



Board of Directors Meeting

AGENDA

Date: **April 07, 2015**

Time: 5:00 p.m. – Regular Board Meeting

Place: 304 Pheasant Hill Drive

ITEM I. CALL TO ORDER & OPENING BUSINESS

- A. Roll call & establish quorum.¹
- 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 VII] 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. March 3, 2015, Regular Meeting of the Board
- B. Ballot Tally
 1. Review rules of the Initiative
 2. Review the process & procedures to validate, tally, record, digitize, certify, and store & secure ballots.
 3. Tally votes from ballots
 4. Validate ballots submitted
 - i. Open & verify signature
 - ii. Remove, digitize, and file the ballot Signature Pages
 5. Tally & record votes
 6. Scan & digitize ballots
 7. Certify results
 8. Report results
 9. Storage & security of hard copy files.
 10. Review Next Steps (should any initiative pass_
 - i. Recording Instruments with the county
 - ii. Notifying homeowners of results
 - iii. Providing homeowners with copies of amended documents
- C. Treasurer’s Report & Finance
 1. Review February Financial Statements
 2. Approve reimbursable expenses.

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 IV. COMMITTEE BUSINESS

- A. Architectural Review Committee
 - 1. Street Maintenance & Repairs
 - i. Review Bid(s)
 - ii. Proposal & Motion
 - 2. New *Applications* & work in progress
 - i. Request for installation of automatic gate to be installed where it extends nearer to the street than the front of the residence (Article 8.2)
 - 3. Standing water in culverts along streets
 - 4. Lawn Maintenance- Update
- B. Social Committee
 - 1. Neighborhood Spring Party- Set for April 26
- C. Discussion regarding poultry being raised in the neighborhood
 - 1. The Association's governing authority over sections of property that are not within the legal boundaries of the recorded subdivision
 - 2. The general sense of neighbors
 - 3. The options available to address the matter with the homeowners

ITEM V. OTHER BUSINESS

- A. New Homeowners- identify, status of welcome packet

ITEM VI. OPEN FORUM: *Member Comments & Questions*

ITEM VII. RECESS TO EXECUTIVE SESSION

- A. CC&R Violations and Non-Compliance
 - 1. Homes in violation.
 - i. Miss-matched color of garage doors on home
 - ii. Non-compliant outbuilding
 - iii. Personal watercraft in drive
 - iv. Boat in drive
 - 2. Preparation for non-compliant homeowners
 - i. Review response(s) from violators
- B. Other unanticipated business pertaining to open agenda items, by Chair's authority.

ITEM VIII. RECONVENE IN OPEN SESSION³

- A. Oral summary of executive session.⁴
- B. Action on Executive Session Agenda Items.

ITEM IX. ADJOURN

The next regular meeting of the Board is scheduled for May 5, 2015

³ 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.

⁴ 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).