

Brookwood Hills II HOA Board of Director Meeting Minutes

November 13

7:00 pm

3700 Edgewater Drive

Call to Order – Quorum All officers were present
Guests Hannah Walsh and Elston Eckhardt

Approval of Minutes

Brookwood Hills II HOA Board of Director Meeting
September 13, 2023
7:00 pm
3700 Edgewater Drive
Agenda

President Pert Durapau called the meeting to Order at 7:04.

A quorum was present.

Minutes were presented. Motion to approve the minutes by Ann Graves and seconded by Mark Ferguson, Approved unanimously.

TREASURER REPORT – Mark Ferguson Cash Balances: 8/31/2023 Checking \$27,222.33 Savings \$1,326.76 Certificate of Deposit \$15,000.00 Cash on Hand \$43,549.09 We have only one delinquent account. Motion made by Ann Graves 2 nd Amy Sabol to accept the Treasurer’s report. Approved unanimously

PROPOSED AGENDA ITEMS • Moved bank account to Chase. We now have a \$15,000 CD with our reserves. Amy and Mark are on the account.

- Amy Sabol presented information on HOA Management companies. Volunteerism in the community is low and it has become apparent we need to research the companies. The state is making the requirements more difficult for volunteers to handle. Four companies were contacted Accelerated Association Management Company , SBB, Jellybird, and Assoicia. The services are all different in scope. Amy has been working on a comparison chart to compare one to another. She needs to continue working on the comparisons. The pricing runs from \$12,000/year to \$5,500. The board believes from what has been researched (so far) we will be in the \$9-\$10,000 range. With 93 homes the cost per home will increase dues approximately \$110/year. The association will retain a board but their duties will be greatly reduced. We are hoping to bring to the membership at the first of the year. There will be no reduction in dues because of maintenance requirements and costs.

- The board has decided to engage the attorney we met last Fall. Pert Durapau and Amy Sabol will be meeting with her in the next 2 months to correct our documents and to match state requirements.

- National Night was cancelled. The ice cream truck were already booked. Texas Ice Cream Truck was called 214 334 81818 and Ice Cream Truck DFW 972 395 5339 were both called. and both were booked. The board decided to ask for an event chair. We could have an event later in 2023 or have one in 2024 if we could get a chair.

- Ann will turn off sprinklers for a week on Central for the residents to paint their fences. She will work out dates and times and we will notify residents of the timeframe selected. • Tree on the boulevard was cut down and the pines were all trimmed. Ann believes next year we will be obligated to trim the trees on Cummings. We also have two trees dying on Cummings near Central. Her budget is still adequate.

- A suggestion was made by a resident to install Flock cameras. They are cameras used to read license plates in case of crime being committed in the area. The Bedford police currently use the system. Amy did research on the topic. The board discussed the cost and declined to pursue. Research - Recording activity over a specific area with a Flock camera is possible, but Flock cameras have an intentionally narrow field of view. Our motion detection works up to 75 feet, and the field of view at that distance is ~20 feet wide (about 1.5 lanes of traffic). The infrared technology that we use to capture license plates illuminates reflective subject matter, so anything that is not reflective (license plate) or illuminated (light pattern of the vehicle) will be completely dark. As a best practice, we recommend having a well-lit area to ensure the utmost security. As part of our subscription model, Flock Safety cameras for neighborhoods start at \$2,500 per camera per year, with a one-time installation fee of \$150-\$650 per camera. This price includes everything — installation, maintenance, footage hosting, cellular service, and software updates.

- Next meeting will be on Monday November 13, 2023, 7 pm, 3700 Edgewater Drive. ADJOURNMENT was unanimous at 9:15pm

Minutes were approved unanimously - Motion – Amy Sabol, 2nd Mark Ferguson
TREASURER REPORT – Mark Ferguson -

As of 10/31/23 Checking \$27,109.22, Savings \$1,326.78, CD \$15,000, Cash on Hand \$43,436.00

AGENDA ITEMS

- **Member comments** Guest Hannah Walsh brought up an issue with leashing dogs. She also is concerned about feces not being picked up in the neighborhood. The board advised her it is a city of Bedford issue and we have nothing in our documents to help with enforcements. She intends to take the issue to the city.

Elston Eckhardt preferred to comment after the meeting was finalized.

