

**August 2019 Minutes**  
**Workshop and Regular Meeting**  
**Board of Directors, Meadowlakes Property Owners' Association**

**Workshop Meeting, 08/05/19:** Called to order by Joe at 6pm.

**Prayer:** Joe

**Pledge of Allegiance:** Dottie

**Roll Call:** Present: Joe Summers, Kevin Soliz, Dottie Stueckroth, Jerrial Wafer, James Woods, Steve Newton, stated quorum.

**Budget Workshop:**

1. Discussion and Consideration of 2019-2020 Budget – Dottie Stueckroth
  - a. Dottie reviewing proposed budget, see handout. Association fees, stays the same. Lot mowing, recommended we drop with more homes being built, change to \$9k instead of \$10k. Late plenty \$5k, lean \$100, RV park fees the same 16k, pool income Jim contacted Jonnie and they have been running about \$8k. Joe suggested that the rate for the resident pool fees be lower, Joe recommended that incoming board should finalize the pool rate adjustment, for now we'll leave the budget at \$8k. Misc. income, \$3k, park rev. \$100, road impact \$2.8k. Increasing the interest income, need to check on what bank the city uses, would make sense to use the same bank, combine MM and checking. Expenses up from \$74,385 to \$78k, increases across the board, see handout, mainly park increases for repairs, etc. Insurances up from \$12.7k to \$13.9k, main increase for pool liability insurance, city has asked to be co-insured may need a co-rider. RV Storage, the same. Operating, \$102,915 down to \$67,700, \$40k for acct./mgmt. services, \$40k from the new \$104,000 city/contract. Change other operating expense from \$5k to \$2k. Security wages going up from \$130k to \$140k, total increases from \$149,200 to \$162,800k. Streets jumps to \$100k from \$25k, mainly due to significant street drainage repairs needed and repairs to Meadowlakes drive from security to the golf course. New welcome to Meadowlakes to come out of park maintenance budget. Current budget proposal will be updated with latest numbers from this meeting and voted on next regular meeting. Jim also commented about POA dues, last two increases were 2003 from \$300 to \$325 and in 2013 from \$325 to \$350. Jim suggesting not to increase rate to overcome deficit, most orgs don't own streets which is huge portion of the budget, down the road the rates will need to increase.
2. Report and Consideration of Negotiations with City for Admin / Maintenance Contract – Jim Woods
  - a. Jim explained the committee met with reps from the city, city mgr., Mr. Mason and Mr. Berry; Steve, Jim and Dottie attended from the board. Discussed funding and service levels, admin/maintenance sides, proposed a detailed listing of services and funding levels to be reviewed. Provided a draft letter of a contract to be reviewed by POA and city lawyers. City asked for 3yr contract rather than annual, subcommittee provided

draft contract provides a 3yr contract with cancellation terms with 365-day cancellation notice. Budgeting number of the contract would be \$104k annually.

3. Questions Only Period (Maximum 15 minutes) – Joe Summers
  - a. Georgina, do not have to show the reserve on the budget? Jim advised it doesn't have to be listed in the budget but it's on the accounting statement, Debbie can be checked with at the city for a current balance. Also asked about the accounting maintenance for fees in the contract, Dottie advised the POA board will be collecting fees. Also, if we are going to get a report on how the \$104k is spent by the city to audit the contract.
  - b. Katherine asked about what the street repair is for around Meadowlakes drive/golf course. Jim explained that there is a raised sentiment issues that would be repaired by adding 2 inches of asphalt. Also asked about repairs near her house off Broadmoor. Jim advised that repair portion was approved in the budget but the repairs to Meadowlakes drive will take priority. Partner advised that she is concerned about the water flow/volume in the culvert next to their house, asked that the board be aware of this.

Jim wanted to make a point about the reserve balance, the QuickBooks system they used doesn't account for this. The way it's calculated is the end of the cash balance plus the contract loans at the end of the fiscal year.

