

**Scofield Farms Residential Owners Association
Board of Directors Meeting Minutes**

Meeting Date: Monday, April 8, 2013

Location and Time: Certified Management of Austin @ 6:00pm

Certified Management of Austin
9600 Great Hills Trail, Suite 100E
Austin, TX 78759

- I. Call to order – 6:12 pm**
- Present – Shelley Karn, David Negrete, Paul Maine, Debbie Southerland
 - Property Manager Sarah DeMattos
- II. Approval of Prior Minutes**
- Review and approve minutes of the Board meeting held January 22, 2013.
 - Motion: Paul Maine (pending correction in discussion of Pool Opening Party)
 - Second: Debbie Southerland
 - Motion carried: Yes
- III. Committee Reports**
- ACC (David)
 - Some new landscape applications made recently.
 - ACC recently approved a rule requiring 25% of some type of grass in each yard.
 - For February/March:
 - 2 ACC approvals
 - 2 approved with conditions
 - 0 denials
 - David asked that residents be reminded that they need to submit their plans to the ACC when they make changes to their yard.
 - Shelley suggested that signs could be created for the neighborhood reminding them to seek ACC approval.
 - David asked that a note regarding ACC approval be added to the 2013 annual meeting notice. Sarah is planning to send out this notice on the week of 4/15. David will send her wording for this notice.
 - Debbie will write an article for the scofieldfarms.org website calling attention to the need for ACC approval.
 - Website (Paul and Debbie)
 - Spam requests to join the email forum need to be addressed.
 - Forum software may be updated before the next board meeting.
 - Website content continues to be updated regularly.
 - Social (Debbie)
 - Easter Egg Hunt was a success
 - May need to find new organizers for next year.
 - Petting zoo will need to be reserved 6-9 months in advance.
 - Garage Sale was successful.

- Pool Opening Party update
 - 150 containers of custard from Culver's at cost of approx. \$300 to be delivered at 2:45 pm.
 - Music by the Strictly Business Band
 - Co-sponsored by CareSpot urgent care clinic – they are buying all of the bottled water for the party..
 - Giveaways from Hess (4 free lawn mowings).
 - Plan to have sign in sheet to get better idea of attendance, possible adds to mailing list.
- Pool (Paul)
 - Committee has noticed rusted out fixtures in bathrooms – remodeling needed.
 - Maria Shelby has taken photos.
 - As soon as scope of work is determined, bids can be gathered.
 - David said photos show mold and this should be dealt with soon. Building permits will not be needed.
 - Paul will meet with David this week to have him draw up plans and then Paul will request contractors to bid on the project.

IV. Treasurer's Report

- Financial Review
 - Shelley asked Sarah to find out why Feb. mailing was charged to us – we should have 4 mailings per year per our contract. Sarah will check on it.
 - Professional Fees for February were due to fee for updated reserve study.
- Delinquency Review & Attorney Collection Status
 - First 3 on list are technically not part of our property – issues with Scofield Farms/Scofield Ridge property line still being worked out (Steve Walden working on this and lawyer involved). Connie has given them 10 day timeline to respond. Sarah will give us an update after 10 days are up.
 - Walgreens – Sarah will follow up.
 - Account #17015 – Connie advised us to send a demand letter. Sarah will follow up on this as well as account #17909.
 - Sarah will also follow up on the PISD charge.
 - Paul mentioned Dapplegrey xeriscape home where landscaping washed into the street.
 - Shelley and David noted that this landscape update was not approved by the ACC – it's all granite and dirt with no plants.
 - Sarah noted that this property is being fined.

V. Old Business

- Bylaw and CCR amendment status
 - Steve Walden has been working with this.
- Deed Restriction Violation (DRV) updates
 - David is working with the ACC to make ACC-related updates to deed restrictions – modernize them with amendments.
 - 150 deed restriction violations from 1/1/13 to 4/8/13
 - Landscaping – 56
 - Rubbish and Debris – 23

- Architectural – 16
- Signs – 16
- Fencing – 11
- Decorations – 8
- Vehicle Parking – 7
- Sports Equipment – 7
- Unsightly – 4
- Animal and Pets – 2
- Sarah reviewed deed restriction violation fining process:
 - Stage 1 – courtesy reminder
 - Stage 2 – 2nd notice
 - Stage 3 – first fine
 - Stage 4 – monthly fining begins

