

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

Date: August 22, 2019

Time: 10:00 A.M.

Location: SaddleBrooke Activity Center, 64518 East Galveston Lane

Directors Present:

Ron Tuxbury	President
Dennis Hill	Vice President
George Nersesian	Director

Call to Order at 10:02 A.M.

Quorum (a minimum of 3 board members is required)

Director Absent:	Chris Costello, Director, Liz Foreman, Secretary
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 June 20, 2019. George Nersesian moved to approve the minutes of the June 20, 2019 meeting, seconded and passed unanimously.

- Vivian Timian, SaddleBrooke One General Manager:
 - A \$50 annual increase in 2020 dues will be presented to the board for approval.
 - There will be an increase in golf fees for 2020 presented to the board for approval
 - The pool will be closed from September 1 – November 1 for improvements.

Officer Reports

- President, Ron Tuxbury:
 - It has been a quiet summer; the Board of Directors had a successful work study session.
 - Don Ebbeson resigned due to selling his home in the Villas. The Board of Directors is currently looking for a new treasurer.
- Treasurer Report: Presented by Ron Tuxbury
 - Financials are in good standing.

Committee Reports

- Architectural & Landscaping Committee (ALC) Dennis Hill: There has been 2 more patio extensions approved.
- Documents /Rules Committee – Chair needed
- Elections – Chair needed
- Landscaping Committee Chair Needed: Bill Howard offered to assist Jennifer with the landscaping issues that arise. Joe Wilz would like a mesquite tree be removed
- Maintenance Committee, Ron Tuxbury: No issues, except Lot 18 pending driveway repair.

- 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: Roof project came in \$9,000 under budget.
- Social Committee, Cathy Howard: Next Unit Happy Hour will be the 4th Thursday in September at 4:00 in the Agave Lounge.
- Unit Representative, Jan Deschamp: No meeting in July.
- Webmaster, Pierre Fabinski: The website has been updated.

Discussion Items

- Review status of Villas Sign: The structure is completed; the lighting and lettering are in process.
- Committee Chairs and Members
- Replacement of Treasurer: Joe Wilz offered to step in.
- Discuss annual renewal of Villa liability insurance and to add the umbrella coverage.
- Discuss proposed changes to the Villa's election process.
- Discuss addition of Roof Reserve and Concrete reserve to our 2020 Budget reserve funding: Master Roofing stated that the roofs should be good for 30 years before needing to be done again.
- Discuss Villas Painting Project: Paint colors should be available after September.
- Discuss proposed Record Retention Policy
- Discuss 2020 Budget and ADAM, LLC Increase for 2020.

Action Items

- Approve the proposed Record Retention Policy

MOTION To approve the proposed Record Retention Policy. A motion was made by Dennis Hill and seconded and passed unanimously.

- Approve Villa's Liability Insurance renewal with the umbrella coverage at a maximum annual cost of \$10,529 for the next two years.

MOTION To approve Villa's Liability Insurance renewal with the umbrella coverage. motion was made by Dennis Hill and seconded and passed unanimously.

- Approve that ADAM, LLC handle the Villa's existing election process.

MOTION To approve change that ADAM, LLC Villa's will replace the Election Committee and handle the Villas's election process. A motion was made by Dennis Hill and seconded and passed unanimously.

- Approve any new Committee Chairs and Members.

MOTION To approve any new Committee Chairs and Members. A motion was made by Dennis Hill to approve Joe Wiltz as Treasurer and seconded and passed unanimously.

- Approve dissolving the Roof Maintenance committee and placing roof maintenance back as part of the Maintenance committee and approve dissolving the Election committee and turning that responsibility over to ADAM, LLC

MOTION To approve dissolving the Roof Maintenance committee and placing roof maintenance back as part of the Maintenance committee and approve dissolving the Election committee and turning that responsibility over to ADAM, LLC. A motion was made by Dennis Hill and seconded and passed unanimously.

- Approve deferring the Villas painting project until a decision is made by the SaddleBrooke One Board of Directors on the colors that can be used in SaddleBrooke One.

MOTION To approve deferring the Villas painting project. A motion was made by Dennis Hill and seconded and passed unanimously.

- Dennis Hill moved to adjourn the Board Meeting.

MOTION To approve to adjourn the Board of Directors Meeting. A motion was made by Dennis Hill and seconded and passed unanimously.

Adjournment at 12:00 P.M.