



*Stewart Peninsula  
Southshore HOA  
Meeting Minutes*

*Monday, October 10, 2011*

**At the home of Lucinda Ruch, 4045 Heron Cove**

**Present:** Mary Ann Hardy (President), Lucinda Ruch (Secretary), Mike Hughey (Architecture Control Committee / Communications), Beth Rogers, (Social Coordinator), Mike Gonzalez (Compliance), Mark Warner (Treasurer), **Absent:** Vacant (Vice President) and Vacant (Webmaster).

1. **Open Forum** started at 7:09 pm. Larry Westbrook, Jamie Morris, and Michelle Anglemeyer.

Larry volunteers for www updates 20 yrs Tx Dot and has done web work for Zales, Toyota, Verizon, etc... If needed timely then he can do it any time. Generally, he can post within 24 hrs.

Jamie Morris and Michelle Anglemeyer, Accelerated Association Management Company introduced themselves and their proposal. They are ready for Jan 1st for all the new laws. Jamie has been in the business for 8 yrs, PCAM, CMCA, AAMC (6-1 yr), has 10 clients. She has been managing properties since '77. Monthly, they have to keep up w/new laws. They have everything in place for when the new laws take effect (resolutions and infrastructure is ready & following these). They currently manage 10 properties – 3500+ homes from N. Dallas to DeSota, with a staff of 5. They will call back within 24 hrs. Jamie wants to attend our board meetings to make sure everyone is on the same track. These new laws are the most change ever in their history. 88 pages – 9 policies – (eg. Notifications, collection, postings). They have experience with several natural disasters/insurance issues and changing covenants. Jamie and Michelle offered to answer any further questions from the board.

2. Secretary

- a. Approval of the August & September minutes – Conditional approval with Mark Warner's input. Mike Hughey 1<sup>st</sup> & Mary Ann 2<sup>nd</sup>
- b. March – June Minutes re-sent to newly migrated www. Mike G. to pass login to Larry. Lucinda to pass August minutes tonight. September's minutes will be sent on Wednesday eve.

3. Treasurers Report - Mark

- a. Checking: \$10,679.44
- b. Savings: \$2016.13
- c. Beautification Fund: \$200.40
- d. Status of Past Due Accounts –100% done
- e. Water Bill Review – Mary Ann reported that we have now confirmed all 4 meters reported. Mark will label the meters on his report (5901 Heron Cove, Heron Cove Median, 5906 Stewart Circle & N. Colony/Stewart Blvd on N. side along with electricity) so we can compare increases in the bill to actual sprinkler repair, since we are trying to predict water usage related to pump break-even analysis. Water bill charges in accounting report looks like posting date is not consistently in right month or there is a

water problem. Mark will enter entry date when posting his accounting entries. Note in 2010 and prior years, Beth always used the end of the billing cycle date.

