

Grassland HOA Association
Board Meeting
May 21, 2013
Minutes

The meeting was called to order at 6:31 p.m.

There was a quorum present.

Board Members present were: Tracye Gearhart, Gary Hires, Joni Hires, Tom Knittle, Lisa Holderness

Staff Members Present: Pam Lacy, Melissa White

Residents Present: Lucy Thames

Board Member Replacement:

Tracye reported that she had sent an e-mail to DJ Holster asking him to resign from the Board due to non-participation. She did not get a response from him and he was notified of the vote to remove him. Tracye made the motion to remove DJ from the Board and replace him. Gary seconded the motion. All were in favor. DJ Holster will be removed from the Board and will be replaced. Lucy Thames told the Board that she is interested in and willing to serve on the Board but she has some existing conflicts. The Board visited with her about the duties of the Board and answered her questions. There is also a second Board position that will need to be filled since Barbi Jones had to resign due to her move to Houston. Someone from the Board will contact Lucy to further discuss the possibility of serving on the Board.

Minutes:

The minutes of the April 23, 2013 meeting were reviewed. Gary made the motion to approve the minutes from the April meeting. Tom seconded the motion. All were in favor. The minutes passed.

Financials:

Lisa reported on April and May minutes and said that there was nothing out of the ordinary in our financial reports. Tracye moved to approve the financial reports. Gary seconded the motion. All were in favor. Financials were approved.

Manager's Report:

Pam notified the Board that she complained to the pool company enough that they replaced the technician that has been cleaning the pool. She hopes that the quality of work will be better now.

A pair of ducks have made their home in the pool area and haven't been scared off by the people using the pool. The City of Midland doesn't have a system to trap the ducks. Pam has been in contact with some authorities who told her that if the ducks are domesticated, they can be caught and released in another area but if they are wild, there is nothing we can do. She is hoping that as the pool season continues, the activity will drive them off. She will report back next month.

Pam reported that the Meet Your Neighbor party was a success and about 300 people showed up. We tried to do too much at the same time. Doing the National Night Out in conjunction with the party created more stress than necessary. The food was very good and there was plenty without too much left over. The caterer did a good job.

It has been determined that the leak in the sprinkler system is under the slab and is yet to be determined how we will handle it. Pam will report back next month.

Member Hearing:

No members addressed the Board.

Violation Committee:

Tracye reported that the Cuyler's filed a complaint against the Shrank's because they are renting out their attached Mother-In-Law suite in the house. After discussion, it was determined that the Board can't take any action against the Shrank's.

Melissa handed out a draft of an article that is going in the newsletter regarding landscaping and parking violations. The Board were very much in favor of the article.

Paperless Proposal:

Tracye wants the Board to consider going paperless with our newsletters and other mailings. Melissa told the Board that the advertisers have paid in advance for the year and are under the impression that the newsletter will be going out 4 times this year. After discussion it was decided that beginning in 2014 all newsletters and other mass communication be done via e-mail. For the remaining two newsletters of this year, there will be notification that the Board is moving this direction and ask residents to make sure the office has their e-mail address if they want a newsletter and other notifications.

Melissa said that we can add a transfer fee to the closing cost which we have never done in the past. The Board is very much in favor of this and used a couple of other neighborhood associations charges as an example. Tracye will check the current Homeowner's law to make sure what the requirements/restrictions are in that regard and then Joni will put it on the next agenda to vote on the amount to begin charging on the transaction fee.

Melissa also suggested that we follow the lead of other associations and transition to billing for the association dues either quarterly or annually. Joni will

add this item to the agenda for the June Board meeting so the Board can officially vote on whether we want to bill for association dues quarterly or annually beginning in 2014.

New Business:

Pam reported about an incident that took place at the Neighborhood Party without our prior knowledge. Two candidates for public office came to the party (they are not residents) and one of the candidates had called the media to come to the party and used the forum to announce his candidacy. None of this was known by the Board or Facility Manager prior to the party. Pam explained how the situation unfolded. Melissa has written a Letter to the Editor to be put in the paper making it clear that Grassland, in no way, supports any political candidates and the situation was not anything that had been planned. Melissa will take the letter to the newspaper tomorrow. The Board agreed that the letter was well written and a very good response to what happened. The Board assured Pam that she didn't do anything wrong and handled the situation as well as could be handled under the circumstances.

Executive Session:

Executive Session opened for the purpose of discussing letters to be sent to residents who are delinquent on their dues. The Board discussed the one property that is still delinquent on their dues after we have sent the required letters to notify them of action to be taken. There has been no contact on the part of the resident and no payment has been made. Joni made a motion to send a letter to the resident notifying them of that the lien process will begin. Lisa seconded it. All were in favor. Tracye will get with Melissa to make sure everything is order to send the lien letter.

There is one resident who has continued to park on the street despite the warning letters we have sent. Tracye moved to send a fine letter to this resident and has talked to him. He is willing to pay the fine. Gary seconded the motion. All were in favor. A fine letter will be sent to Mr. Borland.

A discussion took place regarding potential Board members. Several residents were mentioned as possible candidates. Lisa will contact one person and Tracye will contact another one and report back to the Board. Lucy Thames will still be a candidate if she is interested but it was agreed that it would help to have several candidates if possible.

The Board decided that it would be good to keep better tabs on the clubhouse rentals and income. It will be part of the regular discussions in the future.

Bids for work should be e-mailed to the Board for review prior to Board meetings so they can be reviewed them before the meeting.

The Board will review the job descriptions for the employees in August.

Executive Session was adjourned.

The next Board meeting will be on Thursday, June 20, 2013.

Tom made a motion to adjourn. Gary seconded the motion. All were in favor. Meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Joni Hires
Secretary