

**SWEETWATER RANCH
HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING MINUTES
April 17, 2018**

CALL TO ORDER:

President Todd Foxworth called the meeting to order at 7:01 p.m. The Board meeting took place via conference call. Present were board members Ted Snyder, Melanie Engels, Barbara Long, Matt Hubbard and Pat Kennemore. Michael and Mary Lawhorn joined the conference call.

A quorum was established in order for a board meeting to take place.

AGENDA:

Reading of Minutes

Melanie Engels made a motion to waive the reading of the February 20, 2018 Board Meeting Minutes. The motion was seconded by Pat Kennemore and carried.

Review of revised December 2017 Board Meeting Minutes. Todd made a motion to waive the reading of the December 2017 minutes. The motion was seconded by Barbara and carried.

Report of officers

- Treasurers Report – Melanie Engels

BEGINNING BALANCE:	\$ 71,565.10
DEPOSITS 2/21/18 – 4/17/18	\$ 1,600.00
EXPENSES 2/21/18 – 4/17/18 (utilities, mowing, spraying)	<u>\$ 4,029.64</u>
Checking Account Balance	\$ 69,135.46

Three of the expected 6 property owners have paid their 2018 dues. The three outstanding owners have been sent a second reminder informing them their dues are now delinquent and there has been an additional 10% added to the amount due as allowed by the subdivision Covenants and Deed Restrictions.

The 2017 Federal Income Taxes have been filed.

The 2018 Texas Franchise Tax documents have been filed.

The two 2018 HOA Board insurance policies have been renewed.

The following chart shows all property owners who owe money. Asterisks indicate the three properties with 2018 liens imposed.

Property #	Dues inc 2018	Fees & Penalties	Total Due
67*	\$3,150.00	\$1,465.50	\$4,615.50
89	\$350.00	\$35.00	\$385.00
91	\$350.00	\$35.00	\$385.00
94	\$350.00	\$35.00	\$385.00
97*	\$1,600.00	\$421.17	\$2,021.17
104*	\$4,100.00	\$2,365.50	\$6,465.50
TOTAL DUE			\$14,257.17

Melanie mentioned that she will send Mr. Ketchum, Lot 91, a letter about his past due dues since he is elderly and she usually hears from him. There was a discussion around annual budget projections and the amount collected each year from dues. Melanie explained that we use a cash basis accounting not accrual basis.

Matt Hubbard made a motion to accept the April 17th Treasurer's report – Pat Kennemore seconded – motion passed.

- Discussion about two signatories check policy (attached).
 - Melanie and Barbara are authorized and on the signatory at the bank.
 - Todd made a motion to accept the two signatories check policy and Ted seconded.
- Discussion around road repair schedule/coordinator
 - When do we want to begin work on the roads? We have two homes being started in the development. We need a coordinator. It is difficult to get repair work done when you want it either because of weather or contractor not available. Repair work on Jackson Circle in front of Ted's and Bernice King's needs to be completed before it gets too hot. Get Parr to give us an estimate on those two places. Oil sand mix did not work there. Whoever takes on as coordinator, they need to check every day to be sure they are doing what we want them to do. Needs

good asphalt down this time. This part will not be traveled on by the big trucks coming in to build homes. Parr has worked on our roads for many years. Matt said these have bad base and need new base but will be more expensive. Ted offered to call Mr. Parr and meet with him to get estimates. Make sure he spray paints each spot where you get bid. Pat Kennemore got oil sand on potholes on Sweetwater Trail. It cost about \$645. Pat used contractor's discount. Ted used military discount on landscaping.

- Discussion around website updates
 - Barbara checked with Matt Hubbard to see if we could use the old website. Matt said he no longer has access to the website and the URL www.sweetwaterranchhoa.com is too expensive to use again. Barbara checked Network Solutions for availability of URL names. The following are available:
 - sweetwaterranchhoa.org
 - sweetwaterranchhoa.net
 - sweetwater-ranch-hoa.com
 - swrhoa.com which is shorter

