.
 - Adrian Rector, 125 Screech Owl Dr.
 - How do we request access to the pool? Vanessa: Use the request form via the MeadowsatKyle.com website, on the Pool Info page.
 - Jim Gessel, 150 Kingfisher.
 - How are the properties maintained by HOA? The pool area mulch, when is that maintained? Cody: We are beginning a program of refreshing plant beds and replanting plants.
 - Susan Zediker:
 - Do we still have a pool monitor? No one was there on Sunday. They are supposed to enforce pool rules, no under 12 not accompanied, no alcohol, but all this is occurring. ACTION: Cody will follow up with pool monitor company. Susan recommends FB as one good way to communicate. We will look into recomunicating pool rules.
 - Helen Gessel,
 - Today at pool, a thin tall girl went under the fence before an adult opened door by key FOB. It would be good to take a look at ground erosion at the fence around the pool. ACTION: the Board will look into this.
 - Jim Gessel,
 - Have a question about easement access between fenced yards on Kingfisher. Need to walk back there to repair their own fence. Cody: No issue if not bringing heavy equipment.
4. Manager's Report. Here for support as needed this evening.
5. President's Report

- a. The Board is revitalizing landscapes with CleanScapes, in 4 phases. The first is the entrance to the community starting next week, and we have approved \$2906.30 for this work. The second is the pool area, third is the roundabout, and the fourth are various trails and picnic park area with trees. Also had them clean up some trees \$727.55. We have ordered seven new furniture set pieces for pool area: three new tables with chairs, six new layout lounges, and two side tables \$4,308.
- b. In accordance with City of Kyle law, our HOA was recently issued a notice of our responsibility for maintenance of three retention ponds. We are beginning a mitigation plan to bring them back to where there should be legally for \$13,266.04. This includes removal of overgrowth and silt. Monthly maintenance will be \$1,160.90. This is newly enforceable by the City of Kyle and was not a line item when DR Horton had the responsibility. We had \$17,000 contingency for this, for the furniture, and for the first phase of replanting. We have \$140,000 in total cash assets and we do not see a requirement for any increase in assessments at this time. The next budget review is in October. Is a dog park / retention pond financially, legally doable? ACTION: We will look into it. There could be an ordinance issue with contamination of water. Motion to ratify these financial decisions was made by Cody, and Steven seconded. With no objections, the motion passed by general consent.
- c. Motion to ratify Josh as the new Safety Committee Chair was made by Cody, and Ginny seconded. With no objections, the motion passed by general consent.
- d. Our thanks to Vanessa for the community newsletter that was emailed and mailed.
- e. Bylaws Amendments. Emailed to community last month a comprehensive copy of proposed changes, but not many residents (were able to attend the monthly Board meeting) so the meeting so postponed. Sent out a summary list of proposed changes. We will have a discussion now and approve next month. Motion to suspend regular meeting rules to allow member participation in this section of the meeting was made by Cody, and Steven seconded. With no objections, the motion passed by general consent. Cody reviewed what wording is currently in place, a change description, who is affected, and where citation is changed. The detailed wording was emailed last month.
 - i. Annual meetings set in October when budget is set.
 - ii. Number of Directors, we want to add two more for a total of five. Directors are not compensated except for approved business expenses such as expediting approved pool furniture purchase on personal credit card.
 - iii. Director terms, qualifications, so two new positions will stagger terms. Adding two ex officio for prior members to participate, non voting members.
 - iv. Qualifications for offices, Pres, V Pres, Secretary: must be in good standing.
 - v. Presidential responsibilities, since we are a not for profit organization, technically a corporation, but very little authority, with no information on appointing chairs, or oversight, nothing on how the Board is to fire or appoint a committee chair, need to have executive authority clarified. Adding President as CEO and ensures duties are performed. Cherie's concern is "with or without cause can remove chair," that it does not say with Board approval. Counterbalance is that the Board has same power for authority, and membership majority too, at specially called meeting or annual meeting to remove Board members, Directors. Lawyers have already reviewed and approved these changes. Ranae mentioned that the same wording is already in the CC&RS section 7.01: "with or without cause."

- vi. Adding a President Emeritus, past president, non voting role. This is a more formal role such as in academic non profits to help transition others into the new role. Good idea for learning curve. One year term.
 - vii. Exec committee is spelled out so Board can meet between official meetings, but want to limit to small group, the Officers, can make decisions on behalf of the board, by unanimous vote. This would include the President, VP/Treasurer, and Secretary.
 - viii. Will update and redistribute next week. Review and approve in August.
 - f. Community Events. Jeremy explained that we began with holiday decorations, community yard sale, created signs, yard of the month. Next plan is Aug 10 for a “school’s out” to encourage kids to meet kids their age. Plan is to have amenities. Examples: Kona Ice truck, is \$200 for 100 snow cones. Could have food catered, Chick Fil A is \$140 for \$25. Could have face painting. Next event would be another yard sale. October, planning for National Night Out. Texas does first Tues in August. ** Anyone interested in joining committee, contact Jeremy. Need help. ** ACTION: Cody to email request. August 10 budget cap first event at \$1200. Cleanup would be by volunteers. Communications would be emailed, plus a mailer. Flyers at door? There is a City ordinance about soliciting, but there could be flyers placed on front door stoops by volunteers. Facebook as an avenue. Could comments be disabled per post. A FB page could be successful as an official communication channel. Plan, vendor names, contracts, to be advertised by all endorsed methods for August 10. Door flyer added to list. Back to School Bash could be the name. ACTION: Jeremy to provide information to Vanessa to start marketing materials, rsvp. Move yard sale to after labor day.
- 6. Vice President/Treasurer’s Report. Balance sheet was published in newsletter to be received this week \$140,227.33. MaK has no debt. Total equity is total cash. \$3712.47 after expenditures was transferred into reserve account. Planning for a formal third party audit of our books.
- 7. Committee Chair Discussions, Actions, Board Decisions
 - a. Communications Committee. Newsletter just emailed, yard tips flyer emailed and mailed. Several updates to Meadow at Kyle website from Goodwin website were made so have one place to go. The MeadowsatKyle.com website has meeting notices and reminders, how to get pool keys, and much more. Still having communications issues, so setting up another form of email blast that can be subscribed to, owners and renters. Also setting up HOA Committee emails, instead of personal emails, helps with continuity for previous information like contacts, vendors. Gmail has own forms for docs, links, rsvps. Have to maintain Mak Inc ownership, be able to reassign, change password. Whoever sets up, pass on to community, not allowed to change password, so when there is a new person, can change access, done manually. Vanessa owns this. Will have email for Officers, Committee, Board. Mok. President, Mok.VP, Mok.Secretary. Agenda item – business will not be communicated on FB, not official, but social events can be.
 - b. Governance Committee (See Bylaw section in President’s report)
 - c. Architectural Control Committee
 - i. Yard of the Month. Feedback is that we should add yard tips on FB so people can add also. 111 Bobolink is the new winner. Will announce the winner and solicit nominations.

