

# HOA SOUTHERN WOODS, INC.

www.hoasw.com

## Board of Directors Minutes

January 26, 2011

Buda Public Library, 6:30pm

Members Present: Doug Dear, Clark Miller, Pat Wentworth, Richard Garrett,  
Mahlin Musgrove, Paul Kaskie and Rachael Martinez  
Others Present Juliette Miller as Secretary to the Board

A Quorum of members being present, the President called the meeting to order at 6:30 pm and moved to the items on the meeting agenda.

1. Clark Miller presented the Association's 2011 Budget to the Board. Clark made a **Motion** "to accept the 2011 Association's budget, as presented". The motion was seconded by Pat Wentworth and was approved unanimously. The Budget is attached to these minutes as part of the record
2. At the previous Board meeting the Secretary was instructed to ask member Jim Weatherford what would be an appropriate "gift" from the Association to Good Shepherd Lutheran Church" as an expression of the Association's appreciation for the continued use of the Church for our annual members meeting. The Secretary reported that a monetary donation to the Church youth group to help with the group's expenses to attend the national youth convention in Estes Park, Colorado, would be most appreciated. Rachael Martinez made a **Motion** to "donate \$100 to the youth group of The Good Shepherd Lutheran Church". The motion was seconded by Paul Kaskie and was approved unanimously.
3. Doug Dear presented an updated and detailed scope of work for the improvements to the Association's roads. Clark Miller reported that he had contacted Thames for a competitive quote but that he had not yet received the quote. The Board discussed Doug Dear's proposal and Doug informed the Board that while grass seeding and erosion control were not in his current bid, he did recommend such measures and that they would add at least \$1000 to his bid. The Directors decided to table the motion to approve the contract for improvement of the roads until a competitive bid is obtained then the Directors will hold another meeting specifically to review the road improvement bids and approve a contract.

4. The Secretary reported to the Board that, per their instructions at the last Board meeting, letters had been sent to the owners of lots 5, 8, 13 & 20, by both regular and certified mail, demanding immediate payment of their outstanding dues. Clark Miller reported that he had already been contacted by the owner of lot 5 who informed him that he would be sending in his payment of all dues owed. Mahlin Musgrove made a **Motion** that “Pat Wentworth shall contact the Association’s attorneys and request that they take all steps necessary to secure collection of any 2010 and earlier dues owed by the owners of lots 5, 8, 13, and 20 that are still outstanding as of February 14, 2011”. The motion was seconded by Paul Kaskie and was approved unanimously. The Directors also discussed the fact that the 2011 budget, as approved, contains a \$500 allowance for legal matters and that Pat can approve legal fees, in regard to the collections actions, up to that amount, but if the legal costs will exceed \$500 then he will need to seek Board approval.
5. A **Motion** was made by Clark Miller that “the Association shall use the same notice to members and elections procedures for the 2011 Annual members Meeting that it did for the 2010 meeting”. The motion was seconded by Pat Wentworth and was approved unanimously.
6. Mahlin Musgrove reported that he had e-mailed copies of the proposed Bylaws amendments to all Board members after the last board meeting and that he had received only minor suggested further amendments and that he had now created a single document titled “2011 Amended and Restated Bylaws of the Home Owners Association of Southern Woods” and that this document combined the original Bylaws of the Association with the November 1995 amendments and the current proposed amendments. The Board discussed this document then approved the following motions for the purpose of making it absolutely clear what the new Bylaws of the Association will henceforth be.

Clark Miller made the following **Motion**, which was seconded by Pat Wentworth and unanimously approved, that:

“The Board recognizes and adopts the following documents as the current and only Bylaws of the Association: the Original Bylaws, adopted by the Board of Directors on August 20, 1995; and the Amendments to the August 20, 1995 Bylaws, adopted by a resolution, which was signed by the Board of Directors on November 1, 1995”.

Clark Miller then made the following **Motion** which was seconded by Richard Garrett and was unanimously approved, that:

“The Secretary shall make the following changes to the proposed “2011 Amended and Restated Bylaws of the Home Owners Association of Southern Woods”

- a) Delete the last sentence of Para. 3.16 and substitute the following “ Each member’s proxy shall be revocable and shall be valid only at the single members meeting at which it is originally presented”.
- b) Completely delete Para. 4.09, which relates to the creation of the offices of assistant secretary and assistant treasurer.

And that the Board approves and adopts the proposed “2011 Amended and Restated Bylaws”, with the above changes, and that these Bylaws shall replace all other previous Bylaws of the Association; and that the “2011 Amended and Restated Bylaws”, shall be signed by all of the Directors and the Secretary of the Association and that the Bylaws shall be marked with the seal of the Association and that the original shall be kept in the Association’s corporate record book and that a copy shall be posted on the Association’s web site”.

