

## Meadows at Kyle HOA Board Meeting Minutes

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

August 6, 2019 @ 6:30pm

Attendance: Board Directors: Cody DeSalvo, President; Steven Wolff, Vice President/Treasurer; Ginny Zink, Secretary; Committee Chairs: Cody DeSalvo, Governance Committee; Josh Freeman, Safety Committee; Jeremy Benavides, Community Events Committee. Safety Committee special guests, Officers Pruett and Dibble, Kyle Police Department. Not able to attend: Vanessa Vaughan, Communications Committee; Cherie Grishin, Architectural Committee.

1. Call to Order, Cody called to order at 6:30pm. Session reordered to allow for KPD presentation first was made by Cody, and Steven seconded. With no objections, the motion passed by general consent.
2. Board approved minutes for July 2 meeting and Vanessa to post on the website.
3. Member Comment Period: no comments.
4. President's Report
  - a. Received confirmation that the City of Kyle approved installation of neighborhood Marque. Being built now, with installation in next four weeks.
  - b. Closed pool for unscheduled but required maintenance including removal of black algae, shocking pool, fixed handrail and in pool light.
  - c. Pool monitor not being present. Company had hired replacement for someone who was sick, who then lied to their company about being there. Cody asked for reimbursement or that day and for their action plan. Will review pool rules responsibilities with company since monitors who do show up seem not to be doing their job.
  - d. New pool furniture was received, assembled, and is installed.
  - e. Need additional tables, chairs, canopies for this pool party this weekend, please bring. Vendors will set up in parking lot which will be initially blocked for other parking. If there is room, will reopen the parking, especially handicapped.
  - f. Painted Bunting Cove gravel was installed by the developer. No action required at this time.
  - g. Jeremy Benavides: Overall quality of resident yard maintenance is not great. Are citations being made? Inspectors view from car perspective, but if walking by, can see more. Residents can post issues to website. Cody to follow up with management company.
5. Vice President/Treasurer's Report. We had a slight deficit to fund change, due to \$7,000 in non-reoccurring expenses, so have \$131,000 in assets. Have not yet seen detention pond charges of \$17,000. Not yet done with financial study. Cody to contact Bobby about independent audit status.
7. Committee Chair Discussions, Actions, Board Decisions
  - a. Safety Committee.
    - i. Officers Pruett and Dibble, Kyle Police Department:

1. Neighborhood Watch. Experience is not as easy as it sounds. Older, retirement neighborhoods are successful. Where most people still work, children at school, people have to get to know each other first. National program recommends going out and meet your neighbors. Invest the time. Exchange information, such as phone numbers for texting. Register the neighborhood in the watch program. Contact Kyle Police Department Dispatcher's Non-Emergency number 512 268 3232 for further steps.
  2. National Night Out October 1, Officer Plant is the outreach person. Check out the National Night Out webpage, buy banners, we can update our soon to be installed marquee, Facebook, Meadows of Kyle website. City of Kyle is hosting a downtown party. Petting farm for example is an idea for drawing families.
  3. Safety.
    - a. Going on vacation? For extra Police patrol, register online for Cityofkyle.com, Police, for Vacation Watch.
    - b. Loose dogs, call KPD Animal Control, Kyle Police Department Dispatcher's Non-Emergency number 512 268 3232, even after hours. Could involve KPD for a Bike Safety / Kids Safety Day, Halloween Safety to be set up, for examples.
  4. Noise Ordinance. Call the Kyle Dispatcher's Non-Emergency number 512 268 3232 if needed, particularly during the hours from 10:00 p.m. until 7:00 a.m.
- ii. Trails lighting proposal. Josh to review for best quality and price, solarized and bring back. Cody to also reach out to Cleanscapes to see what lighting options they have.
  - iii. Seeking pedestrian signs from City Public Works.
  - iv. Speed issue is the same. Cody to contact City Council to see about lowering the speed limit for child safety for example.
  - v. Community Networking Event. National Night Out. Put on Facebook and other communication venues to recommend.
  - vi. Animal Incidents. Should we set up voluntary pet registry for lost pet returns? Should HOA get involved also to enforce fines we are given authority to do in ByLaws. Decision is to let KPD handle it, per their recommendation. Need campaign on City of Kyle Animal Code of Ordinances. Put link on website: [https://library.municode.com/tx/kyle/codes/code\\_of\\_ordinances?nodeId=PTII COOR\\_CH5AN](https://library.municode.com/tx/kyle/codes/code_of_ordinances?nodeId=PTII COOR_CH5AN).
  - vii. Noise. City of Kyle Code of Ordinances on Noise, Chapter 23 Article IV: [https://library.municode.com/tx/kyle/codes/code\\_of\\_ordinances?nodeId=PTII COOR\\_CH23MIOF\\_ARTIVNO](https://library.municode.com/tx/kyle/codes/code_of_ordinances?nodeId=PTII COOR_CH23MIOF_ARTIVNO). This link will be added to our Meadows of Kyle website.