VI. New Business

- Fencecrete update
 - Shelley asked whether we should look into starting to replace portions of it rather than repairing every year.
 - Bob Hite (C&M Precast) has been working on cost estimate for us.
 - At this time, he is saying 1000-1100 sq ft needs to be replaced.
 - He recommends 8 foot high wall at replacement sections (more privacy and sound barrier).
 - David stated that this type of fence (precast) will not match the current fencecrete fence, and he didn't see the need to provide a sound barrier for residents.
 - Shelley asked Sarah whether she had the recent estimate Jennifer requested from Fencecrete America for repairing the current fence.
 - Sarah will send it to us.
 - David mentioned that if we keep the fence well painted, we can extend its life.
 - Sarah researched fencecrete repairs in the past 3 years and couldn't find a record of any repairs other than power washing. The biggest expense was for the new section of fence.
 - Shelley asked Sarah about extra drives to identify homeowners with plants growing on the fencecrete. We need to ensure all plants are off the fencecrete before we make repairs.
 - One drive occurred in December – Shelley requested one more drive – Sarah and Jennifer will take care of this soon.
 - Shelley suggested we keep up with this issue in the future by having a drive every 6 months to 1 year.
 - If we repair fencecrete – we will need to paint both sides as well.
 - Notification/permission would need to be received from residents before this work is done.
- Pool improvement project update (Paul)
 - The contractor is waiting for appropriate weather to pour concrete under the new shade structure due to the chance of rain over the next few days – currently scheduled for Friday 4/12.

- David said that if concrete is poured Friday, should be able to pull forms Saturday and be ready for Sunday.
 - Paul asked for a motion to approve additional expense, if there is one, for pulling forms on Saturday (to be ready for Sunday's pool opening).
 - Motion – Paul Maine
 - Second – David Negrete
 - Motion carried – Yes
 - Paul asked for a motion to approve the purchase of additional cameras at the pool area (trash can and parking lot areas). He suggested a budget of \$500-1000 for up to 8 cameras, giving us a total of 16 cameras.
 - Motion – David Negrete
 - Second – Paul Maine
 - Motion carried – Yes
 - Paul will hold off on updates to the blacktop until the rest of the work is done.
 - Surface area at the pool gate entrance also needs to be replaced.
 - David had noticed that this was not textured the first time, so Paul will ask for this.
 - David asked about handicapped sign replacement. He said we only need 1 of them at the pool. Sarah will look into having a new sign made.
 - Paul mentioned wireless internet service at the pool for residents. He is concerned about liability issues for illegal downloading, content, etc.
 - We will need a landing page for the internet service to limit the ROA's liability.
 - Sarah will ask for legal advice on how to word the landing page.
 - Not sure yet how we will share the password with residents.
 - Shelley asked about an estimate for the pool house roof.
 - Diamond Select has inspected the roof and noted hail damage, but said mail kiosk was not damaged.
 - Sarah has contacted the insurance agency and is waiting to hear back from the adjuster – Diamond Select has offered to meet them.
 - Paul asked about hail resistant shingles – David will research and send Sarah information.
 - We decided to keep the pool house roof the same color as it currently is, to match the mail kiosk.
- Playground rules sign to be put on the gate entrance
 - Agreed upon using a short list of rules, rather than an exhaustive list.
 - Shelley will take a photo of the current sign and then compile ideas for a suggested new sign – we can vote on it and Sarah can have the sign made.
- Annual Meeting – May 16
 - Shelley has revised the Power Point presentation and will send it out to us to approve. We will all share in making the presentation.
 - Shelley discussed the number of proxies that would be needed from each of us. If we each collect 10-15, this should cover it.
 - Sarah will double check number of required votes for meeting to count.

- Sarah asked if we wanted to include a return envelope for proxies. We agreed to include it with the annual meeting notice, although we chose not to include postage due to the high cost.
- Proposed Cinco de Mayo party – date TBA
 - To be organized by Jenney Leone
 - 21 and over only
 - No glass containers past entrance gate
 - BYOB
 - May need to update pool rules regarding alcohol – no alcohol allowed except for approved special events. Sarah will work on wording for the new policy.
 - We may put up temporary alcohol policy rules for the event and change the current rules if the party is successful.
- Reserve Study results
 - Sarah will send us the entire study.
 - It is broken out according to major projects year by year – no projects slated for this year.
 - She will also include comparisons between the original 2009 study and the current study.

VII. Next Meeting – Thursday, 5/16/13 at Frank Fickett Center, 7 pm (Annual Meeting)

VIII. Adjournment – 8:15 pm

IX. Executive Session