- **Research on HOA Management companies** A discussion was held concerning HOA management companies. Volunteerism has been light in the last few years. The current board is short one member. We have at least 1 board member wanting to stop serving in May. Unfortunately, the state requires more from HOA's and we must meet their requirements. Amy suggested with what has been discovered through the HOA managment research we would need to always have a line item in our budget for an attorney's opinion.

It is the board's belief the next election cycle (May) will not improve the volunteerism. The duties are not difficult but do take time and some skills. If a management company is hired a board is still required but many of the administrative duties and legal requirements shifted to the company. They would follow our policies. Amy Sabol researched the companies and has charted the provisions/answers from 3 companies. Accelerated, SBB and Associa. (the chart is included in these minutes below). It compares services and extra add on charges. Amy asked for references and received positive responses from HOA's being managed by Accelerated. She has not had any recommendations from the other 2. She has not asked them for recommendations yet. The board will interview 2 out of the 3 companies. The board decided each of us need to evaluate what each office would like to have covered by management. The fee at the top of the chart is per month. In reality, the board assumes it will add around \$150-200/year/member to our current dues.

- **Attorney update** No report. Amy should hear from her this week.
- **Report on budgeted Property maintenance – Ann Graves** The fences on Central have mostly been repaired and painted. Ann has had the sprinklers turned off to allow drying of the wood if residents would like to have it dried and then painted. The board will reach out to the homeowners that have not participated in the improvement and ask when their work will be completed.

The Christmas décor was installed on November 13th. We pay for professional installation. Ann still supervises and makes sure all the lights are working.

- **Report on unexpected expenses Property) – Ann Graves** The irrigation system along Central was discussed. Ann had received multiple bids to improve the heads, direction of spray and repair. She received 3 bids. Our current lawn maintenance company, Masterscapes, gave her the best estimate. (\$4,800) The board want to rework the 40 year old irrigation on Central. Ann was asked to get a bid from Masterscapes to re-pipe the entire stretch of Central with proper heads and position correctly.

Comment from member – As reported earlier Mr. Eckhardt asked to speak at the end of the meeting. He believes a HOA management company is not the right direction. He suggested we think out of the box. Suggested: We offer free dues for members doing the service. The board did not think it was a good solution to the problem. It was felt the duties of the board were more extensive than suggested. There are legalities in paying members for services. Volunteerism would be preferred if the membership will volunteer but there are definitely more requirements than 40 years ago when the neighborhood was established.

- **Next meeting January 22, 2024**

The comparative chart of companies managing HOA's – Monthly charge

	AAMC	SBB	ASSOCIA
Base Management Fee	\$744.00	\$1000/month	\$884.00
Origination Set up fee	\$0.00	\$250.00	\$195.00
Common Area Maintenance/Vendor Management			
Obtain approval for unbudgeted repair or replacements exceeding \$500	included	included	included
Emergency expenses to be disclosed to the Board or Committee within 24 hours	included	included	included

Work with companies to negotiate the best pricing for ongoing contracts for services including utilities, lawn maintenance pest control and other services as necessary	included	included	included
Inspect vendor work upon completion/monthly	included	included	included
Develop Request for Proposals at the direction of the board for work to be performed on the Associations' common area and collect a minimum of 3 bids for review and selection	included	included	included
Develop vendor requirements for all vendors performing work for the association, and make sure they have all proper insurances and licenses in advance of performing any work for the Association	included	included	included
Work with onsite personnel to provide vendor supervision by communicating with all the vendors regularly and physically inspecting all work performed by any vendor for the association.	included	included	included
Inspect all association assets regularly and make recommendations to the Board regarding any needed maintenance and repairs	included	1/month	1/month
Work with onsite personnel to provide monthly management reports to the Board detailing upcoming projects and communicating what projects have been recently completed.	included	included	included
Provide the Board with portal access to vendor invoices to review and approve through the community Portal, vendor checks mailed out weekly.	included	Waived fee	included
Deed Restriction Management			
Inspect community for compliance issues. Provide board with inspection report for review with pictures	2 times a month between April and September and once a month October through March.	12/year	12/year

