

**MINUTES
WORK SHOP AND EXECUTIVE MEETING
OF THE MEADOWLAKES PROPERTY OWNERS ASSOCIATION**

Workshop December 14, 2015

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Executive Meeting December 15, 2015

Workshop:

The workshop meeting was convened at 9:00 AM on 14 December by President Joe Summers. Five members of the Board were present to establish a quorum. Those members present were Joe Summers, Jerrial Wafer, Joy Marcou, Gerry Mason, and Jim Woods. Len Fate was absent. There were no residents or visitors in the audience. Joe announced that Gerald Fair resigned from the Board, and a replacement Board member would need to be appointed.

The minutes from the 16 November workshop and the 17 November Executive Meeting were presented to the Board for review before approval in the next executive meeting.

Joe related the resignation of Gerald Fair, and he stated that Dottie Steuckroth had volunteered to fill the position. Joe asked if any Board member had other nominees for consideration. There were no other nominees. Joe stated that appointment of a new Board member was authorized by the CCR's and should be done at the next Executive Board meeting. Gerald Fair's position on the Board was a two-year election to fill the last two years of the position that had been vacated by Jan Cunningham at the annual meeting on 10 October 2015. The new Board member will therefore be appointed to fill the two-year vacancy.

Joe discussed the search of Association files at City Hall to find a copy of the most recent Management Certificate. He stated that the past recordskeeping has not been adequate: records are not filed orderly and apparently some records may not have been filed at all. The Association needs to establish a structure for filing records, and a review needs to be done to survey existing records for re-filing or for destruction. Jim related a review of the files that he had done in 2014. He had found a copy of a prior attempt in the 1990's to start a filing structure by a past Board member. The copy was an index to the files and a narrative evaluation of the files at that time.

Joe stated that a new Management Certificate was filed with the County Clerk on 8 December 2015.

Joe mentioned that he could not find any document in the files that informed Board members of necessary statutory filings and notices. He asked if any Board member was aware of such a document. None were identified.

Gerry mentioned that he had met with the City Manager and the Paving Contractor and that work was ongoing for minor repairs in almost every part of the City. He related that the initial plan to restructure the crown of Preston Trail has been evaluated further and that the planned restructuring is not likely to warrant the cost. The curvature of the crown is such that the water on the east side of the road cannot be rerouted sufficiently in a heavy water flow event to achieve

the planned benefits. The Board would need to vote to remove the Preston Trail restructure from the three-year plan.

Joy provided an update on the financial progress toward the annual budget and the cash flow projections for the budget year. She stated that she had reviewed the assessments, collections, and accounts receivables for annual fees. She could not find a standard policy or procedure for Board actions on delinquencies. She suggested the Board should consider standard policies and procedures.

Joe, in the absence of a RV Storage director, described the current billings and collections for RV storage spaces.

Jerrial related that the Christmas contest would be on 18 December.

Gerry mentioned that he would like to invite the residents along Dogleg to a future workshop and/or Executive meeting to discuss the future of the wooden fencing along the cemetery and "N" Street fence line. The wooden fencing has deteriorated and has been propped up by residents. In a storm the fence may block the street or destroy the security fence. The Association is supposed to maintain the aesthetics of the community, and the fence line is an eyesore from inside and outside the community.

The workshop was adjourned at 10:50 AM.

Executive Meeting:

The Executive meeting was convened at 7:00 PM on 15 December by President Joe Summers. Six members of the Board were present to establish a quorum. Those members present were Joe Summers, Jerrial Wafer, Joy Marcou, Len Fate, Gerry Mason, and Jim Woods. Dottie Steuckroth was present and was appointed to the Board during the meeting. There were seven residents or visitors in the audience.

Gerry offered a prayer, and Joy led the pledge of allegiance.

Joe requested roll call to establish quorum for the meeting. Six directors were present as quorum.

The minutes from the 16 November workshop and the 17 November Executive Meeting were presented to the Board for approval. Joe asked for any comments on the minutes. Hearing none, he asked for a motion for approval. Len motioned for approval and Gerald seconded. Minutes were approved unanimously.