7. The Board then held a general discussion about Hays County's future acquisition of right of way at the intersection of FM 1626 and Southern Drive. Doug would like a list of items from the Board members, to use in negotiation, on behalf of the neighborhood in return for the entrance property (portion of Lot 42) acquisition. All Board members were asked to forward their suggestions to Doug.

The Board completed its agenda business and Clark Miller made a **Motion** to adjourn the meeting at 8:15 pm, the motion was seconded by Paul Kaskie and was approved unanimously.

Respectfully,  
Juliette Miller  
Secretary

# HOA Southern Woods 2011 Budget

## Notes

The 2011 Budget was created in Quickbooks using actuals from 2010 as a basis. The following changes and assumptions were made for 2011

Income: The 2011 dues for lots 6 & 7 were prepaid in February 2010 by the previous owner, Mr. Marti, therefore the HOA will not receive any income from those lots in 2011. The total projected income also makes the following assumptions; 1) that all members (other than Brian Vickery) will pay all of their 2011 dues in 2011, and; 2) that all dues that were outstanding as of December 31, 2010, other than those owed by Brian Vickery, will be collected in 2011 (in the amount of \$930).

Legal: While we had no legal fees in 2010, the Board has decided to peruse collection action against members who are chronically delinquent in the payment of their membership dues; this will probably result in legal fees or collections fees.

Landscaping: \$200 for blooming plants at the front entrance. No paid labor is anticipated

Roads: The total includes 1) the application of 15 buckets of KoldFlow at \$55 / bucket material cost and \$30 / bucket labor cost and, 2) The annual spraying of Roundup and then weed wacking along the edges of the road. The possible expenditure of \$6,000 to repair the bar ditches was not included in the budget as the money will come from the savings account not the operational funds.

Savings A/C A \$2,000 allowance to transfer to savings. This does take into account the \$6000 road expenditure; however the budget shows the transfer to the savings account and then the entire road repair will come out of the savings account as the road repair is an "unusual cost" and not a regular budget cost.

Gate: There is an outstanding invoice in the amount of \$233 for gate painting that should be paid in January. The total \$350 amount takes into account any other small maintenance items.

Bank Fees: Bank Of America checking fees were increased slightly to reflect a new \$5 per month bank fee that was instituted late in 2010. The UBS annual fee of \$170 is paid in late December.

Insurance: This has remained the same for 2 years so it has simply been rounded up.

Postage: Anticipation of buying more stamps

Filing and Copying The easement documents for Lots 9 & 10 will need to be filed in the Hays County Property records then certified copies obtained for both Grantees and the HOA

	<u>Jan - Dec 11</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Investments</b>	
Interest-Savings, Short-term CD	138.70
<b>Total Investments</b>	<u>138.70</u>
<b>Membership Dues</b>	7,590.00
<b>Total Income</b>	<u>7,728.70</u>
<b>Gross Profit</b>	7,728.70
<b>Expense</b>	
<b>Business Expenses</b>	
Federal Income Tax	4.00
<b>Total Business Expenses</b>	<u>4.00</u>
<b>Contract Services</b>	
Legal Fees	500.00
<b>Total Contract Services</b>	<u>500.00</u>
<b>Facilities</b>	
<b>Landscaping</b>	
Maintenance	
Materials	200.00
<b>Total Maintenance</b>	<u>200.00</u>
<b>Total Landscaping</b>	200.00
<b>Roads</b>	
Maintenance	
Labor	720.00
Materials	1,075.00
<b>Total Maintenance</b>	<u>1,795.00</u>
Savings Account Transfer	2,000.00
<b>Total Roads</b>	<u>3,795.00</u>
<b>Street Lights</b>	
Power Used	1,404.00
<b>Total Street Lights</b>	<u>1,404.00</u>
<b>The Gate</b>	
Maintenance	350.00
<b>Total The Gate</b>	<u>350.00</u>
<b>Total Facilities</b>	5,749.00
<b>Operations</b>	
Bank Fees	230.00
Filing and copying fees	50.00
Insurance - Liability, D and O	750.00
Postage, Mailing Service	44.00
Property Taxes	30.91
Website	150.00
<b>Total Operations</b>	<u>1,254.91</u>
<b>Other Expenses</b>	
Community Activities	200.00
<b>Total Other Expenses</b>	<u>200.00</u>
<b>Total Expense</b>	<u>7,707.91</u>
<b>Net Ordinary Income</b>	<u>20.79</u>
<b>Net Income</b>	<u>20.79</u>