Workshop Adjournment (5 Min Break), Joe motion to adjourn, Jim seconded, passed

### **Special Meeting:**

Call to Order and Roll Call: Same are present, quorum accounted for

### **Old Business:**

1. Nominating Committee Candidates for Board Election – Kevin Soliz / Susan Bailey
  - a. Posted 8/2/2019 out on the community board, Susan announced the nominees from the committee, Christy Clement, Steve Nash, Larson Lloyd, Dottie Steuckroth and Kevin Soliz. Susan also advised that there was a lot of interest, but a lot of folks simply couldn't commit to the timing.
2. 2019-2020 Budget Timing and approvals – Dottie Stueckroth
  - a. Budget will be updated and approved during next regular meeting
3. Funding Approval for Children's Park Improvements and Welcome to Meadowlakes Sign – Jim Woods
  - a. Jim explained at the last meeting discuss in detail the cost elements for major improvements at the children's park, redo the area around the playsets, turn the side around to reduce noise and also have sand area to land in. Also adding planting and irrigation. Got local contractor estimate of \$4,678 for all improvements and rework. Jim asking for money out of the park improvement funds, Jerrial asked why it would come out of park improvement and not operating costs. Jim explained its due to be a capital improvement which usually an expense. Jim motioned to approve bid, Steve seconded, Jerrial against, all other approved.
  - b. Second is the main Meadowlakes sign, recommendations were to match the signage at the golf course and first responders park. City has sufficient resources to help redo the sign, \$2850 Jim advised this sign improvement to come out of the park improvement.

Jim motioned to improve signage, Kevin seconded the motion, all but Jerrial approved/passed.

**Citizen Comments: Limited to 5 minutes each**

**Georgina:** July 9<sup>th</sup> meeting, no minutes, the nominating committee was selected, and the minutes aren't available. Kevin responded and advised that minutes haven't been approved yet.

Added a comment about new residents being included, added that the welcome committee help get addresses to board

**Sherri:** Comment about Article 8 section 3 a, references petition instructions. Sherri is asking about listing the petition nominees earlier than requirement to make sure that all candidates are known, asking if this can be done around/on 8/13 so it's close to the posting of the subcommittee candidates. Joe advised that we can accommodate this request and post on the 14<sup>th</sup> publicly.

**Joe Summers:** advised about the mailings, need to include the proxies, bios for sub-committee and petitions, Jim advised that Judy helped last time to make sure all the mailing went out and were sorted.

**Next meetings:** Next Stated regular meeting is August 13, 2019 at 6:00 PM in City Hall

**New business:**

1. Auditors report
2. Securing meeting room

**Old Business:**

1. Approving budget
2. Annual meeting

**Prayer:** Jim

**Pledge:** Kevin

**Adjournment:** Jim asked for motion, Jim motioned, Steve seconded, all passed 7:19pm

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**Regular Meeting, 8/13/19:**

**Call to Order and Welcome** by President Joe Summers

**Prayer** - Jim Woods

**Pledge of Allegiance** - Steve Newton

**Roll Call** – Kevin Soliz is absent, Vacant position, Present were Summers, Newton, Wafer, Stueckroth, and Woods. Quorum established

President Joe Summers announced that to accommodate the Audit team's travel back home, the agenda would go directly to **New Business:** Item 1 - Auditors Report, to be followed by the regular Agenda Order.

- 1) Auditor's Report – Neffendorf and Knopp, CPAs - Keith and Stacey Knopp
  - a) For Fiscal Year 2017/2018 the auditing firm of Neffendorf & Knopp found an unqualified clean report based upon conformity with the United States' generally accepted accounting principles. The method has not changed from prior period.
  - b) The Organization operates as a 501 (C) (4) non-profit.
  - c) Net Operating Income for Fiscal Year 2017/2018 was \$33,937.
  - d) Fiscal Year 2017/2018 net cash increase of \$70,814.
  - e) Cash and Temporary ending balance of \$370,572.
  - f) Reconstruction of fence on Dog Leg was only asset improvement for fiscal year 2017/2018.
  - g) Supplemental letter to POA Board stated bank checking account reconciliation did not match balance from General Ledger. There were four old immaterial outstanding items that were unaccounted for and needed research.

### **Returned to Regular Agenda**

### **Consideration /Approval of July 2019 Minutes -**

President Joe Summers suggested that the July 9<sup>th</sup> Stated and 15<sup>th</sup> Special Meetings needed items corrected and, in his absence, will speak to POA Secretary for necessary corrections and would table Approval until next scheduled meeting. - No Vote taken.

