

# HOA SOUTHERN WOODS, INC.

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## Board of Directors Minutes

December 14, 2010

Buda Public Library, 6:30pm

Members Present: Doug Dear, Clark Miller, Pat Wentworth, Richard Garrett,  
Mahin Musgove  
Others Present Juliette Miller as Secretary to the Board  
Members Absent: Paul Kaskie and Rachael Martinez  
Members Proxy: Rachael Martinez proxy to Doug Dear

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 Rachael Martinez's e-mail proxy to the Board and it was accepted. The proxy is attached to these minutes and is incorporated as part of the record.
2. The Treasurer, Pat Wentworth, reported that the balance in the HOA checking account is \$1,901.18 and that a total of \$975 remains outstanding in uncollected dues. Following a discussion regarding how to deal with members who are chronically delinquent on their HOA dues, a **Motion** was made by Clark Miller, that "Doug Dear will telephone the owners of lots 5, 8, 13, & 20 to personally remind them that they are past due on their HOA fees and request payment". The motion was seconded by Mahlin Musgrove and was unanimously approved. A **Motion** was then made by Pat Wentworth that "when the Treasurer invoices all HOA members in early January for their 2011 dues, a letter shall be included in the invoices to the owners of lots 5, 8, 13 & 20 stating that they are overdue on their 2010 HOA fees and that, if their overdue fees are not paid by February 1, 2011, the Board will hand the matter over to a collections agency for resolution". The motion was seconded by Richard Garrett and was approved unanimously.
3. Doug Dear presented a scope of work (a copy of which is attached to these minutes and incorporated as part of the record) for the maintenance needed on the subdivision roads. Doug told the Board that, in his opinion, a very rough estimate for the cost of the work, listed in the scope of work, would be about \$6000 for items 1 - 4. The Board asked Doug to present a formal bid for the work and Doug agreed to do so but requested that the Board obtain other bids first.

Doug also described various other improvements to the right of way areas that also need to be done to produce the best results in maintaining the roads. The Board agreed that more improvements may be made in the future as budget allows. Doug explained that the bar ditch on Elm Grove lane, just outside the gate on Southern Drive needs to be contoured and that he will contact the Hays County Road Maintenance Department to ask them to repair it.

4. Clark Miller made a **Motion** to “purchase and install a surge protector on the controller for the gate”. The motion was seconded by Richard Garret and was approved unanimously.
5. The Board reviewed the 2010 Profit and Loss report for the HOA and discussed the line item amounts to be used in a proposed budget for 2011. The completed budget will be presented at the next Board meeting.
6. A **Motion** was made by Clark Miller that “the Annual Members Meeting shall be held on Tuesday February 22, 2011 at 7pm and that a notice of the meeting shall be sent to each home owner, in January, together with the invoice for their annual dues”. The motion was seconded by Pat Wentworth and was approved unanimously. The Secretary was then instructed to make arrangements to reserve the Good Shepherd Lutheran Church in Buda for the meeting. A **Motion** was then made by Pat Wentworth that “the Board make a small gift to the church in appreciation of the many times that we have used their facilities for meetings”. The motion was seconded by Richard Garrett and was approved unanimously. The Secretary was instructed to ask Jim Weatherford (a member of both the HOA and the Church) what would be an appropriate gift to the church.
7. Mahlin Musgrove reported that he has completed his review of and proposed revisions to the HOA Bylaws. Clark Miller proposed that Mahlin e-mail a copy of the proposed revisions to each member of the Board, that each member of the Board study them and that the revisions should be voted upon at the next Board meeting.
8. Doug Dear informed the Board about the progress of the FM 1626 improvements and that the acquisition of the right of way by the county is moving ahead rapidly.
9. Clark Miller made a **Motion** “to hold a Board Meeting on January 26<sup>th</sup> 2010, at the Buda Public Library, to approve and discuss the following items:
  - Selection of a bid & contractor for the road improvements
  - Review and approve a revised set of Bylaws for the HOA
  - Approval of the HOA 2011 budget
  - Review and approve a demand letter to be mailed to any Members who as still chronically delinquent on their dues as of February 1, 2011
  - Review the organization and procedures for the Members meeting in February”

The motion was seconded by Mahlin Musgrove and was passed unanimously.

The Board completed its agenda business and Clark Miller made a **motion** to adjourn the meeting at 8:20 pm, the motion was seconded by Pat Wentworth and it was approved unanimously.

Respectfully,  
Juliette Miller  
Secretary

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From: Martinez, Rachael, OEDAUSTIN [mailto:rachael.martinez@va.gov]  
Sent: Monday, December 13, 2010 3:35 PM  
To: pkaskie@austin.rr.com; c\_dear\_@hotmail.com  
Cc: millers@austin.rr.com; Martinez, Rachael, VBAAUSTIN  
Subject: Rachael's proxy

For the Secretary's record:

Paul/Doug,  
I am tentatively scheduled to attend the HOA Board meeting on Tues. Dec. 14th at the Buda Library, however, if I am not able to make it there by 6:30p I am giving my proxy to Paul Kaskie and if he is not present then my proxy would go to Doug Dear. If neither of you are present then I shall be considered absent.

Thank you,

Rachael Martinez

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## Southern Woods Subdivision Roadway Mitigation Project

### Scope of Work

1. Use motor grader to re-grade existing roadway shoulders to create a profile with positive drainage away from asphalt to center of bar ditch. Care should be taken around asphalt surface to minimize asphalt damage. Use skid steer loader to shape soil around driveways. (Approximate area = 15,000 LF x 10')
2. Clean and re-grade bar ditch around cul-de-sac and at 1100 & 1000 Southern Drive. Replace rock Rip Rap in center of bar ditch (Approximately 5' width). Use all spoils for fill at eroded gully.
3. Provide and install three Rip Rap (3"-5") rock berms (3' W x 1.5 H x 15' L) in bar ditch in front of lots 1100 & 1000 Southern Drive. Rip Rap berms to be wrapped with chicken wire to prevent movement. Rock berms will slow down water run-off.
4. Use spoils from shoulder cuts to fill holes at 600 Southern Drive. Place Rip Rap rock in center of bar ditch (approximately 200' x 5' wide)
5. Cut out soil in bar ditch at lot 500 Southern Drive and remove. Replace soil with 13" x 24" culvert and Flex Base for temporary driveway.