

Special Board Meeting Minutes

Brookwood Hills II HOA Special Board Meeting 2209 Pine Thicket Lane June 6, 2022 6:30pm

The Special Board Meeting was called to order at 6:31 by President, Elston Eckhardt, A quorum was attained with all the -Officers in attendance.

Proof of Meeting Notice was affirmed. Meeting was posted 72 hours in advance of meeting. Posted on Website and email sent to all email addresses.

The minutes were not read but copies of the minutes were distributed to the Board and to guests upon arrival. The Minutes of the Special Meeting on April 10th and the Annual Meeting on May 3 were both approved unanimously by consent.

Pert Durapau, Treasurer, was asked for her financial report. She has been working with Cheryl Frech, past Treasurer, on transferring bank account signatories to her. She said Cheryl is more than willing to assist the HOA Board. As of May 31, 2022 our accounts are as follows:

Total cash on hand - \$21,244.26.

Checking balance - \$4,935.29

Saving balance or reserve - \$16,308.96.

Brookwood Hills II HOA 2022/2023 dues deposited 6/4/22 - \$8,325.00

Additional deposit dues plus fee for Resale Certificate and Dues for 2104 Pine Thicket Court

Elston has asked for us to consider changing the way we report our income/expenses. It currently is a cashflow report. She would like to change it to a fiscal year report. The board agreed. As dues come in each year before June 1. The funds will be allocated to the year they are billed even if a temporary account must be set up. The financial document will be easier for the membership to understand.

Ann Graves, Director (landscape), interjected some of our annual costs and onetime costs.

- \$9384.00 Yearly for Mowing and Blowing
- \$800.00 Yearly Planting of Fescue along Cummings to help with erosion and appearance given the erosion on the sidewalks over the years. The shade trees don't allow enough light for grass to prosper.
- \$2,263.00- One time replacement of landscape at Edgewater Drive Entrance

- \$1,525 – One time replacement of perennial plants at the bottom of Brookwood Blvd Entrance
- Last year we also had a chemical treatment done to help the sickly pines in the middle of Brookwood Blvd...she could not remember the cost.

NEW BUSINESS

President Elston Eckhardt asked Jack Connell, resident and member, (3700 Oak Cove Lane) to report his research to the board concerning Central Drive Fence Project. Jack had received 4 bids from fence companies. Each contractor had provided him with quotes for tear down/replace with bare **cedar** /stained. Each home along Oak Cove has approx. 80-90' length behind their homes backing up to Central. On average each fence would cost each homeowner \$4,000-\$5000 depending on the length. He stated many of the fence contractors talked about Supply/Demand issues and the cost of lumber has jumped 300% since August 2021. He confirmed the contractor statements with research. Mr. Connell was asked if he had engaged any of his neighbors in conversations about the fence. He did not. There are 13 homeowners with fences along Central. Mr. Eckhardt President of the Association, had asked Mr. Connell to get pricing several months ago. President Elston Eckhardt has copies of the bids. A small discussion commenced.

- Natural/Paint vs. Stain. Paint is a better way to keep uniformity of fences if one fence is done at a time. Stain lasts longer.
- How to proceed?
- BWHII Budget has balance of \$20,000 year to year. It takes several years of savings for small projects to be started/completed as stated by Ann Graves.
- Assessments of homeowners along Oak Cove considered but a 2-4 year advance notice would be required.
- Walls along Cummings need repairs too
- Each homeowner owns their wall and fences
- If the project is to be achieved, huge engagement with all the homeowners would need to happen

Elston Eckhardt asked that we table the conversation about the “Fencing” and move forward on the Agenda.

He stated it is required the board needs to provide a Budget to forecast our plans for each year. Pert Durapau, Treasurer, recommended a contingency. It was decided we would have a 20% contingency established in the forecast. We currently have an expense/revenue balance sheet. Brian Tompkins, Vice President, Pert Durapau and Ann Graves will work on the proposed Budget and submit within in one month of June 6 (before July 6). A Board Meeting will be called as soon as the proposed budget is ready. Notice of 144 hours (6 days) is required for a regular board meeting.

President Eckhardt said there are additional documentation, plans, and policies required for our HOA to maintain and retain. It was stated that the following documents need to be created and voted on by the board and made available on our website. Amy Sabol, Secretary interjected the “Management Certificate” was complete and submitted to Tarrant County Records and Texas Real Estate Commission. She had submitted the record to Tarrant County with the \$19 fee. Tarrant County returned her check to Brookwood Hills II with no explanation. Pert Durapau, Treasurer confirmed the check was returned. Mr. Eckhardt, President said he would check to see if it was registered. Here are the documents/policy required in our Bylaws and by the Texas Property Code.

