

SaddleBrooke Villas Association No. 20, Inc.
BOARD OF DIRECTORS MEETING MINUTES

Date: June 20, 2019

Time: 10:00 A.M.

Location: SaddleBrooke Activity Center, 64518 East Galveston Lane

Directors Present:

Ron Tuxbury	President
Liz Foreman	Secretary
George Nersesian	Director
Don Ebbeson	Treasurer

Call to Order at 10:02 A.M.

Quorum (a minimum of 3 board members are required)

Director Absent: Dennis Hill, Vice President, Chris Costello, Director

ADAM LLC. Representative: Jennifer Pemberton, Community Association Manager

Minute Taker: Jennifer Pemberton, Community Association Manager

Homeowners Present: Please see attached sign in sheet

Review and Approval of Minutes

MOTION To approve the minutes from April 11, 2019 with changes. A motion was made by George Nersesian and seconded and passed unanimously.

- **Officer Reports**

- President, Ron Tuxbury:
 - Reported on HOA 1 paving projects, main pool deck replacement and main pool bathroom repairs, addition of a new ramada and expansion of existing ramada at the main pool, common area landscaping.
- Treasurer Report, Don Ebbeson:
 - Reported on 3 homeowners that are delinquent, 1 homeowner is 5 months delinquent, a notice of intent to file a lien has been filed on this homeowner.
 - Recommended that Villas HOA does not continue to pay for concrete, water and sewer repairs outside the footprint in the future.

- **Committee Reports**

- Architectural & Landscaping Committee (ALC) Dennis Hill: A report was prepared and attached.
- Elections – Chair needed
- Landscaping Committee, Chair Needed: #7 irrigation valve went bad and was approved to replace.
- Maintenance Committee, Ron Tuxbury: Concrete Repairs at 64480 East Wind Ridge Circle were sent out to bid.
- Neighborhood Watch Committee, Cathy Howard: A report was sent directly to the homeowners.
- Pest Control/Termite Committee, Liz Foreman: A report was sent directly to the homeowners.

- Roofing Committee, Don Ebbeson: Oscar needed to pull off the job for 4 days. There are 3 buildings left to complete. Don requested a bonus of \$500 to the crew.
- Social Committee, Cathy Howard: Next social will be after August.
- Unit Representative, Jan Deschamp: A report was sent directly to the homeowners.
- Webmaster, Pierre Fabinski: Has updated the approved minutes for 2019 through February.

- **Discussion Items**
- Additional budgeted landscape rock for Southwest quadrant was discussed.
- Proposed Villa sign: HOA 1 has offered to split the costs not to exceed \$750 each on the new sign.
- Committee Chairs and Members
- ADAM LLC/Jennifer discuss how they handle Annual Meetings/Election of Officers
 - Between 90 and 60 days prior to the annual meeting Jennifer Pemberton with Adam will mail out a call for candidates' letter to the homeowners with the open number on the board. The homeowners who are interested will write their name down and send back a short bio.
 - 45 to 30 days prior to the annual meeting Jennifer Pemberton with Adam will mail out a ballot, the bios of the running candidates and a current budget.
 - Homeowners have this time frame to cast their votes and mail the ballots back into the Adam office to be counted on the day of the annual meeting.
 - The Board of Directors may have a working session to make a decision on how they would like to proceed with the annual meeting and election process.
- Review documentation of ALC changes that were approved in April meeting. – Dennis Hill and Jason Smith with Carpenter, Hazelwood reviewed all documents.
- Liz Foreman reported that she would like all documents to say the Villas not Adam LLC. and requested that Jennifer send her any forms we use.
- 2020 Meeting Room Schedule was handed out to all board members.
- Review Proposed Document Retention Policy – was given to the Board for review and approval in the August meeting.
- Reviewed Association responsibility for concrete repair and sewer and water line repair outside the villa footprint.
- Reviewed cost of concrete repair at 64480 E. Wind Ridge Circle – Ron Tuxbury will get more bids.
- Reviewed proposed generic "Waiver and Assumption of Liability form"
- Discussed creation of a separate Document and Rules Committee
- Discussed SaddleBrooke One ALC changes to painting rules. Now you can use up to three (3) paint colors. Ron Tuxbury will send Jennifer Pemberton the painting specs to obtain bids.

- **Action Items**
- Approve 2020 Meeting Room Schedule

MOTION To approve 2020 Meeting Room Schedule. A motion was made by Liz Foreman and seconded and passed unanimously.
- Approve a new Villas monument entry sign at a cost not to exceed \$750.00, remainder of cost to be paid by SaddleBrooke One.

MOTION To Approve a new Villas monument entry sign at a cost not to exceed \$750.00, remainder of cost to be paid by SaddleBrooke One. A motion was made by Liz Foreman and seconded and passed unanimously.

- Approve repairing the driveway at 64480 E. Wind Ridge Circle at a cost not to exceed \$2,800.00.
Tabled until next Board meeting.
- Approve the generic "Waiver and Assumption of Liability form"
MOTION To Approve the generic "Waiver and Assumption of Liability form". A motion was made by Liz Foreman and seconded and passed unanimously.
- Approve the purchase of budgeted landscape rock for the Southwest Quadrant at a cost not to exceed \$5,000.00.
MOTION To Approve the purchase of budgeted landscape rock for the Southwest Quadrant at a cost not to exceed \$5,000.00. A motion was made by Liz Foreman and seconded and passed unanimously.
- Approve a change in the Bylaws to replace the current ALC, Documents and Rules Committee with two separate committees, an ALC committee and a Documents and Rules Committee.
MOTION To Approve a change in the Bylaws to replace the current ALC, Documents and Rules Committee with two separate committees, an ALC committee and a Documents and Rules Committee. A motion was made by Liz Foreman and seconded and passed unanimously.

Adjournment at 12:05 P.M.

- MOTION** To approve to adjourn the Board of Directors Meeting. A motion was made by George Nersesian and seconded and passed unanimously.