



General Board Meeting Minutes

May 28, 2020 at 7:00pm

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/702649989>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 702-649-989

In attendance:

Sarah Frink- **President**

Ken Sapp- **Assistant Secretary**

La Juan Allen- **Treasurer**

Kyle Strongin- **Vice President**

Dawn Kelly- **Property Management Group (PMG)**

Janna Perez- **Property Management Group (PMG)**

Attendees: Butch Condit, Dennis & Teresa De Boom, Drew Frink, Tyler Lybarger, Xiaohong Wang, Jo Quarles, Al Petrasek, Bin Li, Renee & Bo Walker, Shannon Xi, Bill Zhang, Matt Strongin, Jack Sun, Cecilier Chen, Ling Wang, Min Xu, Ping Gu, Ryan Lynn, Assaad Mourad, Marvin Jones, Sheila Goodwin, Gary & Kathy Martin, and Kathy Turpin

Meeting began at 7:05pm.

Call To Order, Welcome, Establish Quorum: (Sarah Frink)

- Sarah Frink called the meeting to order, board members introduced themselves to homeowners in attendance, and board quorum was met to proceed forward with the general board meeting.

Approve Minutes from Prior Meeting: (Sarah Frink)

- Ken Sapp motioned to approve the prior meeting minutes, Sarah Frink seconded this motion, all in favor, and the motion passes.

Open Forum: Normally, these questions would be posed in person and the Board would follow-up. However, these questions were submitted by residents prior to the meeting. We appreciate everyone following the instructions and getting these in advance. It has been very helpful.

- **Dr. Al Petrasek-**
 1. When is the board going to post a budget that indicates revenues (YTD), and a detail of actual and anticipated expenses? **Please refer to the monthly financials posted on the website. As previously stated, there is no historical data. We have**

been compiling data since the turnover in September 2019 and a reserve study will be conducted by year's end.

2. The J Allen homes are a serious problem w.r.t. erosion, what plans does the board have to address that situation since it has been lingering for months? **We cannot discuss specific issues due to privacy laws.**
 3. Please provide an update on unpaid assessments. What is the amount and what is the breakdown by time and amounts? **Please refer to the monthly financials posted on the website. The Board will be voting this evening on placing liens on unpaid accounts and hiring a collection firm. We cannot discuss specific homeowner issues due to privacy laws.**
- **Mr. Ralph Hanna-**
 1. Where can we see the approved requests for Fences, Accessory Buildings, Pools, etc.? **Due to privacy laws, no ACC requests/submittals are available for public view.**
 2. Before we switched management companies, there was discussion of a "mowing policy". What has happened to this? Is it in a broader property maintenance policy? **The former management company tried to implement a mowing policy, but it was not consistent with our CCRs. In order to enforce specific landscaping rules, they must be voted on by the Membership. The Board has developed a Landscaping addendum to the Declaration. This will be voted on starting June 30th.**
 3. We seem to be inconsistent in enforcement. I know the newsletter speaks to "giving residents and builders the opportunity to correct the issues". What are the guidelines and how do we have input to them? We seem to be sticklers on hiding trash containers and propane tanks, but then we have lots that are overgrown and not mowed for months, pallets sitting for months, dumpsters sitting for months...etc. **There is an enforcement policy within the CCRs that we are required to follow. All of the guidelines for trash, garbage, propane tanks, etc. are in the CCRs and are enforced by the management company. If you feel someone is violating the CCRs, please email violations@propertymanagementgroup.org.**
 - **Mr. Monty Scott-** Drainage Easement between Lot 250 & 251 on Ava Grace is washing away. In original outlay there was to be a walking path around the pond, when is it scheduled to be completed? **As previously stated, the walking path (according to the Developer) is completed. Drainage has been addressed.**

Current Business: (Sarah Frink)

- **Erosion-**
 - This is one of the main focuses of the Board. We now have an erosion team in place that have started identifying the areas that need work, getting estimates for repairs, working with engineers, working with builders, and getting the correct culverts in.
 - Weather permitting. We need the weather to cooperate because we can't do erosion and dirt work when it is wet and muddy. The priority areas right now are Lydia Ln., Coastal Meadows Ct., and Heathington Ct.
- **Updates-**
 - NLP will be working on Heathington Ct. This is from Monte Magness's email.
 1. Grading the ditches and placing rock rip/rap in the center of the ditch channel on the higher elevated side of the road.
 2. Will place the erosion control mats along the side of the rock to secure the dirt areas in this area as well.
 3. The cul-de-sac will be graded and erosion control mats placed through this area.

