

Pattison Oak Meadows HOA

2203 Red Bird Lane, Pattison, TX 77423



Minutes

Board Meeting – Interim Board of Directors

Date: Oct. 12, 2016

Location: Microflex Corporation Board Room, Pattison, TX

Time: 7:00 – 8:00 pm

Interim Board of Directors:

Kevin Cessac, Wayne Kircher, Lynn Wieck, Alberto Navarro, Nathan Berlin (guest)

ITEM	ACTION TAKEN
Treasurer's report - Kircher	Wayne reported a balance of \$11,564.47 at this time. Anticipated expenses include insurance, transaction fees associated with transfer of commons areas from John Thuman to the HOA, and mowing fees.
Status of dues collection - Wieck	Only one lot owner has not paid the 2015/2016 dues. Invoices for 2017 will be sent out in mid-January.
Liability Insurance	Kevin presented two bids for liability insurance for the commons areas of the subdivision. He will make further inquiries about exactly what is covered. The Board agreed that liability insurance was something the HOA should carry to protect all lot owners from future financial obligations due to law suits and unavoidable risks.
Environment Committee Report: 1) Unmowed lots 2) Entrance and retention pond areas	<p>Lot owners who do not mow their lots receive a letter from the HOA requesting compliance with the deed restrictions about mowing and upkeep. Failure to comply with mowing requests results in the HOA hiring a lawn service to mow the lot with an invoice of \$200 subsequently sent to the owner. Failure to pay this invoice results in the fee being added to the lot owner's HOA dues for the next year.</p> <p>Procedure for handling owners who do not respond to letters requesting they mow their lots: HOA Environmental Committee will request mowing by lawn service. Lawn service will send invoice for mowing to secretary; invoice will be itemized by which lot was mowed. Secretary will send invoice to treasurer for payment to lawn service. Secretary will send out invoices to lot owners and will receive payment and clear the fee from the low owner's record. If not paid, the secretary will add the charges to the lot owner's HOA account to be collected with the dues in the following year. Secretary will send checks from lot owners to treasurer for deposit.</p>

	The entrance is looking very nice when the adjoining lots are mowed. Kevin will ask the lawn service to mow farther back into the retention pond road easement. Plans are underway to have the mailbox area pressure-washed.
Electrical repairs on Blue Bird Entrance	The broken electrical conduit on Blue Jay Way has been repaired.
Transfer of common areas - plan *electric meter transfer *survey & property transfer	The HOA is awaiting transfer of the commons area to the HOA. The electric meter will need to be transferred so the HOA can assume responsibility for the lights at the entrances. Survey of the properties and transfer documents have not been prepared yet. These currently remain in John Thuman's name. The HOA will not be responsible for taxes and liability for these areas until they are in the HOA's name. We hope to get this transfer done this year.
Architecture Committee – Kevin	Three new houses are underway. Kevin shared the plans with the HOA board. Kevin serves as the HOA Board member of the Architecture Committee.
Plans for HOA general election in Nov. 1) Timeline 2) Recruitment of nominees 3) Plans of current board members	The HOA Board election will occur in November. Solicitation of interest in serving on the board is underway. Current slate of candidates and openings: President: Kevin Cessac, _____ Treasurer: Wayne Kircher, _____ Secretary: _____, _____ Board members (need 3): Al Navarro, Nathan Berlin, _____ _____, _____, _____ Everyone is encouraged to serve on the HOA Board at some time. It gives good insight into what is happening with the subdivision and helps owners feel an investment in the community needs. The ballot will be sent out in the middle of November.
Other business	Wayne and Nathan reported that they visited the Pattison City Council meeting last week and are supporting the Mayor's efforts to get the Oak Meadows road sealing repair job as a line item in the budget until it is completed. The Pattison City Council is also planning to stop mosquito spraying because some residents have honey bees which may be affected. The new board will need to consider whether we need to plan to do mosquito spraying for Oak Meadows ourselves next year.

Lynn Wieck
Interim Secretary
Pattison Oak Meadows HOA