Joe stated that he had received the resignation of Gerald Fair from the Board, and that the CCR's provided for appointment of a candidate to fill the remaining two-year term left by the resignation. Dottie Steuckroth had volunteered to fill the remaining term. Joe asked for a motion to appoint Dottie Steuckroth to the Board. The motion was made by Len and seconded by Joy. Dottie took her position on the Board following the appointment.

Directors' Reports.

Joy provided the Treasurer's report on budget execution for the current year and the projected cash flow through the budget year.

Joe related the activity at RV Storage. 49 renewals had been received with 39 remaining. Total anticipated revenues from RV storage rentals are \$16,450 for the budget year. Dottie is the new Director for RV Storage.

Len informed the Board and guests that Bill Grant of the security staff had passed away and services would be held on 18 December. He invited all members and guests to attend. Len stated that he had interviewed and hired a new member to the security staff. Also, most of the remodel work at the security gate was now complete, except for minor touch-up. He mentioned that he had granted bonuses to the security staff and to the Association's administrative support personnel within the City.

Jerial reported on recent activity within the City Building Committee and the Welcoming Committee. He also related that the annual Christmas decoration contest sponsored by the Association would be judged on the 18th of December.

Gerry reported that the clearing of the fence line on Orchard Street and on the drainage area of Broadmoor was complete and contractor performance and value was excellent. He mentioned the extensive street repairs and crack sealing that was being done in almost all areas of the community and complimented the current paving contractor performance.

Old Business.

1. Joe stated that he had signed and filed the Association's new Management Certificate on 8 December with the Burnet County Clerk.
2. Gerry stated that part of the three-year plan for street maintenance needed to be amended by Board action. Specifically, the plan included work to restructure the crown of Preston Trail to reduce the flow of water down the east side of the street during heavy rain events. Further evaluation with the City and the paving contractor determined that the flow of water on the east side of the street originating from Nelson Place could not be reduced significantly by altering crown of the street, meaning the proposed benefits of reversing the crown of the street were less than the probable cost. Gerry made a motion to remove the restructuring of the crown of Preston Trail from the three-year plan, and Jerial seconded the motion. Approval was unanimous.

New Business.

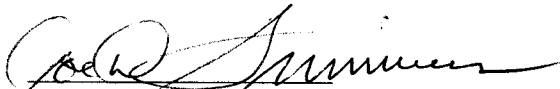
1. Joe related his review of the condition of recordskeeping for the Association. He found the files to be unorganized with not specific structure to the files or assurance that required filings or notices were properly executed or retained. He asked the Board members assistance to review the files and standardize the filing system. It was agreed that members of the Board that could commit time to the effort would get together in Totten Hall at 9AM on 13 January. The Hall was reserved for the 13th and the 14th of January for the review.

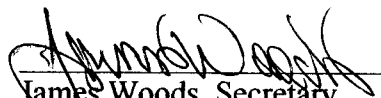
2. Joe noted that he could not find any documents that told Board members of required notices or filings, as the Management Certificate. He stated that as part of the effort to add discipline to the filing structure, the Board needs to formulate a document to advise future Boards of notices or filings they should make.
3. Joy stated that she had reviewed the files for guidance on Association policy and procedures for addressing assessments, collections, delinquencies, liens, and accounts receivable. Her review showed that policies, procedures and responsibilities of past Boards were not well documented and were often not consistent among the various Boards, with years going by without liens being filed for past debts. She recommended the Board develop policies and procedures that detail the responsibilities and actions to be taken in managing assessments and resulting debts as part of the recordskeeping review.

Joe asked if anyone in the audience would like to offer comments on any issues covered in the meeting or any new issues to be brought to the board. No comments were received.

Joe announced that the next Executive meeting would be at 7:00 PM on January 19, 2015.

The meeting was adjourned at 7:40 PM.


Joe Summers, President


James Woods, Secretary