b. Events Committee

- i. August 10 Back to School Pool Party. From 4-6pm is for ages 12 and under, 6-8pm for over 12. Will provide Chick-Fil-A nugget trays, salad, fruit trays, chips, drinks, water, Kona Ice snow cones. Jeremy needs full total to ensure food is covered. Food at 5-7pm. Will have a balloon twister and face painter. Cody, Steven, and Josh will bring ice chests 30-45 min ahead of time to ensure tents are up, and at end for take down. Cody will determine if need to shut down pool next day for shocking. HOA not responsible for First Aid, but

there is a first aid kit on site with Pool monitor, who will be onsite. No alcohol. No pets. Pool passes required.

c. Communications Committee

- i. Review Facebook Policy tabled since Communications Chair not able to attend.

d. Governance Committee (See Bylaw section in President's report)

- i. Review and Approve Bylaw Amendments/Resolutions. Motion to open for discussion was made by Cody, and Ginny seconded. With no objections, the motion passed by general consent. Question on term limits for committee leads was defined as one year. Removed Executive committee suggestion.

Full text:

Amend the bylaws by inserting the following at the end of proposed section 3.3: "...but which must occur by at least the end of October each year."

Amend the bylaws by striking out "~~three (3)~~" and inserting "five (5)" in proposed section 4.1(a)

Amend the bylaws by inserting a new section 4.1(e): "Upon the addition of two more directors to the Board they elect (1) Director for a two (2) year term and one (1) Director for a one (1) year term, with the individual receiving the highest number of votes to serve the two (2) year term, the individual receiving the next highest number of votes to serve the one (1) year term. Upon expiration of the term of a Director elected by the Members pursuant to this Section 4.1(e), his or her successor will be elected for a term of two (2) years."

Amend the bylaws by inserting a new section 4.2: "**EX OFFICIO MEMBERS.** The Board of Directors may designate no more than one (1) Members of the Association to serve in an ex officio non-voting capacity on the Board of Directors to assist and advise the board as they see fit. Ex officio members of the Board may be removed by a majority vote of the Board."

Amend the bylaws by inserting in section 7.2: "...must be a Director, not have any past due assessments, fines, or fees, and must be a member in good standing."

Amend the bylaws by striking proposed section 7.9 and inserting: "**PRESIDENT.** The President shall be the chief executive officer of the Association and shall see that orders and resolutions of the Board are carried out. The President shall have the power to:

- (a) Preside at all meetings of the Board of Directors an annual membership meetings,
- (b) Call special or emergency meetings of the Board or membership,
- (c) Sign all leases, mortgages, deeds and other written instruments and authorize all checks and promissory notes,
- (d) Have general superintendence and direction of all other officers and committee chairs of this Association and see that their duties are properly performed,

- (e) Direct the Manager to take such actions which the President deems necessary and proper to achieve the Associations fiduciary, legal, and community obligations.”

Amend the bylaws by inserting a new section 7.13: **PRESIDENT EMERITUS**. The position of President Emeritus may be filled by the immediate past President of the Board for one year after the election of a new President and shall assist the President and the Board during their term. This officer will not be elected by the Board, instead the immediate past President, at their discretion, may opt to fill the role, and if not an elected member of the Board of Directors the President Emeritus shall have all the same powers as a Director except the right to vote.

Motion to approve Amendments was made by Cody, and Steven seconded. With no objections, the motion passed by general consent.