- 4. They plan to start Wednesday, June 3rd.
 - TCEQ inspected on the 19th of May
 - 1. Waiting for their report and recommendations.
 - Culvert replacement- Two have been replaced so far
 - Hay bales were a recommendation from the developer firm. We have the map they supplied that tells us when and where to place them.
 - Estimates for repairs- we currently have one verbal estimate for repairs, and one no bid.
- **Compliance-**
 - We frequently get asked “what are we doing about an issue” in the neighborhood. This is tough to communicate to the neighborhood because we have to respect privacy and State laws we must abide by. However, we want to try and be as transparent as legally possible with community issues. If you noticed in your latest copy of the newsletter, on the front page we sent totals of the number of violation letters that have been sent out, and the CCR category it violated. This way, the community can see that letters are being sent, but not revealing any private information. If you are unaware of what the timeline is for letters, liens, remediation, etc. I have it listed below, and it is also in your CCRs, the fee and fining policy, on the website and on file with Hood County.
- **Timeline-**
 - First letter (30 days)
 - Second letter (30 days) ...Third and so on
 - Remedies- Association can remedy, lien placed
- **ACC Compliance-** PMG has finally scanned in all of the ACC documents from the prior management company. Over the next month or so, you will see them listed in your online account. The ACC and the management company will be using these records as a go by on compliance inspections. Please ensure that we have all of your approvals listed here. If it is not here, please assume we do not have it and get us a copy. This protects the homeowner and prevents unnecessary work.
 - Look under the “My Documents” tab
 - You will start to see your ACC documents posted
 - If it is not here, we probably do not have it!!!
 - If we ask, please provide it
 - If you need help getting the proper paperwork, please contact PMG
- **Annual Meeting-** Is next month on June 30th. There will be CCR addendums to vote on and an election. We appreciate the feedback submitted during the commenting period and are reviewing them. We are working on the edits so be sure to reread them. Since we want to continue to be respectful of Governor Abbotts orders and the health of our community members, we will be having the annual meeting in an online format and are requesting that everyone please electronically submit their ballots, if possible. There will be more details mailed and emailed, so please watch for that.

Manager’s Report: (Dawn Kelly)

- To date we have 102 open violations within the community.
- We have collected over 85 percent of the total assessments currently due for the year. 8 percent have opted on a payment plan and the other percentage is to be reviewed for legal action.
- To date, our office has process over 60 ACC requests. Turnaround time 2-30 days depending on request.
- Questions? Please call: 817-337-1221

- Email: dkelly@propertymanagementgroup.org;
customerservice@propertymanagementgroup.org;
helpdesk@propertymanagementgroup.org;

New Business:

- ***Waiving of ACC Projects Less Than \$25-***
 - Waiving of ACC fees for projects less than \$25. If you have a project that requires ACC Approval and is less than \$25, we will waive the fee.
 - We are now going to open this for a one-minute Board discussion. Mr. Sapp, do you have any comments on this item? Mr. Sapp is in favor of the waiver, but asks if the board can approve a motion without homeowner quorum. PMG states that according to Texas Property Code 2.09, board quorum is all that is needed to make and pass the motion. Ms. Allen? No comments. Ms. Strongin? Yes, in favor. Sarah Frink no comments.
 - Motion (Kyle Strongin): I make a motion to waive the ACC fee for projects less than \$25. Sarah Frink seconds the motion, all in favor, and the motion carries.
- ***Charters-***
 - There is one charter for the gate manager position. Mr. Sapp, do you have any comments on this item? Mr. Sapp says he has not seen this item but approves anyway. Ms. Allen has no comment. Ms. Strongin has no comment. Sarah Frink has no comment.
 - Motion (Kyle Strongin): I make a motion to approve the gate manager charter and create this position. Sarah Frink seconds the motion, all in favor, and the motion carries.
- ***Bylaw-***
 - The Bylaws for Rolling Creek Ranch have been reviewed three times by the community and are ready to be voted on by the Board and recorded by Hood County.
 - We are now going to open this for a one-minute Board discussion. Mr. Sapp, do you have any comments on this item? Mr. Sapp stated that homeowner quorum is not met for the board to be able to motion and approve these amended bylaws. PMG stated that this needs to be tabled until the next meeting.
- ***Common Area Rules-***
 - The Common Area Rules for Rolling Creek Ranch have been reviewed by the community and are ready to be voted on by the Board and recorded by Hood County.
 - We are now going to open this for a one-minute Board discussion. Mr. Sapp, do you have any comments on this item? No Mr. Sapp accepts these common area rules. Ms. Allen has no comment. Ms. Strongin has no comment. Sarah Frink has no comment.
 - Motion (Kyle Strongin): I make a motion to approve the Common Area Rules as proposed and written. Sarah Frink seconds this motion, all in favor, and the motion carries.
- ***Appointment of Substitute Trustee- Collections***
 - We will be hiring Riddle and Williams as a collection firm to collect back dues.
 - We are now going to open this for a one-minute Board discussion. Mr. Sapp, do you have any comments on this item? Mr. Sapp stated he has concern for the

costs to the HOA upfront from Riddle & Williams before the delinquent accounts are collected in full from homeowners. Ms. Allen does not have any comments. Ms. Strongin does not have any comments. Sarah Frink does not have any comments.

- Motion (Kyle Strongin): I make a motion to approve to hire Riddle and Williams as a Substitute Trustee. La Juan Allen seconds this motion, Ken Sapp not in favor, Sarah Frink is in favor, and the motion carries.

Documents are available to review at:

http://rollingcreekranch.org/rollingcreek/document_category.asp?catid=14&name=Legal%20Documents%20-%20Draft

Meeting adjourned at 7:30pm.

After Executive Meeting:

In attendance:

Sarah Frink- **President**
Ken Sapp- **Assistant Secretary**
La Juan Allen- **Treasurer**
Kyle Strongin- **Vice President**
Dawn Kelly- **Property Management Group (PMG)**
Janna Perez- **Property Management Group (PMG)**

Attendees: Jack Sun, Cecilier Chen, Gary & Karen Martin, and Kathy Turpin

Meeting began at 7:45pm

Liens & Collections: Sarah Frink stated that the HOA is going to start pursuing collections on at least 12 delinquent homeowner accounts and eventually go to liens if the delinquent balances are not collected in full.

Committee Personnel: Sarah Frink stated that Laura Paulsen and Loraine Knight will join the maintenance committee personnel for the community.

ACC Committee Member Appointment: Sarah Frink stated that the board members have disapproved of Butch Condit joining the ACC committee.

Meeting ended at 7:49pm