## 1. Old Business

- a. President – Mary Ann
  - i. Letter of wavier for closure to the roof non-compliance; \$1000 one-time waiver put on hold due to too many other efforts for the covenants, proxy and annual.
- b. Secretary - Lucinda
  - i. Website: Moved from GoDaddy to Host Gator. Complete.
  - ii. Former minutes & the updated resale form are ready to be passed to new webmaster on Wednesday.
  - iii. Roster: Loaded on Box.Net so everyone on the board can access the master file. The following to be done in Sept-Oct during the Proxy Campaign. As someone updates this main roster file with a new email address, Mike H. to update their email address on Yahoo Distribution List for email vs. invoice or both. Mike to get with Beth to decide on how best to do this. In Sept we agreed that Beth would compare the roster on Box.net to her invoicing list to keep the two in sync or collapse to 1 main list. She consolidated to one file.
  - iv. Vinyl Fences: Vinyl Fences needs resolution prior to the Annual Event. Mike H. claims that Vinyl Fences were passed in a 2009 board meeting - Scott Rogers 1st & Jim Haynes 2nd There are 2 existing violations – 1 approved & 1 not applied for. Ask Mike H. what was the meeting date? Lucinda asks: “So vinyl fences are ok & we need this added to the Design Guidelines table of contents, right?” MaryAnn is not willing to say vinyl fences passed as an amendment change until we look at the 2009 certified vote. Did we have enough proxies to amend the covenants? Did we have a 2/3 vote? This remains an open issue.
  - v. Replace CPA: Interview new CPA – Lucinda reported, no progress this month due to the board’s focus on collections, proxies, covenants & preparing for the annual meeting. Did a search for CPA’s within 10 miles and am now verifying if their services cover non-profits. Have identified 1 excellent candidate on the list so far. Talking to two. We all agreed no more vendors from within our neighbors at this time. Lucinda suggested to put this on hold until January. Mary Ann suggested that we may want to revisit with the property management company rather than pursuing a new CPA.
  - vi. Main Contact Directory – Revived a file from 2008 on HOA participants and vendors. Asking the Officers to append their information to it so it also maintains some history.
- c. ACC – Mike Hughey
  - i. ACC received 0 requests. 0 requests open.
- d. Communication- Mike Hughey
  - i. The Fall 2011 Newsletter went out on September 30<sup>th</sup> and signs were posted advertising National Night Out and the chili cook-off.
  - ii. A mass mailing was sent out covering the Annual Meeting and the covenant’s amendment ballot on September 25. It was followed by a 2<sup>nd</sup> mass emailing on September 30 to include the last 2 amendment paragraphs.
- e. Compliance-Mike Gonzalez. None.
- f. Social – Beth. NNO scheduled for Tuesday, 10/4 7 pm with a Chili Cook-off at the Gazebo. The Colony Fall Clean Up slated for 10/29/11 – Garage Sale Date. Need publicity for the events (signs posted, website updated, & newsletter).
- g. Common Grounds- Finalize landscape contract. Motion for notification of new contract after Annual. No 30 day notice required for existing contract but we will give a 30 days notice. Mike H. 1st and Mark 2nd.

## 2. New Business

- a. Secretary – Proposed to hold a special meeting prior to the Annual Meeting to educate the voters on these covenants, to explain the origination of the changes, the implications if changed or not changed, etc... Proposed to use PowerPoint visuals for the Annual Meeting to educate the homeowners on the changes to the covenants. Depending on the location facilities we can have two projector/screens showing a side by side comparison of the changes (Original and proposed Covenants.). Lucinda motioned 1<sup>st</sup> to prepare the PowerPoint for the annual. Beth 2<sup>nd</sup>. Motion passed.
  - b. Year at a Glance- Lucinda added renewal dates for insurance and “By 12/1 notify suppliers of new contracts & end to existing contracts”. Lucinda was asking for non-profit filing related dates for the calendar. Mark announced that the SPSHOA is no longer a non-profit. Mark to provide tax prep, submission & return dates to Lucinda to add to the calendar. Yard of the Month for September: Maggie & Edward Castillo’s at 5929 Heron Cove and October’s 5908 Heron Cove Danny and Leticia D. Curiel.
  - c. Treasurer - 2012 Budget - 2012 Budget In progress. Target to the Board by 10/19. Beth motioned to use current Landscape in the budget. Lucinda to 2<sup>nd</sup>. Lucinda proposed to show reserves projections required. Beth proposed to start the projections in April. Mike G. to enter motion for new company to be sign by Oct 31<sup>st</sup> effective Jan 1<sup>st</sup>. Motion passed - Mike H. & Lucinda Abstained.
  - d. ACC - NA
  - e. Social – Beth proposed that due to the nature of current events we have an independent source to count proxies and ballots. All agreed that would be nice to have but no funds to pay for a third party to count and doubtful that anyone would volunteer to help us. (e.g. Assistants ave rates are ~\$15/hr)
  - f. Communications - Facebook: We can invite those on our email list. We can post that it has to be approved. We can import emails. Mike G. to setup & Mike H. to send emails to invite. Lucinda to be backup to Mike G. on Facebook since that is an additional level of responsibility and will require special monitoring similar to but may be more demanding than the normal email inbox. Plus our Facebook pages has to remain pristine & follow all the rules precisely. There are several violations on the other Facebook page that we cannot as SPSHOA allow on our page(s).
  - g. Common Grounds - Section of the fence has blistered and needs painting. Santiago to call Mary Ann on fences. Need to replace dead shrubs. One of the landscapers giving bids said no need to replace the plants now since shrubs will be too stressed.
3. President - Annual Meeting Plans. *(This section was not covered in the meeting since it was getting so late.)*
  4. Meeting Date
    - a. January – Propose changing to 3rd Mon of the month
  5. Meeting Adjournment at 10:09 pm.