

Board Meeting Minutes
Quail Creek Homeowners Association
April 4, 2017

Location: 304 Pheasant Hill Drive

In attendance:

Shana Nalls, President
Rhonda Smith, Treasurer
David Hoye, ARC

Brad Peters, Vice President
David Fuller, ARC
Ken Daulong, ARC

Voting:

Shana Nalls, President
Rhonda Smith, Treasurer

Brad Peters, Vice President
David Fuller, ARC Chair
Casey Berley, Secretary via Proxy to David Fuller

I. Call to Order and Opening Business

Meeting was called to order at 7:04 p.m. by Ms. Nalls. Following roll call, a quorum was declared. Ms. Nalls asked for acceptance of the agenda and Rules of Decorum; acceptance by unanimous consent.

II. Homeowner/Guest Comments and Concerns

Mr. Herb Harker was present.

III. Immediate Action Items

A. Approval of Minutes

1. Minutes of March 7, 2016, were submitted by Mr. Berley in advance of the meeting. Motion to approve by Mr. Peters; second by Mr. Fuller. Motion approved by unanimous consent.

B. Treasurer's Report

1. Reviewed March Financial Statement. Motion to approve by Mr. Hoye; second by Mr. Peters. Motion to approve by unanimous consent.
2. No expense reimbursement requests were made.
3. No HOA expenses to review/approve
4. 2016 Special Assessment Project: 5 (five) homes have not paid 2017 Special Assessment payment. Rhonda Smith to send reminder to those homeowners with outstanding payments via electronic means and sent a letter dated March 17.

C. Review of Management Services Proposal

1. No further discussion regarding Goodwin Harrison and their services at the April board meeting.

D. Recruitment of New Board Members for 2017/2018 Year

1. Mr. Peters drafted an email to all homeowners outlining the responsibilities associated with each board position and it was circulated for review. The communication will be posted on the HOA website and emailed to homeowners with a valid email address on file with the HOA.

E. Review requirements for establishing quorum and proxy protocol

1. In order to establish a quorum, board members must be in attendance or via conference call whereby they can be heard and speak. Proxies do not establish a quorum and are used for voting on matters upon the establishment of a quorum. Information read from TX HOA Law book. Giving proxies to another board member when unable to attend; though, would prevent the possibility of a "hung vote."

- F. Review mid-month Notice of Violation
 - 1. Sought input from board members to interpret TX HOA Law book to ensure compliance with Property Code , Title 11, Section 209.0051 (e) and (h). Mr. Peters will reach out to Goodwin Harrison Management, a property management company that has recently submitted an HOA management proposal to see how they/other HOAs manage similar matters. Since they are promoting their services to QCHOA, it is the board’s hope that they will offer some of their expertise at no cost to the association.
- G. City of McClendon Chisolm Household Hazardous Waste collection day
 - 1. The city will be participating in this event with Rockwall by neighborhood. The information will be posted to the HOA website and a homeowner(s) may volunteer to be the point person.
- H. City of McClendon Chisholm will be adding a link to the QCHOA website on the city’s website.

IV. Committee Business

- A. Architectural Review Committee
 - 1. Street update – none at this time. Will review collections after FM 1139 approach is completed
 - 2. Other updates – none
 - 3. New applications - none
- B. Landscape Committee
 - 1. “Stay of off Grass” signs near the QC front entrance. Received an estimate and approved a cost not to Exceed a total of \$100.00 for sign, pole, and concrete to install it.

V. Other Business

- A. Clint Packer Memorial Park –vendor unresponsive. Ms. Nalls to provide written notes of the summary that she took during the meeting.
- B. Next board meeting set for May 2, 2017 at the Steinhagen home – 304 Pheasant Hill Dr.

VI. Open Forum

- A. Mr. Harker communicated his desire to make a motion at the annual meeting again in 2017 to remove the 2 stop signs on Pheasant Hill, one in each direction.
- B. Mr. Harker also discussed a self-inspection certification that allows homeowners to inspect their own system as allowed under Texas law. A current City of McClendon Chisholm ordinance prohibits self-certification. This item will be on the agenda of the next City Council meeting for resident comment and questions. There is a course that will be required for self-certification, but when completed, homeowners would not be required to contract with a third party to perform quarterly certifications/inspections. This would save the homeowner fees currently being paid to vendors for said services.

VII. Recess to Executive Session

- A. Discussion regarding storage of construction materials at home on Pheasant Hill Drive.
- B. Discussion regarding homeowner parking in front of a home on a public street – Pheasant Hill Drive.
- C. Discussion regarding request for fine appeal – Pheasant Hill Drive

VIII. Reconvene in Open Session

- A. Board members agreed to a send violation letter to homeowner on Pheasant Hill Drive regarding the storage of construction materials.
- B. Board members agreed to a send violation letter to homeowner on Pheasant Hill Drive regarding parking on the street.

- C. Board members agreed to a hearing request which will be held on May 2, 2017, in conjunction with the next board meeting.

IX. Adjourn

- A. Motion to adjourn meeting by Mr. Hoye; second by Mr. Peters. Motion approved by unanimous consent. Meeting was adjourned at 8:34 p.m.

Respectfully Submitted,
Brad Peters
Quail Creek HOA Vice President