Manage owner disputes of violations and provide deed restriction awareness to owners regularly	included	included	included
Access fines if applicable in accordance with Board adopted policy and the dedicatory instruments. Board review prior to filing	included	Policy created by attorney. SBB will follow policy	
Contractor actions/if member does not mow his yard	included	\$25.00	included
Architectural Control Committee Management			
Upload ACC requests to web Architectural for review by the Architectural Control Committee, all committee members information will have access	\$35/application	\$35/application	\$25/application on Town SQ portal
Monitor timeline for response and communicate with Homeowners for any missing documentation	included		included
Notify Owner of results in writing and emailed.	included	\$2.00 plus postage	included
Provide monthly reporting of current applications in process and status of applications to board members and ACC/ARC members.	included	available on portal	included
Association Affairs Management			
Prepare and file the public information report as well as any applicable state or federally mandated reports by due date.	included	\$375/year	\$35.00
Provide records storage	included	included	included
Assist with the inspection of books and records by Board, Committee or members	included	included	included
Serve as liaison with attorneys, monitor any legal issues and prepare reports as requested.	included	included	included
Manager to assist the Aboard with any lawsuit preparation, depositions and testimony if required, at the stated hourly rate	included	included	included
Maintain all files and records of the association and have them readily available and organized for review by the Board and its membership.	included	included	included

Answer questions or concerns from any member of the association in a timely and professional manner.	included	included	included
Compiling emails for owners for easy communications and email blasts when needed.	included	included	included
Financial Management			
Maintain all financial records, files and accounts for the association.	yes		yes
Collect Assessments	\$2.00/notice		yes \$2.50/month/per member
Reconcile each of the association's accounts and bank statements, ensure that financial reports are completed and distributed to the Board by the 5th of every month. Balance Sheet and Income statement to homeowners by the 10th. Complete transparency to homeowners and board members.	included	included	included
Develop the associations' annual operating budget at the direction of the Board, and provide advice on matters of assessments and contracts prior to finalizing budget.	included	included	included
Prepare Year-end financial reports by the 45th day following year end.	included	included	included
Assist the association's accountant by providing the information needed to complete annual tax returns and audits	included	included	included
Assist in the performance of audits in conjunction with an auditor appointed by the Board to be billed by the Manager at a pre-determined rate per hour.	included	included	included
Work with a CPA to ensure tax return is prepared and filed in a timely manner.	included	\$10 setup fee 1st mos.	included
Homeowner Assessments			
Billing for all assessments and delinquent accounts on an annual, monthly or quarterly basis assessing collection fees as necessary	included	included	included
Provide owners with the option to pay by mail, community portal, online bank, credit card or by e-check	included	\$95/month with an 18% Credit Card markup	included

<p>Processing and provide accurate Resale Certificates to title companies, realtors, and owners to assist in selling home located with the Association. (Addition fees apply and are billed to the owner seller and/or title company)</p>		<p>\$375 Provides documentation and otherwise facilitating a property being sold or refinanced, including but not limited to Resale Certificate, Status of Dues Letter, Lender Questionnaire and Transfer of Ownership Fees. In the event legislation is ever passed that prohibits the payment of any of these fees directly to Agent, Association acknowledges that it will collect the fee(s) in accordance with any such legislation and pay it directly to Agent as a part of Agents compensation under agreement.</p>	<p>\$370.00</p>
<p>Management Certificate (New and Amended)</p>	<p>included</p>	<p>They say our attorney would do it and Charge us. (Nope)</p>	<p>\$250.00 + filing fee</p>
<p>Management certificate yearly review if not amended</p>	<p>included</p>	<p>included</p>	<p>\$50/year</p>
<p>Create and mail delinquency notices in accordance with the approved collection procedures.</p>	<p>included</p>	<p>included</p>	<p>included</p>
<p>Board Member Relationship Management</p>			
<p>Provide orientation/training session to each new Board member upon election to the Board.</p>	<p>included</p>	<p>included</p>	<p>included</p>
<p>Respond to Board member questions and issues no later than the next business day.</p>	<p>included</p>	<p>included</p>	<p>included</p>
<p>Provide advice to board members regarding best practices and industry trends.</p>	<p>included</p>	<p>included</p>	<p>included</p>