### **Board Members Reports:**

- 1) Treasurer's Report - Director Dottie Stueckroth provided Board with July 2019 Monthly Report which stated that finances are within recent budgeted guidelines.
- 2) Maintenance - Director Jim Woods discussed the following:
  - a) Western boundary fence along Pecan Valley with Marble Falls has overgrown vegetation. Director Woods has hired a contractor to stabilize fence and to clear emergency southern fence entrance of said vegetation. Work should begin week of August 19<sup>th</sup> with a two-week completion date around end of August.
  - b) In addition, same contractor will provide work at Dollar Park to rearrange slide and plant vegetation as a buffer with residents on Stewart Street.
  - c) Week of August 15<sup>th</sup> will begin road work on Meadowlakes Drive extending at Hidden Falls Recreational Facility (220 Meadowlakes Drive) and extending north to Hole #1 Cart Path near Firestone Lane (Around 104 Meadowlakes Drive). Meadowlakes Drive

should not be closed but restricted to one lane. Total cost of project will be \$96,000.00 with \$45,000.00 for fiscal year 2018/2019 and the remainder in fiscal year 2019/2020.

- d) Drainage project on Broadmoor will begin second week of September 2019 for fiscal year 2019/2020. This project was not budgeted and will be paid out of Reserves. The plan is to begin the project after completion of Meadowlakes Drive.
- e) The fence bordering the cemetery on Dog Leg is experiencing failure. No start date was given for this project.

President Joe Summers invited Director Woods to assist the new POA Board with these projects in fiscal year 2019/2020.

- 3) Storage Facilities - Steve Newton stated no new spaces are available in the RV Park. Nothing new to report.
- 4) Security Gate - Jerril Wafer acknowledged that Camp Agape will organize their annual 5K event. Race will enter and exit the Security Gate north entrance this year on the morning of August 24<sup>th</sup>.
- 5) Welcoming Committee - Florence Schulman stated the Committee welcomed 63 new residents recently whereby 19 households were renters in the Community. Also of the 63 new residents there were 57 children in those households.

#### **New Business**

- 1) Auditor's Report - Covered earlier in the meeting
- 2) Announcement of Petition Candidates for Board Election- Kevin Soliz

President Summers in the Secretary's absence announced that the following Candidates had been Nominated by petition of 10 members.

Dan Haggart

Beverly Hughes

Mike Ingalsbe

Mike Shaw

President Joe Summers explained that Dottie Stueckroth has petition to be on the POA Board but since she was an incumbent member of the organization, she was included by the POA Nominating Committee, therefore her name was excluded from this notification.

Resident Sherry Staley inquired where this rule is written in the by-laws.

President Summers stated it was not, but decision was based upon past precedent regarding incumbent candidates

President Summers directly quoted the City of Meadowlakes Sign Ordinance Sec 22-3 which states that *“political signs may not be erected until one day after the filing deadline for that position and shall be removed within ten days following the concerned election. Such signs may place by the owner or occupant on such owner or occupants land only.”*

Therefore, political signs cannot be erected on POA and/or City property or easements.

### **Old Business**

1) Update on City contract Negotiations - The proposed contract is not available to the POA Board or its Directors. The document is on the City's next scheduled Regular Meeting on August 20<sup>th</sup>. If the City approved the negotiated document, it will become available to the members of the POA Board for a vote.

a) Resident Georgina Christy question the proposed length of the new contract?

President Summers stated the new contract is a (3) year contract with annual CPI increases. There is a 365-day cancellation clause unless a “failure to perform” exists whereby the contract can be cancelled quicker.

b) Resident Sherry Staley questioned if past contracts were also (3) years.

President Joe Summers stated that, yes, previous contracts had been for (3) years and negotiating this document is difficult to continually discuss annually.