- c. Architectural Control Committee
- i. Yard of the Month. 180 Chickadee is the new winner. Cody to email for permission, then Steven to bring sign.
  - ii. Process for follow up on citations that were issued but no action from the homeowner. Goodwin does what they can for curbside appeal. Stephen gathered from anonymous reporting that a courtesy notice should go out, but some have no follow up, and about 90% do. Per the CCNRs, two courtesy notices are sent, then a notice of fine or damages, which continues if no action taken. Need to better ensure yardwork is maintained, grass mowed, edging done, weeds pulled, and tree suckers pruned. Cody to contact Goodwin Management.

8. Issues and Action Items Update

9. Adjourn to Executive Session

a. Member disciplinary hearing

b. Collections

10. Meeting Adjourned at 8:53pm.

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

	Date	Topic	Description / Status
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. 8/6: Officers Pruett and Dibble presented. See HOA Board Meeting minutes. Put on Facebook and other communication venues to recommend.
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 <a href="https://www.nnw.org">https://www.nnw.org</a> . 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. 8/6: Officers Pruett and Dibble presented. See HOA Board Meeting minutes.
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. 8/6: Cody is continuing communication with company providing pool monitor.
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.
53	07/02/19	Maintenance	Wood structures at pool need maintenance, timber stain. Pergolas. Bobby has vendor bids when needed. Board to review.
55	07/02/19	Safety	Cody and Josh to send out community safety survey.
56	08/06/19	Governance	Three Board positions are open, to be voted on at October Homeowner's Annual Meeting. Application form available September 1 on our Meadows of Kyle website. If cannot get online contact Cody. Cody to communicate.
57	08/06/19	Maintenance	Overall quality of resident yard maintenance is not great. Are citations being made? Inspectors view from car perspective, but if walking by, can see more. Residents can post issues to website. Need to better ensure yardwork is maintained, grass mowed, edging done, weeds pulled, and tree suckers pruned. Cody to contact Goodwin Management.
60	08/06/19	Safety	Trails lighting proposal. Josh to review for best quality and price, solarized and bring back. Cody to also reach out to Cleanscapes to see what lighting options they have.
61	08/06/19	Safety	Josh is seeking pedestrian signs from City Public Works.
62	08/06/19	Safety	Speed issue is the same. Cody to contact City of Kyle Council to see about lowering the speed limit for child safety for example.

CLOSED Issues			Last three months of closed issues will be published in meeting minutes.	Date closed
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. 8/6: Approved. CLOSED.	08/06/19
52	07/02/19	Social Events	Back to School Bash August 10: Jeremy to provide information to Vanessa to start marketing materials, RSVP. Done. CLOSED.	08/06/19
54	07/02/19	Maintenance	Pool main stairs rail, into pool, left pool hand wiggles, and flooring on steps is cracking. 8/6: Railing fixed. Status on flooring - no repair required. Done. CLOSED.	08/06/19
58	08/06/19	Governance	Loose dogs. Call KPD Animal Control, Kyle Police Department Dispatcher's Non-Emergency number 512 268 3232, even after hours. Should we set up voluntary pet registry for lost pet returns? Should HOA get involved also to enforce fines we are given authority to do in ByLaws? Decision is to let KPD handle it, per their recommendation. Need campaign on City of Kyle Animal Code of Ordinances. Ask Vanessa to put link on Meadows of Kyle website: <a href="https://library.municode.com/tx/kyle/codes/code_of_ordinances?nodeId=PTIICOOR_CH5AN">https://library.municode.com/tx/kyle/codes/code_of_ordinances?nodeId=PTIICOOR_CH5AN</a> . Done. CLOSED.	08/06/19
59	08/06/19	Governance	Noise. Call the Kyle Dispatcher's Non-Emergency number 512 268 3232 if needed, particularly during the hours from 10:00 p.m. until 7:00 a.m. . City of Kyle Code of Ordinances on Noise, Chapter 23 Article IV: <a href="https://library.municode.com/tx/kyle/codes/code_of_ordinances?nodeId=PTIICOOR_CH23MI_OF_ARTIVNO">https://library.municode.com/tx/kyle/codes/code_of_ordinances?nodeId=PTIICOOR_CH23MI_OF_ARTIVNO</a> . Ask Vanessa to put this on our Meadows of Kyle website. Done. CLOSED.	08/06/19
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

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