

AGENDA

Quail Creek Homeowners Association

Board of Directors Meeting

Date: **December 02, 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 homeowners in attendance
- 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 or email hoa@quailcreekrockwall.org.**

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. November 5, 2014, Regular Meeting of the Board.
 - 2. Amend October 14, 2014 Special Meeting of the Board.
- B. Treasurer’s Report & Finance.
 - 1. Review November Financial Statements.
 - 2. Consider 10% increase to 2015 Annual Assessment.
- C. Enforcement Provisions of the Covenants
 - 1. Fine & Enforcement Policy- Review and Adoption.
 - 2. Enforcement by Judicial Proceeding Policy - Review and Adoption.
- D. Neighborhood Park Rehabilitation
 - 1. Assign point person or committee.
 - 2. Establish charge/assignment, timeframe, & reporting procedures.

ITEM IV. COMMITTEE BUSINESS

- A. Architectural Review Committee
 - 1. FEC Street Lights
 - 2. Street Repairs
 - 3. New Applications
- B. Ad Hoc- Records Committee Report
 - 1. Status of Open Records Request
 - 2. Status on Document Conversion into Electronic Format
 - 3. Review of Documents to Keep vs. Destroy (pursuant to Record Retention Policy)

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.

ITEM V. OTHER BUSINESS

- A. Status Updates
 - 1. Letter to the Former Board President from the Board.
 - 2. Letter to the Former Secretary of the Board from the Board.
- B. New Homeowner Welcome Letter & Packet
- C. Neighborhood Party- 2015
 - 1. Discussion: point-person(s), possible dates, time and location.
- D. 60 Day Ballot Initiative
 - 1. Review Drafts of Approved Amendment Proposals by Homeowners
 - 2. Prepare for the mailing of initiative.
- E. Review & Consideration of Amended Draft of Bylaws.

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

ITEM VII. RECESS TO EXECUTIVE SESSION

E1. OUTSTANDING ANNUAL ASSESSMENTS/DUES

Status regarding two homeowners have regular assessments/dues still outstanding. In one case, the homeowner is eligible for a payment plan. In the other case, the homeowner is not eligible for a payment plan because they have defaulted on a payment plan within the last 18 months.

E2. OPEN RECORDS REQUEST BY HOMEOWNER

E3. VIOLATIONS

- A. Owner(s) in violation of governing documents.
- B. Discussion regarding legal action against flagrant violators.

E4. OTHER

- A. Unanticipated business pertaining to open agenda items, by authority of 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 shall be included in the official Minutes.
- B. Action on Executive Session Agenda Items.

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).*