

**Sweetwater Ranch Homeowners Association, Inc.**  
**Board of Directors**  
**Minutes of Bi-Monthly Meeting**  
**August 20, 2024**

The bi-monthly meeting of the Board of Directors of Sweetwater Ranch Homeowners Association, Inc. was held by conference call at 6pm on August 20, 2024.

**Call to Order**

Barbara Long formally called the meeting to order at 6:00 pm.

**Roll Call**

Board Members Present:

Barbara Long, President  
Jaime Pulaski, Vice President  
Barbara Stevens, Secretary  
Mary Lawhorn, Treasurer  
Thomas LaFrenz, Member-at-Large

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

Others Present:

Mike Lawhorn  
Danny Williams  
Wes Jackson  
Fabi Jackson  
Mary Jane Morris  
Frank Miner  
Penny Miner  
Billy Weaver  
Mary Weaver  
Ronnie Sullins  
Pat Kennemore  
Laura Kennemore  
Charles Russell  
Lynne Russell  
Linda Denning

**Approval/Review of Minutes of Previous Meetings**

HOA Board Meeting 06.18.2024

Motion to waive reading and approve the minutes was made by Tom LaFrenz, seconded by Mary Lawhorn.

Motion approved unanimously.

**Treasurer's Report - Mary Lawhorn**  
VERA BANK SUMMARY

BEGINNING BALANCE 5/31/2024	\$95,038.25
Deposits as of 7/31/24	\$ 1,974.15
Cash Expense as of 7/31/2024	<u>\$ 2,324.28</u>
Checking Account Balance	\$94,688.12

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VERA Bank Accounts

SWR General Account as of 7/31/24	\$28,587.03
SWR Road Account as of 7/31/24	\$66,101.09

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Pending Income

2024 HOA Dues

Outstanding for 2024	\$ 1,700.00
Not expected to be received	\$ 850.00
Dues expected to be paid	\$ 850.00

2024 Budgeted Expenses \$67,590.00

2024

**INCOME**

- HOA Fees – June 1– July 31, 2024 received and deposited \$1,974.15.
- Total HOA Fees Collected through July 31, 2024 was \$38,392.50; The 2024 budgeted amount was \$39,925.00. 2024 HOA fees outstanding \$1,700.00 (This does not include liens and fees)

**EXPENSES**

- Expense through July 31, 2024 \$2,324.28
- Mowing expense for June & July in the amount of \$1,708.75 was paid at end of July 2024 but the check did not clear until August 2024.

## **June & July Accomplishments:**

- Note: Lot 97 made a partial payment of \$100 in June and \$150 in July and committed to making monthly payments going forward. Lot 97 balance after partial payment was applied is \$5,841.51. The lien was filed prior to receipt of partial payment.
- Need updated information on Lot 53. I reached out to Robert Palacio when the reminder letter was returned, "Unable to Forward". Mr. Palacio texted me and said he has not owned the property in 20 years. Mr. Palacio stated that Jackson Leisure Financial owned the property. I sent a reminder letter to Jackson Leisure Financial stating what Mr. Palacio stated and requested years 21, 22, 23 dues & penalties plus 2024 dues be paid. I have not received a response.
- Sent 2024 delinquent dues reminder letter for Lot 88 on April 28, 2024. Still awaiting payment.
- Sent delinquent dues reminder letter for Lot 94 on April 28, 2024. Still awaiting payment.

Current Texas HOA Laws require a 30-day delinquent notification letter be sent regular mail or email. If no response after 30 days, send a second reminder via certified letter and wait an additional 90 days. If no response after 91<sup>st</sup> day, file the lien. These changes will be incorporated into the Sweet Water Ranch HOA updated Covenants & Deed Restrictions and the By Laws in 2024.

## **Items to be completed in 2024:**

Follow-up on reminder letters to those who have not paid their 2024 dues

Motion to approve budget as reported was made by Barbara Stevens, seconded by Barbara Long. Motion carried unanimously.

## **Architectural Control Committee Report**

Linda reported the following action:

- Lot 45 requested and received approval for a fence on 08.20.2024.
- Lot 30 has a house in progress at this time from an approval on 02.22.2024.
- Lot 93 has an approved storage building about 50 per cent complete. The building is up but the stone has not been installed.

