

# AGENDA

## Quail Creek Homeowners Association

### *Board of Directors SPECIAL Meeting*

Date: **December 9, 2014**

Time: 6:00 p.m. – *Special Board Meeting*

Place: 304 Pheasant Hill Drive

#### ITEM I. CALL TO ORDER & OPENING BUSINESS

- A. Roll call & establish quorum<sup>1</sup>
- 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. Review & Consider Motion to Amend Bylaws.

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

#### ITEM VII. RECESS TO EXECUTIVE SESSION

- A. Review & Deliberate current threat of lawsuit by homeowner.
  - a. Open records request received October 25, 2014
    - i. Review the details of the request.
    - ii. Review the frivolous nature of the request.
    - iii. Review Email correspondence between the Board and homeowner.
    - iv. Review of documents made ready for distribution.
  - b. Review follow-up demand letter received on December 3, 2014.
  - c. Review follow-up.
  - d. Prepare for litigation.
    - i. Establish the facts of the case.
    - ii. Assemble evidentiary documents and records.
    - iii. Determine law firm to litigate the case.
    - iv. Determine counter suite options.
    - v. Prepare communication to homeowners.

---

<sup>1</sup> 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].

**ITEM IX. RECONVENE IN OPEN SESSION**

- A. Oral summary of executive session<sup>2</sup> *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**

---

<sup>2</sup> *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).*