

AGENDA

Quail Creek Homeowners Association

Board of Directors Meeting

Date: **October 07, 2014**

Time: 6:00 p.m. – Regular Board Meeting

Place: 304 Pheasant Hill Drive

ITEM I. CALL TO ORDER & OPENING BUSINESS

- A. Roll call & establish quorum¹
- B. Approval of meeting *Agenda*
- C. Welcome to members attending
- D. Rules & decorum

****NOTE: Any homeowner wishing to be added to the agenda for the next regular meeting of the board, (NOT the annual membership meeting) please contact the Board Secretary, Glenna Brown.**

ITEM II. HOMEOWNER/GUEST COMMENTS & CONCERNS

Comments must relate to items that are on the agenda. The Board will not address comments &/or concerns *until* the “question” is on the table. *The “OPEN FORUM” [ITEM VI] at the end of the meeting is open to all general comments, questions, and concerns.*

ITEM III. IMMEDIATE ACTION ITEMS

- A. Approval of *Minutes*²
 - 1. July 2013, Regular Meeting of the Board
 - i. June 2013, Regular Meeting of the Board
 - 2. September 24, 2014, Regular Meeting of the Board
- B. Treasurer’s report & finance
 - 1. Finalize 2015 Annual Budget (2014/2015)
- C. Annual Meeting
 - 1. Governance
 - i. Proposed rules
 - ii. Voting
 - iii. Ballot requirements
- D. Board Resolution: “Fiduciary Commitment; Upholding Dedicatory Instruments”
- E. Review & Consideration of Amended Draft of Bylaws
 - 1. Schedule Special Board Meeting (October 14, 2014)

ITEM IV. COMMITTEE BUSINESS

- A. Architectural Review Committee
 - 1. New Applications

¹ A majority of the Board shall constitute a quorum [Bylaw 3.06]. The Board shall consist of seven (7) Directors [Bylaw 3.03]. The Officers shall include a President, Vice President, Secretary, Treasurer and three (3) Members at large [Bylaw 4.03]. These Members at Large shall constitute the Architectural Review Committee...[Bylaw 4.04(e)]. Each Director shall have one vote, exercisable in person or by proxy [Bylaw 3.05].

² Directors who were not present at the meeting for which minutes are being approved (or even on the board when the meeting occurred) can vote to approve minutes. The association as an organization has a continuing legal existence, even if specific members come and go over time. Accordingly, the new board can approve the minutes of the old board. Jim Slaughter Attorney-Parliamentarian, author of The Complete Idiot’s Guide to Parliamentary Procedure (<http://www.dummies.com/how-to/content/roberts-rules-for-appealing-a-ruling-by-the-chair.html>)

ITEM V. OTHER BUSINESS

- A. Anonymous communication to the Board
- B. Amended Draft of CC&Rs to Comply with State Property Code
- C. Street Ambassadors
 - 1. New Homeowner Welcome Kits
- D. Official Quail Creek URL & Website (separate from Nextdoor)
- E. Requested "No Solicitation" sign at entrance to subdivision

ITEM VI. OPEN FORUM: OWNER/GUESTS COMMENTS, CONCERNS &/OR QUESTIONS

ITEM VII. RECESS TO EXECUTIVE SESSION

- A. Discussion of historical threats of litigation
- B. Discussion of owner(s) in violation of governing documents
- C. Discussion regarding slow progress of a structure under construction
- D. Other unanticipated business pertaining to agenda items as detailed by the Chair

ITEM IX. RECONVENE IN OPEN SESSION

- A. Oral summary of executive session³ *Members present for the meeting that do not wish to stay and wait for the Board to reconvene from Executive Session may join a free conference call to hear the oral summary via telephone. Five minutes before the reconvening into open session, the Board will notify members via text message so that members may call in to listen to the summary (long-distance charges apply). Members must leave their name and cell phone number that allows text messaging on the sign-in sheet.*
 - a. The summary will be included in the meeting minutes
- B. No further business will be conducted

ITEM VII. ADJOURN

³ *Following an executive session, any decision made in the executive session must be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual owners, violating any privilege, or disclosing information that was to remain confidential at the request of the affected parties. The oral summary must include a general explanation of expenditures approved in executive session. Tex. Prop. Code § 209.0051(c).*