Marquee will help. Set certain day of month for drive around / nominations. Cherie will look at houses 28th of month.

ii. Shingles still are not being fixed, and the residents are thinking that DR Horton is going to fix them. Wind storms are not covered. Can continue to cite and Bobby will put in notices that it is the homeowner's responsibility.

iii. Wood structures at pool need maintenance, timber stain. Pergolas. Bobby has vendor bids when needed. ACTION: Board to review.

d. Events Committee (See President's Report section)

e. Safety Committee. The speed situation continues and would like to do a petition regarding speed bumps that are broken out so that EMS vehicles can go through with no problem. Petition means going in front of City Council, stating what exactly what we want. Cody can reach out to the Council in person, who can add a privileged item to agenda. Board is in agreement that we support speed bumps but Cody is certain that the Council will not support unless we have a strong recommendation/argument. No response from KPD Sgt. Griffith yet. No lights to add, but we should ask residents to turn on their porch lights for safety. End of Purple Martin and Kingfisher have no lights near their mailboxes. We could purchase solar lamp posts, as some have a 10 year battery life. Pool main stairs into pool, left pool hand rail wiggles, and flooring on steps cracking. Provided lighting proposal for consideration and investigation. Cody and Josh to send out community safety survey.

8. Issues and Action Items Update

9. Adjourn to Executive Session

a. Member disciplinary hearing

b. Collections

10. Meeting Adjourned at 8:40pm.

Action Items Log (see next page for open activity and most recent three months' closed items)

	Date	Topic	Description / Status
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. 7/2: under review, next Board meeting in August.
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. 7/2: Cody emailed KPD again, copying Josh. Now Officer Griffith has been assigned. Josh to reach out.
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. 7/2: Cody had emailed KPD again, copying Josh. Now Officer Griffith has been assigned. Josh to reach out.
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. 7/2: approved mowing again as no action taken.
47	06/04/19	Communications	Vanessa will work with contact distribution list to get out monthly reminders of HOA Board meetings. Ongoing.
48	07/02/19	Safety	No pool monitor was there on Sunday. They are supposed to enforce pool rules, no under 12 not accompanied, no alcohol, but all this is occurring. Cody will follow up with pool monitor company. We will look into recommunicating pool rules.
49	07/02/19	Safety	Today at the pool, a thin tall girl went under the fence before an adult opened door by key FOB. It would be good to take a look at ground erosion at the fence around the pool. The Board will look into this.
50	07/02/19	Maintenance	Given that we own three retention ponds, is a dog park / retention pond financially, legally doable? We will look into it.
51	07/02/19	Social Events	Anyone interested in joining committee, contact Jeremy Benevides. Need help. Cody to email request.
52	07/02/19	Social Events	Back to School Bash August 10: Jeremy to provide information to Vanessa to start marketing materials, rsvp.
53	07/02/19	Maintenance	Wood structures at pool need maintenance, timber stain. Pergolas. Bobby has vendor bids when needed. Board to review.
54	07/02/19	Maintenance	Pool main stairs rail, into pool, left pool hand wiggles, and flooring on steps is cracking.
55	07/02/19	Safety	Cody and Josh to send out community safety survey.

CLOSED Issues			Last three months of closed issues will be published in meeting minutes.	Date closed
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. 7/2: Repair need acknowledged and completed. CLOSED.	07/02/19
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. 7/2: Josh Freeman appointed new Safety Committee lead and followed up on the work Cody had done to date. Yield signs are now posted to all three entrances to the roundabout, including both ways on Purple Martin. CLOSED.	07/02/19
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. 7/2: Newsletter completed and sent. CLOSED.	07/02/19
46	06/04/19	Communications	Cody to work with Bobby to minimize presence of Goodwin website, with key links to be redirects from our HOA website. 7/2: Completed. CLOSED.	07/02/19
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. 7/2: owners contacted, agreed, sign posted. Moving to BAU. CLOSED.	07/02/19
49	06/04/19	Safety	Safety Committee Chair needed to resign, and Board is looking for a suitable replacement. Stephen to fill in temporarily. 7/2 Josh Freeman appointed and accepted. CLOSED.	07/02/19
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

CLOSED Issues			Last three months of closed issues will be published in meeting minutes.	Date closed
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
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

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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