The cost for the URL for ten years would be about \$180. A monthly fee for web hosting through Network Solutions runs \$16-23 per month. A new website would need to be created so we can post board meeting notifications, minutes, bylaws, CDR's and photos. Matt and Barbara will coordinate to determine website URL and create new website. Melanie makes motion to provide \$500 to start up a new website. Ted seconded. Motion carried.
- Discussion around coordinating projects/expenditures
 - We need clearer understanding that when Board allots budget (e.g. beautification of entrance - \$375) it is the coordinator's to utilize in whatever way to accomplish goal. Ted did not need any additional permission to cut the pampas grass and getting reimbursed. Melanie mentioned that there is usually someone in subdivision that can do that at no expense. From now on we ask that the coordinator first see if there is anyone that can do it that lives in the development and then if no one can, get outside contractor. If we designate money to do something then they use that at their discretion. The coordinator needs to feel free to do their project without being questioned about how they spend the money.
- ACC Report
 - ACC has met and two houses are being built. One house beside Dennings is putting in swimming pool and boat house. They don't want to put roof on the boat house to obstruct view. Todd gave ACC operating instructions. They have until August or September to come up with operating procedures. Matt mentioned that ACC doesn't have jurisdiction on the boathouse. Tarrant Regional Water District has that jurisdiction below 315 line. Melanie asked if the fence behind the

Jackson's house was approved. Todd told the homeowner and contractor to submit the plans to Linda Denning for the fence.

- Discussion around hog damage repair
 - There are some areas that need to be fixed. Michael Lawhorn at 250 Jackson Circle has a rake to drag behind tractor or mower to help fix hog damage. We need money to fix and someone to help get it fixed. Matt asked how big the areas are. The mower getting beat to death. Matt stated that if there is enough damage to warrant his taking his bobcat out, he will take care of it. Matt will come out and fix but if we need dirt, we need to authorize someone to dump some out somewhere. Todd will work with Matt on it. We also could spread dirt where the asphalt is. If we can get concrete trucks to wash out when building houses that would help too. Todd will talk to them. Todd made a motion to authorize up to \$300 for dirt to do repairs. Melanie seconded – motion carried.
- Discussion boat launch area painting/sprinklers
 - It has been wet so we haven't done the sprinkler repair in front. Danny Ward has been doing some work around area. Todd will talk to him about getting an estimate before the next meeting. Jeff Hein did a great job power washing the dock. Todd cut down the tree on the rock pile. Waves are washing away rocks also. We have lost the end of the wall. Also the area is full of poison oak and ivy and needs to be eliminated. Todd spoke to Dan Calanni about staining the dock. Todd got an estimate from him of \$800 to put 4-5 gallons of stain at \$51.95/gallon on the dock, have someone pick up rocks and solidify the wall out 3-4 feet, cut out and spray the poison oak and poison ivy, and weed eat along fence. All agreed that this was a good price and to go ahead and get the work done.
- Discussion around safety letter
 - Todd did original draft of the safety letter using past letters. Todd gave the letter to Keith Denning to do final draft after speaking to Wes Jackson about scanners. Will be given to Barbara to send out in next week or two.
- Discussion around updated Contractor/Services List.
 - Barbara will send the list out to all the members with emails and keep copies on hand to distribute to anyone requesting the list.

New Business:

Melanie brought up the easements. Before we put on the record, Todd would like to develop a committee to discuss and then put on board agenda to see what has been found. Todd, Jack Perritt and Melanie will form a committee and discuss. Matt would like a report out by next week from committee. Matt makes a motion to approve the members for the committee, Barbara seconded.

Welcome packages – coordinators – Laura Kennemore and Coral Selman presented the Jacksons with a welcome basket. Todd asked if we need more money for this and Melanie suggested we wait until we need it.

Todd mentioned he is concerned about the budget, specifically the entrance electricity project - \$5,000. Todd does not support spending that for the electricity. Electricity was for sprinklers and power tools to maintain front. Melanie suggested we wait to see what road repairs cost. Todd doesn't see this project being done this year. Melanie reminded Todd that all members agreed at the annual meeting to spend this on the project.

Michael mentioned that there is a fire burning on Lot 94 that was started on 4/11/2018. It is still smoldering. Barbara said the fire is built right next to a tree and the tree is burning. This is an unattended fire so someone needs to put it out or call the fire department. Ted will talk to Wes Jackson and see what they can do. Melanie asked that if this happens again to please contact Denning on our safety committee.

CALL TO ADJOURN:

Ted made a motion to adjourn. Melanie seconded. Motion carried. Meeting was adjourned at 8:35 p.m.

TWO-SIGNATURE CHECK SIGNING POLICY
FOR
SWEETWATER RANCH HOMEOWNERS ASSOCIATION, INC.

In the attempt to maintain responsible check-writing procedures and bank account bookkeeping, it was motioned, seconded, and approved by the Sweetwater Ranch Board Members on October 17, 2017, that all checks written from the subdivision bank account in the amount of \$1,500.00 or more, will be signed by two persons whose signatures are on file with the bank.