

# Tips for Online Meetings

1. **Be on time.** If you arrive late, please don't interrupt the call. Remain silent and catch up as best as you can.
2. **Mute yourself.** Background noise disrupts the meeting for everyone and might prevent us from hearing the information that we need.
3. **Communicate via chat.** Submit any questions or comments in the chat. The moderator will ask your question and recognize you to speak.
4. **Identify yourself.** Before you start to speak, please state your name so we know who is talking. Everyone might not recognize your voice.
5. **Speak slowly and clearly.** Please try not to talk over another speaker. This makes conversations extremely difficult to understand.
6. **Stick to the agenda.** Please try to stay focused on the current topic.
7. **No one-on-one side conversations.** All discussion is meant for everyone.
8. **Attack the problem, not the person.** There will be differences of opinion. You will not agree with everything that is discussed. But please be open to hearing other people's perspectives.
9. **Disconnect when complete.** You may need to walk away during the meeting. Please leave the chat. At the end of board meetings, the board may meet in executive session. Non board members are not privileged to observe this portion of the meeting and will be asked to leave.



***Springs at Stone Oak HOA***  
***3<sup>rd</sup> Quarter 2020***  
***Board of Directors Meeting***  
***September 9, 2020***

# Homeowners Forum

- This is the pre-Board meeting opportunity for HOA members to address a concern, issue, or recommendation.
- Did you identify your topic(s) at least three business days in advance of the meeting date to any [Board member](#) or the [Association Manager](#) to allow preliminary research on the topic?
- A time limit of 3 minutes may be imposed on each topic. Topics that cannot be addressed during the Forum may be addressed later via e-mail and/or the HOA website.
- *Once the Board meeting is called to order at 6:15pm, homeowners will not have an opportunity to raise or address topics.*

# Agenda

1. Call to Order, verify  $\geq 3$  Board members present (President)
2. Summary of Board actions taken without prior notice, including any actual or estimated expenditures (Secretary)
  - Approved contract for landscape aerate, compost, mulch (\$2,800)
  - Postponed obtaining contractor proposals due to COVID-19 restrictions
  - Approved gate callbox remote control device receiver replacement (\$600)
  - Cancelled May 20 2<sup>nd</sup> quarter Board meeting due to COVID-19 restrictions
  - Approved electrical repair contract (5 repairs, \$720)
  - Approved damaged exit gate repairs (\$1,145)
  - Renewed C & K Lawn landscape maintenance contract, added irrigation repair
  - Approved masonry repairs (4 repairs, \$2,405)
  - Approved transfer of \$4,500 to Reserve Fund
  - Approved February 12 1<sup>st</sup> quarter Board meeting minutes
  - Approved reinvestment of Reserve Fund CD 37 for 24 months

### 3. Review Financial Reports [President, Manager]

#### Current Assets

As of: 9/9/2020

|                                        |                     |
|----------------------------------------|---------------------|
| – Reserve Fund CD 37 (matures 9/23/22) | \$25,300.61         |
| – Reserve Fund CD 38 (matures 9/23/21) | 25,315.36           |
| – Reserve Fund CD 39 (matures 3/23/21) | 25,208.96           |
| – Reserve Fund savings account         | <u>25,648.56</u>    |
| <b>Total Reserve Funds</b>             | <b>\$101,473.49</b> |
| – Operational Funds (checking account) | <u>\$30,945.04</u>  |
| <b>Total Current Assets</b>            | <b>\$132,418.53</b> |

#### Delinquent Accounts

|                                    |                   |
|------------------------------------|-------------------|
| – 4 Delinquencies, 2 Payment Plans | <b>\$1,225.58</b> |
|------------------------------------|-------------------|

## 4. Unfinished Business [President]

### o Common Areas repair/maintenance items

- Masonry Repairs – completed July 28
  - repair/patch holes and cracks on the street side of our masonry perimeter walls at the front entrance and along Stone Oak Parkway
  - repair/patch cracks in front entrance monument
  - repair/patch cracks in the sidewalk bridge over the Pearl Spring concrete drainage culvert
  - reinstall loose tiles on community park gazebo floor
- Electrical Repairs – completed May 26
  - reconnect the photoelectric eye and tighten the breaker panel on the front entrance electrical panel
  - test each of the 3 GFCI outlets at the front entrance monument for proper operation
  - repair/replace broken LED floodlight at monument
  - replace photoelectric eye at park lamp post
  - reorganize wiring, replace panel & cover on marquee island electric panel

## 4. Unfinished Business [President]

### o Common Areas repair/maintenance items

- Metal railings at community park & Pearl Spring culverts
  - Paint chipping & bubbling on refurbishment project completed October 2019



West Park Culvert - July 2020



East Park Culvert – Feb 2020

## 4. Unfinished Business [President]

### o Appointment of Board Member

o Appointment of homeowner to Board of Directors to fill unexpired term of office for vacant position (term expires at 2022 Annual Member Meeting) remains to be accomplished.

o No Springs homeowner has volunteered to date to be appointed and serve the remainder of the unexpired term.

o When a homeowner has been appointed to the Board, the Board of Directors will elect the new Board member to an HOA Officer position.

o Both the appointment to the Board and election to an HOA Officer position are required to be done in an Open Board meeting only.



## 5. New Business [President]

### o Common Areas repair/maintenance items

- Front Entrance Low Voltage Lighting
  - wiring installed on pavement directly over entrance & exit gate vehicle sensing loops are no longer secured and at risk of rendering lighting system unusable.  
Estimated repair = \$7,000 - \$10,000



- Inoperable SO Parkway Irrigation System Zones (4)
  - Destroyed by cable installation contractor in 2019. 6 irrigation zones along parkway adjacent to mortar wall, 2 zones closest to Walgreens and 2 zones closest to neighboring subdivision no longer operational

# Agenda

6. Association Manager comments
7. Executive Session (**Board members and Management only**)
  - o Status of delinquent accounts and violations (Manager)
8. Adjournment

