AGENDA

Brookwood Hills II HOA Agenda

April 4, 6:30 pm

3700 Edgewater Drive

 Call To Order - 6:30pm

No Treasurer Report

Minutes from January 22, 2024

Call to Order – Quorum met – meeting called to order

Minutes – approved, Mark made the motion to approve, Ann seconded, Unanimous

Chart was provided to compare three companies SBBV, Associa and Accelerated.

Amy’s Conversation with Joel Rich – President of an HOA that uses Associa.

I spoke to Joel Rich, a reference from Associa (HOA Management Company). He is willing to talk to any of us on the Board. He is the main contact for the HOA when it comes to Associa. He serves as President. He complimented the company. He did say they charge for every service. The President before him had moved the HOA to a management company for the first time...when he was asked to take over the President's position.  He said there were growing pains but he believes it has advantages. He also said there are no volunteers to do the work. It is too much to keep up with.

Points made by Mr. Rich....

If the management company fines a resident and collects for an infraction. The money collected after costs go back into our account.

It is too difficult to pin neighbor against neighbor when it comes to defending the CCR's. They do it automatically. The management company collects the fine and keeps it themselves.

They do the bookkeeping, treasurer reports, pay bills, file W-2's

He suggests one board member (President) interface with company. We will be assigned a representative.

They work with vendors...only insured and companies with credentials. The HOA may use others but the management company will not be held responsible.

They set the budget with Board Approval.

They advise the board of changes to the Texas State Laws and institute them immediately. No legal is required unless the Board has an issue to work on. In our case it would be the AirBnB or short term rental regulation. They recommend attorneys and if a board asks for an opinion on an issue they can get a response from their attorneys on staff.

They provide a website portal for the residents and Board. We would no longer require a website.

He said Associa met with the board and the membership to explain how it works. The meeting was free of charge. He also said Associa helps the board give good explanation for why there is a need for the management company.

Associa has been good to work with. He said it is a business, so the fees are set and do not expect something for nothing. Joel is a businessman, so he understands there are no freebies and sometimes HOA boards do not get it.

He says they help plan for assessments. The board lets the management company know what they believe needs to be worked on in the next year and in the next 4 years given the age of the infrastructure.

Anyway, if anyone would like to call and talk to him.... feel free. He is easy-going and knowledgeable. Joel Rich, 214 850 4000.

Thank you,

Amy

Amy’s Email from Kelly Ford- President of HOA. Uses Accelerated

Hi Amy,

We switched to Jamie's company Accelerated Management when our previous management company started dropping the ball on things in our community. It was the best decision we made for our community.

Jamie has been so responsive to our community issues, residents issue request and even board members request. Jamie responds to all emails even some that are sent late at night. She is very professional and prepared in our board meetings. She keeps up with a list of projects in the community and the status. The community website she sets up is another way we are allowed to keep communication visible to our residents as everything is visible to our residents except board member specific information.

 Jamie provides at minimum 3 bids for projects to the board. And stays on top of the selected company  through out the repair process. Her team is also responsive when she is on vacation. I have had many of my neighbors say how responsive she and her team was to their issues

I hope this helps you in your search as I know it is hard and you want to make sure you get it right. If you choose to go with Jamie's company I think you would be happy with the service she will provide.

Best Regards,

Kellie

Amy’s Email from Janie Crosmer – President of HOA using Accelerated

Amy,  
  
Yes, I would recommend AAMC.  Jamie has always been very responsive to me.  The only minor  issues we really have encountered is with mailings and sometimes there are typos in some of the communications.  I review everything that goes out.  We’ve had some homeowners complain that they don’t receive their annual statements in December via the postal service.  I’ve never had that issue so you wonder if homeowners just throw them away thinking they are junk mail or it could be issues with the postal service around the holidays.       
  
Jamie is great about keeping us updated on legislative changes and she is always present for board and annual meetings.   
  
Thanks,  
Janie Crosmer

**TREASURER REPORT – Mark Ferguson -** As of 12/31/2023 we have a balance of $27,855.76. Our expenses are $14,497.04. We have $1,326 in Savings. $15,000in a CD which will be renewed on February 18. Cash On Hand is $41,359.75

**Agenda ITEMS**

* Josh Burchfield – 3748 Oak Cove Lane – Outdoor Shed – Plan was accepted for the Burchfield’s to plant Eagleston Hollies - 45 gal trees. The trees at full height will reach 18’. The trees will be planted on 2 sides of structure. Motion was made by Ann to approve, Amy seconded. Vote was unanimous
* ATTORNEY EXPENSES – Amy is to contact Ms. Burton and ask for a quote to finish up the documents. The CCR’s and Bylaws need amendments. Ms. Burton has written us policies required by the state. Motion made by Pert, Seconded by Amy
* CHRISTMAS LIGHTS – Ann had a company, Streamline, to hang lights and store but they will not return her calls. She needs a contract to bring to the board. She will have to start over finding another company.
* IRRIGATION – Ann Graves presented the cost of moving all the heads (96) on Central and installing bowtie heads on each. It appears 26 heads are currently leaking. She received 3 quotes. The best of 3 was our mowning/maintenance company, Masterscapes at $4,800. Mark Made the motion to accept the proposal, Amy Seconded and received unanimous approval
* Report on Fences needing Paint on Central report – Pert. We know of at least 2 residents that have not painted their fence. Amy will reach out to them to see if we can complete the project.
* The General Meeting will take place at St. Timothy’s on Forest Ridege May 7, 7pm. Ann Graves will book the room.
* Next Board of Directors Meeting - March 18

