

**SWEETWATER RANCH HOA
BOARD MINUTES
February 21, 2023**

Call Meeting to Order:

Victor Delgado called the meeting formally to order at 6:07 p.m. Wes Jackson is in Orlando and asked Victor to lead the meeting. The board meeting took place by conference call. Present were board members Victor Delgado, Cathy Reed, Mary Wright, Mike Lawhorn and Jaime Pulaski. Joe Reed, and Frank and Penny Miner, also joined the call. Dana Ousley joined the call during the Treasurer's Report and Mary Jane Morris joined the call at about 6:20 p.m. A quorum was established for a board meeting to take place.

Approve Review minutes of the 2023 HOA Annual Meeting:

Mary Wright clarified that the minutes of the Annual Meeting will actually be approved during the next Annual Meeting, but the minutes for the meeting had been reviewed by all of the board members. She thanked Barbara Long for calling this correction to her attention. Victor Delgado thanked Mary for her thorough work preparing the minutes.

Approve minutes of 2023 Post Membership Board Meeting:

Victor asked if the minutes had been distributed to all for review. Mary Wright asked about distributing minutes that had been reviewed by the Board to everyone with the agenda when the Board meeting invitation is sent out. Typically the minutes are sent out only to the Board for review, and after they are approved, they are posted to the HOA website. There was no comment on a change in distribution. Victor clarified that the Board had received the minutes and reviewed them. Jaime Pulaski confirmed and said the minutes were accurate and made a motion to approve the minutes, Cathy Reed seconded the motion.

Treasurer's Report:

Treasurer's Report as of February 19, 2023 for February Board Meeting

BEGINNING BALANCE 12/31/2022:	\$ 61,708.42
DEPOSITS since 12/31/2021	\$ 32,980.00
CASH EXPENSES 01/01/2023-02/19/2023 (Utilities, USPO, insurance, Annual HOA Meeting Library usage)	<u>\$ 2,334.88</u>
Checking Account Balance	\$92,353.54

Income since 12/31/2022 - I have received and deposited \$32,980.00 in dues since Dec 18 2022. Total 2023 dues collected to date are \$32,520.00 For 2021 and 2022 dues collected so far in 2023 \$500.00 and \$380.00, respectively. Lot 54 had a credit of 420.00 received in 2022 and applied to their 2023 dues.

Total dues billed for 2023 \$39,925.00 and as of 02/19/23 unpaid dues for 2023 are \$7,405.00

Total delinquent dues for 2020, 2021 and 2022 are \$1,275.00, \$1,700.00 and \$2,170.00, respectively. Each of these two years include \$1,275 for the lots which have liens from multiple years. It appears that only the lots with the liens are still outstanding for 2020.

Fee notices from prior years (2021 and 2022) were included in the annual 2023 fee notice letters for those lots that are still outstanding. Accrued Fees and Penalties are being added to all delinquent dues.

Expenses since Dec 31, 2022 - The following expenses cleared; Insurance policy with State Farm \$1,902.00 for 2023 coverage, US P.O. box service fee of \$80.00 for 2023 and Kerens Library rented for the HOA Annual meeting \$50.00 Electric for Jan-Feb \$225.00, Boat Dock TRWD Signs \$77.88. Total cleared expenses since 12/31/22 \$2,334.88

Follow-up required- Mike Lawhorn receive the inspection report from TRWD and he received the signs needed to be posted on the dock regarding electric hazard. Once we send pictures of these posted signs the certificate will be issued. Follow up with Mike to see if the certificate has been received.

Dana Ousley HOA Treasurer 2022 noted a preliminary budget has been created using the actual and budgeted items from the 2022 budget. She increased the budget for the road to \$41,650 using the amount for roads not spent of \$19,806 in the 2022 budget. The expenses for 2023 will be larger than the receipts by \$25,280 but there is a surplus of \$30,212 from 2022 from liens collected and from road expenses not used. The estimated ending cash for 2023 would be \$36,330.

The annual federal tax return and Texas franchise tax return still need to be completed.

Lien letters will be updated and filed. Dana completed the calculations for the 2022 lien updates, lien letters for the amounts due through December 31,2022 need to be updated and filed.

Change of Sweetwater Ranch Homeowners' Association, Inc. Registered Agent with the State of Texas. Follow up with Matt Hubbard to gather more information before updating. Update with the Secretary of State by sending in form 401.

Sincerely,

Cathy Reed
Treasurer

During the report, Dana Ousley clarified that she had sent the lien letters out for 2021, but the 2022 letters still need to be sent out. She suggested the lien letters be done on the lots that already have a lien, and contact the others that had not yet paid their dues. Cathy will take care of the lien letters and contact the others.

During the report of expenditures, Dana asked how the checks had been signed. Cathy said Barbara Long signed the checks for us. There was a discussion about adding signors at the bank and that action will be covered during new business. For audit purposes, the bank requires the Board to discuss adding and removing specific signors with meeting minutes documenting it. Wes and Mary will need to take a copy of the board minutes to the bank to update signors on the checking account. In addition, Wes will also have to sign a document that clarifies the HOA's formal name. Currently it abbreviates the word Association and that needs to be spelled out.

