



*Stewart Peninsula
Southshore HOA
Meeting Minutes*

Thursday, September 15, 2011

**At the home of Beth Rogers
5912 Stewart Circle**

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

Open Forum started at 7:10 pm. No one present.

1. Renee- Discussion on Web Site Host Change – Not attending
2. Secretary
 - a. Approval of the August minutes – Conditional approval with 2 spelling changes. Mary Ann. 1st & Mike 2nd
3. Treasurers Report- Mark not present to update status. Mark Warner sent in updates for a-c
 - a. Checking , \$2010.10
 - b. Savings: \$10,001.10
 - c. Beautification Account Balance \$386.24
 - d. Status of Past Due – Mark not present to update status.
 - e. Water Bill Review – Mary Ann reported that the landscape company says the HOA only has 3 water meters yet in looking at our water bill there are 4 meters reported. Ask Mark to label the meters on his report (Heron Cove, Median, Stewart Circle & N. Colony) so we can compare increase in 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. Ask Mark which date he is using when posting his accounting entries. Beth always used the end of the billing cycle date.
 - f. Interview new CPA – No progress due to focus on collections, proxies & annual
4. Old Business
 - a. President
 - i. Letter of wavier for closure to the roof; \$1000 one-time waiver put on hold due to too many other efforts for the covenants, proxy and annual
 - b. Secretary –
 - i. Former Minutes & the updated resale form are ready, awaiting for 3rd party to bring up new website
 - ii. Website - Moving From GoDaddy to Host Gator. Mark to contact Rene to make the transition of the website access as well as transfer from Rene's personal credit card to the HOA new debit card. (Mark not present to update status)
 - iii. Roster was added to Box.Net last month so everyone can access/update email addresses as acquired. This year's proxy form will clarify if the HOA could use the email address for invoicing purposes as well as the general communications (newsletters). Beth changed the invoice to be clearer on the question about asking for their email address. Lucinda added the 3 cols: 1-for date updated 2-for who updated the email address & 3-

for Mike H. to mark when updated in yahoo. 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. Beth to compare the roster on Box.net to her invoicing list to keep the two in sync or collapse to 1 main list.

- c. ACC – Mike Hughey
 - i. Irrigation Project -
 - ii. Issue with a shed. The shed (Stewart Blvd & Sandhill Circle) went up conditionally with the agreement that a tree would be planted to screen the shed, but last reported that no tree is planted yet. Live oak tree was planted. Issue is now closed.
 - iii. ACC received one request for gazebo addition to back porch approved 9/13
- d. Communication- Mike Hughey. Mike H. submitted 7 topics with assignments for each. Input from the Officers due 9/23. Lucinda reminded that resales log is on Box.net for welcoming all new homeowners and to add volunteers. Mary Ann has drafted President's address to the homeowners. Mary Ann will send pics for Yard of the Month. Mike G. to provide an article on bylaws proposals. Add Boo Bags start 10/1.
- e. Compliance-Mike Gonzalez. Mike G. not present to update status.
- 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- Mary Ann has 5 bids from 3 companies. She presented a comparison of the bids line for line for the following items. Scope is equal or better. Additional services are offered for a lower price. Mike H. made a motion to go with Company 1 conditionally, that we get 3 references for Company 1. Lucinda 2nd. All approved. Mary Ann to review current contract and give 30 days' notice prior to end of the year. Lucinda to add "30 days prior notice to major (Annual) contractor" to the Year at a Glance. Mary Ann/Mark to identify any contractors (if any) not on a calendar year contract basis and their related dates.
 - i. Landscape Bids: Mary Ann secured 3 Bids for the 2012 Landscape Contract. Mary Ann to ask for 3 referrals for each
 - 1. Co 1 \$2400.00 per month
 - 2. Co 2 \$2275.00 + tax per month (includes color)
 - 3. Co 3 \$2400 per month; \$1900.00 per month + Color \$500.00 per month–3 types of services/bids. 3 different rates across the bids
 - ii. East side Avocet entrance along the fence
 - 1. \$120.00 Add stone to neutralize the erosion
 - 2. \$ 1200.00 Add soil & plant grass under the trees
 - iii. \$1500.00 Painting of the Iron fence at Osprey Circle. (15 - 8' foot sections)
 - iv. \$300.00- \$500.00 Tuck and Mortar the brick wall along North Colony
 - v. Annual Planting of color. Requires approx 75 flats. If we buy \$750.00. If using current landscape company it will be \$3000.00 at Stewart Blvd. Potential savings of \$2250 if we have enough volunteers.
 - vi. \$3914.50 Re-work the Stewart Circle bed.
 - vii. \$33,315 Erosion along North Colony Blvd. Add soil and ground cover to both sides of the sidewalk.
 - viii. \$1144.00 Gazebo plantings
 - ix. \$5000.00- \$10,000.00 Electricity to entrances
 - x. \$9000.00 Pump from the Lake Project