Adjournment at 8:19 pm

Motion to approve Minutes: Ann Graves

2nd: Mark Ferguson

Unanimous

Minutes from March 18, 2024

Treasurer’s Report – Total Revenue - $28,788.13, Checking $20,635.80, Savings $1,326. CD - $15.299.35, Cash on Hand $37,261.97. Motion made by Amy Sabol to approve, 2nd by Ann Graves. Unanimous consent.

Member comments- visitors will be allowed up to 3 minutes each – David Schnaiderrman asked if he could place reflectors or solar lights on his wall. Board is taking it into consideration.

Landon Burt – Associa HOA Management Company answered questions from the board. They are willing to incrementally move us to an HOA management company. They work at the direction of the board. We would gradually move to HOA Management…the process would take around 3 months. There is no contract. We can cancel the contract at anytime.

Budget discussion- set date and place for meeting to review proposed budget including the newly proposed Masterscapes contract for services – April 4th – 6:30.

Ann’s report on Central Drive fencing and other updates on landscaping details – She had pictures of the fences along Central. There is one that has not been painted by the homeowner. The irrigation has been moved to the center of the grassy area to help the fences last longer.

Registry update – no report

Discussion of plans for completion of HOA documents and plans for completion and filing – Because of the legal costs we will have to delay until the next budget cycle.

Discussion/ proposed approval of Policies documents – Policies will all be approved at the Budget meeting on April 4th. There will be no changes made to the documents.

Next meeting scheduled- Budget – Special meeting April 4th.

Adjournment

Motion to approve Minutes: Ann Graves

2nd: Mark Ferguson

Unanimous

Approval of Policies discussed on March 18th

**The motion: I move to approve the following policies – Mark Ferguson**

Hearing Policy

Bid/Solicitation Policy

Record Keeping Policy

Central Fence Policy

Document Retention Policy

Initiation Fee Policy

Fine and Enforcement Policy

Security Measures Policy

Assessment Collection Policy and Payment Plan Guidelines

Display of Religious Items Policy

Motion Seconded by: Ann Graves

Vote: unanimous

These policies will be signed/notarized by the President and recorded in Tarrant County Records by May 4th, 2024.

**Budget discussion-**

We met with Colby Haught from Masterscapes. He explained we were a legacy contract (One of their very first when they entered the DFW area) and they have held our prices to the same amount for several years. They no longer can afford to do it. They have been a good, responsible company to work with and have helped us out many times when the issue was difficult. Ann had received another bid from CT Landscaping and the price was over $22,800. Masterscapes bid was at $12,356.00. We will retain the contract with Masterscapes.

We analyzed the budget from last year. Our usual problems continue to concern us. Trees. They are costly to maintain. We have some money remaining in this years budget so we will be fertilizing the pines, cutting down 2 trees on Cummings near Central (dead or dying) and making a $2144 dollar irrigation repair caused by a tree on Cummings.

We have determined because of increased costs (our maintenance has increased 21%). We will be taking the allowed increase in dues of 15%. Dues will increase $38.00 this year. $296/year. The budget will be presented at the meeting on May 6th our General Meeting at St. Timothy’s Presbyterian Church on Forest Ridge.

We have had only one offer to serve on the board. DISCUSSION: The board expressed disappointment. Frankly, we need officers willing to learn the jobs, the Secretary and Treasury job. If you choose to serve and are elected and are chosen by the officers to be our Vice President we expect that person to take over the role as President after one year of service. If you are not willing to be the President we need to be informed.

We need officers capable or willing to work electronically and prepare documents, maintain the documents according to state regulations, proxies, website maintenance and prepare violation letters and meet deadlines. It is not an easy undertaking. The board is ready to have the HOA elect a new group of officers. This last year has been difficult getting our documents up to date, maintaining the required procedures and working within the budget to keep the property in proper shape. We will also need to finish up with our attorney because we still need to correct the CCR’s and Bylaws to meet State Regulations. The board split the expense between two budget cycles.

On March 18th we met with Landon Burt, Associa (HOA management company) he will do a feasibility study to see what it would require for us to be managed. Amy Sabol will contact Landon. Mark Ferguson, Treasurer, and Amy Sabol,Secretary, have informed the board they will be retiring from the board in 2025. If the board is to remain voluntary we will need volunteers with electronic capabilities to step up so they may learn the positions this year.

The HOA asked for volunteers to submit their names for the board on March 28th. If they choose to run for office we will need their names by April 15.

**Next meeting: none scheduled besides General Meeting**

**General Meeting: May 6th 7pm St. Timothy’s**

Adjournment – 8:25