Maintain thorough familiarity with the association's governing documents	included	included	included
Monitor and disseminate new legislation, ordinance, court cases and other information pertinent to the association and association management.	included	included	included
Monitor and disseminate public notices/information pertinent to association.	included	included	included
Assist in developing meeting minutes from all Board meetings and distributing them to all Board members upon completion.	included	included	included
Provide web-based and/or conference call meeting capabilities for all HOA meetings and prepare preliminary meeting agenda at least 7 days in advance for each meeting	included	included	included
Develop meeting agendas and distribute them to the board prior to meeting	included	included	included
Assist boards and committees with newsletters or email blasts.	included	included	included
Present manager's report at meetings that include financials, compliance and any projects in the community	included	included	included
Annual Meeting Management			
Update list of all owners, declarants, and other attendees	Included	Included	Included
Prepare meeting agenda and meeting packet for homeowners	Included	Included	Included
Issue meeting notice and proxies in accordance with association bylaws	Included	Included	Included
Oversee registration of all attendees	Included	Included	Included
Preside over meeting if requested by Board president	Included	Included	Included
Give annual manager's report	Included	Included	Included
Explain financial condition of association and budget information as requested by Board treasurer.	Included	Included	Included
ADD on CHARGES			
Transfer of home to new owner		\$200	\$195

Tax reporting Preparation/Filing or exemption Preparation	Devolt \$255	included	\$150
Tax and Audit Preparation		included	\$175
Tax Return Process	Devolt	included	Market rate
Policies, Other Governing Document and Mandated Filings		included	\$75.00+ Postage and filing fee
Special Assessment Administration	\$0 (if delinquent \$25.00 per incident)	included	\$2.50/month per unit
Supplies	Cost plus 25%	Print and postage built into fee Extra requests Billed back to HOA	cost plus 25%
Required Filings Public Information , Texas Franchise Tax, Registered Agent		\$375/year	\$35/yearly
Certified Mail	\$6.00	\$40.00	\$25.00 + Postage
Collection Charge	\$25/member/month	\$15.00	\$25 per month per delinquent unit
Payment plan	included	\$15/mos	
Payment plan process	included	\$25.00	
Demand Letter	included	\$50.00	\$15
Final Demand Letter	included	\$50.00	\$30
Lien	included		\$195
Intent to Lien	included	\$150.00	
3rd Party Credit Bureau Filing	included		\$55
Violation Letter	included	Cost of envelope, postage and materials reproduction	
Notice of Lien filing	included	\$300.00	\$90.00
Collection warning Alert and DAP	25/member/mos	\$375.00	
Returned Checks/NSF Funds		\$25.00	\$35
1099 Distribution	\$25/each	\$20/vendor	\$25.00
Copies	\$0.00	\$0.30	\$.29 per page black and white \$1.00 per page color
Legacy Account Closure Fee			\$220
Envelopes			\$.29 each # 10 \$1.00 all non standard
postage	\$0.00	\$2.00 each	Direct Cost
Folding and stuffing			\$.15 each
Mass Mailings		\$2.00/item	
FAX	\$0.00		
Calls	\$0.00		
Quarterly meetings	\$0.00	included extra meetings \$125/hour	3/year

Attendance at Annual meeting	\$0.00		1/year
Agent Senior Staff (VP/Director/Sr. Cam	not answered	\$125/hour	\$175/hr
Agent Manager	not answered		\$100/hr
Agent Staff	not answered		\$75.00/hr
Meeting time exceeds 2.0 hour or meeting on Friday, Saturday, or Sunday	\$75.00	\$125/hour	\$100/hour \$3000 flat fee +\$100/hour
TownSqu Online Voting Platform	n/a		\$250/per event
Return Mail processing			\$2.50/piece
Court and deposition appearances	\$75.00	\$125.00/hour	\$150/hour
Homeowners' hearing preparation/administration		\$125/hour	\$150/hearing
Smartwebs ACC/ARC processing	\$0.00	\$35/application	
Emergency calls	\$0.00		
Insurance claim		1%	5% included
Invoice Processing	\$0.00	\$2.00/invoice	included
Statements	\$0.00	\$2.50/Statement	included
Document Storage	\$0.00	include	\$5.00/box
Records delivery/retrieval from storage	n/a	n/a	Pickup fee \$20.00 +\$5.00 box +\$5.00 new box
Contractor negotiations	not answered		included
Extra bank accounts	included	\$50.00/month	included
OPTIONAL WEBSITE			
Monthly charge	not answered	\$95.00 minimum if more is requested add \$60.	\$40/month
Domain NameTransfer and Set up fee	not answered	Cost	\$250.00
New Domain name and Basic Set up	not answered	\$60/month	\$250 plus cost of domain name registration
Website development and monthly maintenance	not answered		Fee to be quoted
Technology Suite - Community portal, pay online, digital payments, Mobile accessibility			