xi. \$900.00 Clean all grass out of the Avocet Way entrance Beds (add mulch)

5. 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 1st to prepare the PowerPoint for the annual. Beth 2nd. Mike H.
- b. Year at a Glance- Lucinda added renewal dates for insurance. Mark to provide Tax prep, submission & return dates. Yard of the Month for August: Arthur & Cynthia Atanasoff, 4005 Heron Cove
- c. Treasurer - NA
- d. ACC
 - i. No open nor new applications this month
 - ii. Mike H. made a motion for rules for suspension of Membership in the Association. See **Bylaw** - Sections 10 and 11, **Covenants** - Section 3.05, 4.8. “Any Member who is delinquent in the payment of any annual or special assessment or fine levied by the Association by more than thirty days shall be suspended from Membership until all Assessments are current.” Mike H. 1st. Beth 2nd. All in favor.
 - iii. Mike H. made a motion for rules, per Section 11, ten days before annual meeting as our cutoff date for "publishing" roster of members. Lucinda made a motion for the timeframe to be 10 days. Mary Ann made a 2nd. All in favor.
- e. Social - NA
- f. Common Grounds
 - i. Carsten contribution money to purchase new cranes.
- g. Grasses & solar spot lights need to be added to the herons - Open

6. President - Annual Meeting Plans

- a. Location of the annual meeting changing. Facilities presented for decision: City Community Center - \$300 for 3 hrs, 35 seats. Stan’s - Min \$200 spend, seats 40-50, 2 servers, lg. screen TV projection there; Available on 11/1 - not 11/2. The intention to move to the Wed was to avoid election days but since this is not a major election year and we have traditionally met on the first Tues, Beth motioned a 1st for Stan’s and moving the date back to 11/1. Mike H. 2nd; All in favor.
- b. Annual meeting will be changed back to the normal first Tuesday, 11/1 due to facilities availability.
- c. Time table for preparation of the annual meeting: Proxies & invoices due for 10/1 mailing.
- d. Proxies: To hold the Annual Meeting we need more than 50% (or 57 proxies). Add the eligibility paragraph. Ask for reply by 10/20. Start door to door canvassing 10/15.
- e. Suggestion for filling open Board Member Positions – Mary Ann to prepare letter to go in 10/1 mailing. Add per section 10 of bylaws, the criteria for membership eligibility is...
- f. Powerpoint (.ppt): For the.ppt: Compare SPNHOA to SPSHOA rates. Add capital improvement projections to support the forecast and project it out past just 1 year (e.g. 3-5 years) to determine dues impact. Lucinda to start the draft of the .ppt for others to start building the content for the presentation,
- g. Mike H. motioned to amend the increase in dues from \$470 to \$472 1st. Mary Ann 2nd. All in favor.
- h. Budget Projections for annual meeting - Initial estimates for future repairs to common areas are over \$40k and they will have to be prioritized in phases to coincide with the cash flow. Mark to work with Mary Ann on financial forecasts for repairs and potential increase in HOA dues.
- i. Covenants Issue of Denton County improper filings: Lack of responses to our letter. Ask our attorney to call the meeting with the 4 related to filing the amendments to the covenants with a deadline.

7. Meeting Date

- a. October 10- Lucinda Ruch, 4045 Heron Cove

8. Meeting Adjournment at 10:02 pm.