## **Road Committee Report**

Ronnie Sullins and Joe Reed volunteered to be the Road Committee and have been doing extensive research on the best way to repair Arrowhead Point. Ronnie reported that they consulted with County Commissioner, Eddie Perry, and the Superintendent of Roads with the county. Using that information, they identified a qualified contractor and developed specifications for the best repair. That contractor is L&S paving from Athens. L&S provided 3 bids: 1. Grinding up current road for base and topping that with 2 coats of chip/seal \$38,000 does not include cul-de-sac; 2. Grinding up current road for base, adding an additional 4 inches of base and topping with 2 coats of chip/seal \$45,000 does not include cul-de-sac; 3. Grinding up current road for base, adding an additional 4 inches of base and topping with 2 coats of chip/seal \$66,579 which does include the cul-de-sac.

## **Security Committee Report**

Wes Jackson did not have any new concerns but did bring up an old issue, the installation of a gate at the entrance. It was decided that a committee would be appointed to research requirements and cost of installation and maintenance of a gate. The committee is Mike Lawhorn and Tom LaFrenz with a possibility of adding other members later.

### **Welcoming Committee**

Frank Miner reported that they were caught up with welcoming new residents but would continue to check with Barbara Long or Barbara Stevens for any new residents.

### **Landscape Committee**

Mike Lawhorn reported that Cathy and Joe Reed did some cleanup at the entrance. He also reported that some of the dock needs to be repainted. Wes Jackson said that paint would have to be purchased because there was none left from the last time the dock was painted. Barbara Long asked that the wild vines that are choking the trees be removed. Mike said he would get those out.

### **Document Update Committee**

Barbara Long said the committee had an amendment ready to submit to the membership for a vote. For the most part, it is changes that will bring the HOA into compliance with regulations. Barbara Stevens reported that the preferred method for sending the amendment is email but not every member has signed the email consent form. Another email is going to be sent to members who have not submitted an email consent form. We will use email and regular mail depending on whether a consent form is on file.

### **Old Business**

- Filed Amended Management Certificate
- Filed Resolution for Resale Certificate Fee
- Filed Authorization to Collect Regular Assessments
- Appointed Road Committee  
Ronnie Sullins, Joe Reed
- Appointed Document Update Committee ("DUC")  
Barbara Long, Barbara Stevens, Mary Jane Morris
- Sent HOA Email Consent Form  
As of the date of the meeting 58 per cent of the membership had submitted the form.
- Sent emails notifying members to mow  
7 homeowners failed and those lots have been mowed. Barbara Stevens has an invoice and will submit it to Mary Lawhorn.  
Thomas LaFrenz suggested listing the names of homeowners who fail to maintain their lots on meeting minutes. Mary said that the lot numbers are in the Treasurer's Report.

### **New Business**

- Discuss and approve Collection & Alternative Payment Policy  
Motion to approve by Barbara Stevens, seconded by Mary Lawhorn. Motion passed unanimously.
- Discuss and approve Document Retention Policy  
Motion to approve by Thomas LaFrenz, seconded by Mary Lawhorn. Motion passed unanimously.
- Discuss First Amended Covenants & Deed Restrictions  
Motion to approve sending the document to the membership by Barbara Stevens, seconded by Mary Lawhorn. Motion passed unanimously.
- Discuss Road repair contract  
Motion to approve the contract with L&S Paving for \$66,579 by Barbara Long, seconded by Barbara Stevens. Motion passed unanimously.

### **Open Forum**

Wes Jackson voiced his concerns about the road repairs. He did not think there was sufficient testing. Although there is another community, The Wilderness, that is using the same method, Wes wanted a 6 month test done on a more traveled road before doing a large section like Arrowhead.

Barbara Long said that the issue with roads is insufficient funds to do the repairs needed as described earlier and maintain them once repaired. The annual fee will need to be increased to meet those demands.

Wes Jackson wants an electronic payment method for paying the dues and other fees.

Wes does not intend to pay for the community phone any longer. He gave the HOA until October to change the billing. Barbara Long said the HOA would either transfer the billing or get a different phone.

**Adjourn**

Motion to adjourn at 6:58 pm was made by Barbara Long, seconded by Mary Lawhorn.  
Motion passed unanimously.

Submitted by:  
Barbara Stevens  
Secretary, SWR HOA  
August 23, 2024