

CHAMPIONS FOREST HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Thursday, February 7th, 2013

The Board of Directors Meeting was called to order at 7:00 p.m. at 12005 Misty Brook Drive. Present were:

Jayme Foley	President
Krista Crockett	Vice President
Karen Hederstedt	Treasurer
Kathy Yancy	Secretary
Vince Layton	Maintenance
Sharon Lutz and Dana Rowley	Homeowners

1. The first item on the agenda was a bid to repair the rock work around the tree well in the greenbelt, as well as the entrance sign. The low bid of \$850 was approved.
2. President Foley reported on the document she prepared, reinstating our homeowners' association as a Texas Non-Profit Corporation.
3. A draft document, Architectural Committee Rules and Definitions for Reviews of Compliance with Article IV, Land Use and Building Types of the Amended and Restated Declaration of Covenants, Conditions, and Restrictions, was presented and discussed in detail. All officers agreed that this was a necessary and beneficial set of guidelines. The document was approved as written and will be filed in the Travis County Property Records.
4. A Resolution Adopting Payment Plan Guidelines and Application of Payments Schedule was presented, discussed, and approved.
5. A Management Certificate, indicating that our Association is self-managed, was presented and approved.
6. A Notice of Filing of Dedicatory Instruments was presented and approved, correcting an oversight whereby the Champions Forest Articles of Incorporation and Bylaws were never filed of record in Travis County. The previously approved Architectural Committee Rules and Definitions for Review of Compliance, along with the new Payment Plan resolution, will also be filed, as required by law.
7. A draft letter to homeowners with delinquent dues was presented and discussed. The letter outlined the penalty for late payment of dues and the proper due date, as well as the newly adopted payment plan guidelines. With one revision, this letter was approved for immediate use.
8. A proposal to increase the fee for preparation of a Resale Certificate was presented and discussed. This fee will also be applied to refinance transactions and deed transfers, as clarified and agreed by the officers. This proposal was approved at the new level of \$50.00.
9. Amendments to the approved 2013 Budget for the Association were presented and discussed. Changes were suggested which would more accurately reflect the ongoing expenses of the Association, while removing potential / one-time / suggested expense categories as well as Capital Expenditures.
10. The primary expense item, Greenbelt Maintenance/Mowing, was thoroughly discussed. Much dissatisfaction was expressed with the manner in which the mowing and invoicing has been done. All officers agreed that greater control was needed over this spending category. The suggestion that mowing be done only upon request of the Board was accepted and approved. Invoices presented for mowing done without our specific request will be returned unpaid.
11. The amended Budget, Income Statement, and Balance Sheet were approved. These documents will be published on the website.
12. A discussion of CCRs and Bylaws violations followed, with two specific instances presented for action. Because compliance was not achieved following a mail-out last year to all owners, the Board authorized President Foley to contact an attorney and have our official notice sent to each owner currently in violation of the CCRs and/or Bylaws. Cost can be minimized if we prepare a draft of the notice for the attorney to review and sign.

A homeowner on Hispania Court contacted the Board regarding trash can violations on her street, as well as excessive barking of dogs. Jayme had already responded regarding the barking dog

guidelines from APD. Possible solutions to the trash can situation were discussed among the Board members. Jayme will ask that the cans be moved to the side of the house, behind the fence. We have a notice which can be filled in with specific information about the violation and hung on the owner's front door.

Committees reported as follows:

Treasurer: Karen discussed the switch from use of a Savings account to a Checking account. This would save the Association money charged for exceeding the monthly limit on transactions from a Savings account. A debit card also could be issued with a Checking account, providing a better way to pay for incidentals. All the officers approve of these changes in banking procedures.

Maintenance: Vince discussed the flooding problem on Whispering Valley Drive from last year. There seems to be some movement on this issue with the City and the Railroad. Representative Michael McCaul was contacted to assist homeowners in appealing for action to prevent future problems. This is an ongoing situation that Vince continues to pursue.

Vice President: Krista requested that the email address vpresident@championsforest.org be remapped to her personal email. This is not a change that we have been able to make on our own. Vince will contact the website hosting company regarding this change.

President: Jayme indicated that two additional documents needed to be prepared and filed of record. These are the Records Retention Policy and Open Records Policy. Both will be completed in the near future and presented to the Board.

Homeowners Sharon Lutz and Dana Rowley brought up their concerns regarding the four-plexes on Whispering Valley Drive, namely derelict vehicles and large amounts of visible trash. This ongoing situation frustrates nearly everyone in the neighborhood. We will try to report unsightly messes and trash can violations to the City via the 3-1-1 phone system.

This meeting adjourned at 9:10 p.m.

Respectfully submitted,

Kathy Yancy