Cathy asked Mike Lawhorn if he had received the TRWD permit. Dana clarified that she had sent out pictures of the posted signs to TRWD and the permit should come to the HOA's P.O. box.

Dana asked if Cathy had software to do the federal and franchise taxes, Cathy said she has the forms and planned to complete them, but Dana has Turbo Tax for Business and that should assist with completing the tax forms. They agreed to get together on the tax filings. Victor thanked Dana for her service as treasurer and thanked her for joining the call.

Architectural Control Committee Report

Linda Denning was not present for the meeting so a report was not provided.

Road Committee Report

Victor Delgado said with the warm weather upon us it will soon be time to start road repairs. In preparation, he suggested buying 2 pallets of asphalt instead of 25 to 30 bags at a time. There are 62 bags on a pallet. He was going to see if he could borrow Wes Jackson's trailer to pick up the asphalt pallets. Mike Lawhorn said that trailer could not be loaded with a forklift because it has a tailgate, we also do not have a forklift to unload the pallets, they would have to be removed one bag at a time. Cathy Reed asked if Ted Snyder's trailer would work and also said that Joe Reed would be available to help. Mike said Ted's trailer would not work either. Mike has bought the asphalt at McCoy's and said they may deliver if enough of it was purchased. Victor said he would look into options on getting the asphalt.

Victor said we will continue our work with manual road repairs and noted that the corner of Jackson Circle and Sweetwater Trail really needs attention. We will discuss more about the asphalt and upcoming repairs in the next meeting.

Victor had done research about installing stop signs in the neighborhood. We would need a total of six signs. One at the exit of the subdivision intersecting with CR 3240; Two at Sweetwater Trail and Jackson Circle intersections. One at Sombrilla Ln. intersecting Jackson Circle; One at Arrowhead and Jackson Circle intersection; One at Stockton Point and Sweetwater Trail intersection.

The size of the aluminum stop signs is 24 x 24 inches. The reflective level is diamond grade sheeting, and the cost is \$57-58 per sign. We would also need metal posts and concrete to set them at a cost of about \$150 for a total cost of about \$510-520. Victor volunteered to do the labor himself to install the signs. Victor asked for the Board's approval to proceed with installing stop signs. Mike Lawhorn made a motion to install the stop signs, Mary Wright seconded the motion. Victor will make the purchases and get receipts to Cathy for reimbursement.

New Business

Victor Delgado brought up reinstating the Herbicide Contract with Dan Calanni. Last year's seasonal contract went from March 18 to October 31, 2022. The contract expired and would essentially stay the same. Mike Lawhorn agreed that we needed to pursue the herbicide service again this year. Victor will update the contract and will run the contract by Mary Wright so we can get it executed.

Victor Delgado asked about the status of adding the Architectural Control Committee information to the HOA website. Mary Wright stated she had not completed that task yet. She had been trying to work with Matt Hubbard to get help with posting to the website since she could not get her linked files to work. She said she will do some googling to learn how to use the website software WordPress. She said she did receive several documents from Linda Denning and it was discussed among us to create a separate document section for the ACC, and she will try to get that done.

Victor Delgado brought up the need for Board action for bank signatories. Cathy Reed had been in contact with Chase Bank and was trying to get new signors established. The bank requires the Board to acknowledge that they want to add Cathy Reed as Treasurer and Mary Wright as Secretary as signors for the HOA checking account, and that the Board wants to remove Dana Ousley and Barbara Long as signors on the account. Mike Lawhorn made a motion to add Cathy Reed and Mary Wright as signors for the HOA checking account, Joe Reed seconded the motion. Mike Lawhorn made a motion to remove Dana Ousley and Barbara Long as signors on the HOA checking account. Mary Wright seconded the motion.

Cathy Reed asked if we should update the HOA's registered agent. Matt Hubbard is currently our agent. Mike Lawhorn suggested it be updated to President Wes Jackson. Cathy has a document to file the update. Victor Delgado suggested that we ask Matt if he would stay on as our agent. Cathy said she would contact Matt Hubbard, and if he agrees to stay on, no action is needed.

Mike Lawhorn plans to set up the Spring Cleaning for the weeding and cleaning up of the boat dock and front entrance for the second Saturday in March at 10 a.m. He would like to set up replanting flowers at the front entrance for the 3rd Saturday in March at 10 a.m. Cathy noted that she and Joe Reed had weeded the flower bed recently and that some of the flowers were coming back. She said we may need more soil for the beds. Victor said he may have some soil to donate to that cause. Cathy was thanked by Victor and Mike for the Valentine's decorations at the front entrance.

Recap – Mary Wright provided a recap of the meeting.

Adjourn – Mike Lawhorn made a motion for the Board Meeting to be adjourned at 6:45 p.m. and motion was seconded by Cathy Reed.