2) Review and Approve 2019/2020 Fiscal Year Budget

a) Dottie Stueckroth proposed changes from August 5<sup>th</sup> Workshop

i) Pool Income increased to \$8000.00

ii) Interest Income increased to \$10,000.00

iii) Lot mowing income decreased to \$9000.00

iv) \$200.00 added to Communications

v) Swimming Pool Insurance increased to add City as co-insurer

vi) Swimming Pool expenses increased to \$10,000.00

b) Director Jim Woods stated the Meadowlakes POA is a member of the Meadowlakes Web Worm Cooperative.

c) Director Jim Woods motioned to approve 2019/20120 Fiscal Year Budget

2<sup>nd</sup> Steve Newton

Passed Unanimously

August - Need to sign

3) Annual Meeting and Fees Mail-out preparation

President Joe Summers stated the POA Annual Meeting proxies and 2019/2020 Annual Dues will occur late next week, either the 23<sup>rd</sup> or 24<sup>th</sup> of August. The By-Laws state this mailing should occur 50 days before an election which is the 23<sup>rd</sup> of August.

In addition, Joe Summers requested permission from the Board to sponsor a "meet the candidates" forum in early September right after Labor Day to introduce candidates to the community.

- a) Jim Wood motioned to approve candidate forum

2<sup>nd</sup> Steve Newton

Passed Unanimously

**Citizen's Comments**

- 1) Sherry Staley - Mrs. Staley handed the POA Board and members of the audience a document stating the legal date for POA mailing the "Notice of an Annual or Special Meeting" is regulated to "nor more than fifty (50) days prior to the date of such meeting. She stated that in prior pronouncement that mailing was to occur mid-August.

**Next Workshop Meeting - 09/02/2019 Cancelled Labor Day**

**Next Regular Meeting - 09/10/2019**

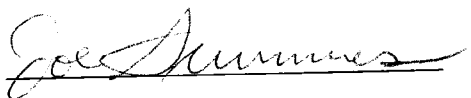
**Next Meeting agenda items**

- 1) Approval of City Contract for Administration and Maintenance
- 2) Prayer - Kevin Soliz
- 3) Pledge of Allegiance - Jerrial Wafer


Jim Woods motioned to adjourn

2<sup>nd</sup> Dottie Stueckroth

Passed Unanimously



**Joe Summers, President**

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**Kevin Soliz, Secretary**





# Attendance Sign-in Sheet

## Meadowlakes Property Owners Association

Date: 8-13-2019 Time: 6:00pm

Please print your name and sign below. Initial if you wish to speak.

Printed Name	Signature	Request to Speak
<u>② FLORENCE + MARTIN SCHULMAN</u>	<u>Florence Schulman</u>	_____
<u>Cheryl Kerasiotes</u>	<u>Cheryl Kerasiotes</u>	_____
<u>Susan Bailey</u>	<u>Susan Bailey</u>	_____
<u>Lillie Baker</u>	<u>Lillie Baker</u>	_____
<u>Ken Walker</u>	<u>Ken Walker</u>	_____
<u>Kathi Walker</u>	<u>Kathleen Walker</u>	_____
<u>Gerry Mason</u>	<u>Gerry Mason</u>	_____
<u>Karyn Mason</u>	<u>Karyn Mason</u>	_____
<u>Judy Areson</u>	<u>Judy Areson</u>	_____
<u>Von Brookshire</u>	<u>Von Brookshire</u>	_____
<u>Bill Rickard</u>	<u>Bill Rickard</u>	_____
<u>Cristi Clement</u>	_____	_____
<u>Doree Moore</u>	_____	_____
<u>Mary Ann Kresner</u>	<u>Mary Ann Kresner</u>	_____
<u>Diane Hernandez</u>	<u>Diane Hernandez</u>	_____
<u>Georgina Hillis</u>	<u>Georgina Hillis</u>	_____
<u>MIKE STAW</u>	<u>Mike Staw</u>	_____

**Printed Name**

**Signature**

**Request to Speak**

GALE SHAW

Gale Shaw

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JAN HAGGART

[Signature]

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Jean & John Mattinson for W. Matterson

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Sherri Staley

S. Staley

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MILK INGALSBEE

Milk Ingalsbee

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Pan Woods

Pan Woods

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STEVE NASH

[Signature]

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Beverly Hughes

Beverly Hughes

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Bill Forsyth

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Christine Forsyth

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