- Management Certificate
- Copy and Reproduction Policy
- Retention of Records Policy
- Alternative Payment Plan

Ms. Sabol went on to report she has created drafts of each required policy or plan listed above. Each policy was compared to what is required by the Texas Property Code. Mr. Eckhardt said he has reviewed the “copy and reproduction policy” and has suggested changes he will email to the board. Mr. Eckhardt asked the board to review all of the policies handed out to the board and we will vote on each at our next meeting.

Ms. Sabol also stated she had a draft of a “retention of records policy” in their packets and an alternative payment plan but only drafts.

Mr. Eckhardt, President, opened the discussion on Alternative Payment Plan required by our Bylaws and the Texas Property Code. The board decided to develop a simple payment plan. It must be offered after 45 days of delinquency. Mr. Eckhardt stated he would devise a plan for us to approve at our next meeting.

Mr. Eckhart opened discussion concerning an email registry. The Texas Property Code and our Bylaws have “Notice of Meeting” requirements. Article 6.5(b)(ii). He stated we have all the email from past collections and his own work going door to door. He stated the work would be redundant and hard to complete because residents would not comply. He had consulted with an attorney and was told the email registry was not necessary to pursue because of our past successful collection efforts. It was pointed out we have old directories with information which was requested and filled out several years ago. Brian Tompkins, Vice President, believed the required registry needed to be more official in nature. The HOA needs a database or a system of proving we have permission to use members emails for the sole purpose of meeting notification. We have no forms with any signatures in storage, electronic or paper. Mr. Tompkins said he was willing to collect the information. He and Amy Sabol, Secretary pointed out it was a requirement by the Texas Property code. She stated even if we did not get all of their information, we need to post a form on our website. Pert Durapau, Treasurer, interjected she had experience with privacy and data collection while working at the college. She felt we needed to be careful because of privacy issues. There was a straw vote taken (4-1) Mr.

Tompkins will start the data collection. He stated he will return to the next board meeting to see if there is a compliance issue. Meanwhile we will continue to use the current email addresses for notification as a backup.

The board moved on to the potential purchase of announcement signs. Mr. Tompkins, Vice President, had researched signage. He would like BWHII to purchase 2 dry-erase boards with Brookwood Hill II on the top. He would write in the information needed for “notification of meetings” but they could also be used for events. He said he would purchase and store sign if the board agreed. Pert Durapau, Treasurer, made the motion to buy the signs necessary for meeting notification. Ann Graves, Director, seconded the motion. The board agreed unanimously to purchase signs.

Other Topics Brought Forth by Directors

One topic discussed and brought forward by Mr. Tompkins, Vice President He questioned and wanted to clarify the required attendance for a meeting Quorum. In our Bylaws (4.5) Quorum, states 40% of the membership must be present for Quorum (only pertains to vote for an **amendment change** in our Bylaws). This quorum is counted by ‘in person” meeting attendance and secondly by proxy.

The board must notify ([section 6.5](#)) all the membership, make available signed paper proxy for attendance, paper ballot requiring signatures, and a detailed explanation of the reason for requested Bylaw change. (see Article IX). The notification must be done in accordance with our Bylaws concerning “Notice of Meetings” (6.5). Forty percent(40%) (38 members) must have signed a proxy to be used for meeting quorum or be in attendance. A Bylaw may be voted on (with a paper ballot and signed) and changed with 2/3rds of the Quorum.

It was stated by Amy Sabol, Secretary, the Board must be prepared to pursue proxies and/or attendance for any meeting because if quorum is not reached the meeting process and steps must be started all over again. It does not seem to be enough to notify.

2nd topic brought to the table by Mr. Eckhardt, President. Our bank account with ~~_____~~ [bankWells Fargo](#) has 2 KEY EXECUTIVES listed. We need to remove the current names on the account, Kathy Ward and Joy Eckhardt. Both were officers several years ago. We need one person to add to the account. This act must be voted on and approved by our Board of Directors. We must provide these minutes of the meeting to the bank, along with a note on our letterhead to change the name. The board decided to place Ann Graves, Director, as our Key Executive on the account. A motion was made by Pert Durapau, Treasurer and seconded by Brian Tompkins, Vice President. The vote was unanimous.

The Brookwood Hills II Board of Directors wishes to replace their current KEY EXECUTIVES, registered ~~.)~~ with Ann Graves, Director of Brookwood Hills II [Homeowners Association, Inc.](#)

Mr. Eckhardt, President, also stated our bank account requires 2 Board of Directors to listed on our account. The Board of Directors selected Amy Sabol, Secretary and Pert Durapau, Treasurer to be the 2 signatories.

A motion to adjourn was made by Pert Durapau, Treasurer and seconded by Brian Tompkins, Vice President. The motion carried unanimously at 8:40 pm.

Amy Sabol, Secretary of Brookwood Hills II Homeowners Association.