

Minutes of the CCHOA Board of Directors Meeting
December 19, 2015

Meeting was brought to order by June Mason, President, at 10:18 a.m. at the Lakehills Library, 7200 FM 1283, Pipe Creek, TX. Board members present were Jaried Singletary, Deborah Ryan, George Fink, and Maria Salvatierra.

Maria read the minutes of the November 21st meeting. June made a motion and Jerry seconded to correct the minutes by removing the words "very offensive" from the last paragraph of the Executive Session Report to the Members. Motion passed. Maria moved and Deborah seconded to correct the minutes by replacing the word "minutes" to "meeting" in paragraph 2. Motion passed. June moved to approve the minutes as corrected. Motion passed.

Financial Report: Jaried reported the following:

Combined checking account balances of \$12,639.94 at Wells Fargo and Bandera Bank
\$500.03 in savings account at Wells Fargo and \$10,062.64 in CD's at Bandera Bank

There were references to some transactions, but no totals for payouts and deposits. (Note: Copy of the Financial Report is available on the website.) Maria questioned payments made to Jaried for \$147.00, Jimmy Stanley for \$12.96, and Anne Hopkins for \$137.90 that appeared last month. She noted these payouts had not been approved by the Board and recommended we address them now. June moved to approve these three expenses showing on the October and November payouts. Motion passed. Maria also noted we had approved \$84 for the replacement mailbox but actually paid \$92. She suggested we consider padding future funds approval requests a little to cover tax.

Architectural Control Committee: George reported the site plan for the Carruthers new construction project was received. Deborah asked the date the site plan was received; June responded it was December 18th. Maria asked how the three owners who had submitted requests to the ACC had received notice of approval; June indicated copies of the approved request forms were delivered by Gil (Mason). Maria mentioned the email she sent the Board regarding the Carruthers action, wherein she said something needed to be done prior to the 30 days expiration date. She indicated all the applications were approved by default because no proper ACC review or majority decisions were made on any of the requests within 30 days from receipt.

Green Committee: Maria reported the last curbside pickup of recyclables will take place on Saturday, December 26th. She thanked all those members who had helped her and her husband with the recycling program over the years. She reported no one has stepped up to conduct curbside pickup and encouraged members to use the recycle bins at the lower park. Jaried moved and George seconded to dissolve the Green Committee. Motion passed.

Horse Guidelines Committee: Carrie Scott, Co-Chair, commented she and Minerva did not agree to hold a meeting to amend the covenants as reported by Henry Salvatierra at the October 2015 meeting.

Maintenance Committee: Deborah presented a quote of \$264.00 to repair and paint the shed at the upper park. June moved and George seconded to approve \$300 to repair and paint the shed. Motion passed. Board members discussed three quotes to remove the dead tree at the lower park. Deborah moved and George seconded to contract Hilltop Landscaping to remove the tree at the lower park for \$300. Motion passed. June reported Abel Garcia has not returned her calls about the repair to the BBQ pits at the lower park and gave a list of potential contractors to Deborah. Deborah will contact some of the individuals to obtain quotes for the job. Deborah reported she and June had visited the Post Office regarding the repair to the mailbox stands and was told there was nothing wrong with removing the mailboxes to make repairs to the mailbox stands. They were given written guidelines and spec sheets, along with the name and telephone number of a Post Office employee to contact if they had further questions. Deborah stated the Maintenance Committee intends to include a letter with the January 2016 assessment notices alerting our property owners of the repairs to the mailbox stands and giving them the opportunity to replace their mailbox. June added the Post Office did indicate the mailboxes can be removed but placed in the same order they were in when removed. On last month's quote from Amber Lasater for the paint job to the entrance gates, picnic table legs, etc., Deborah stated the \$1,600 quote was for labor only. Oil-based primer would be an additional \$300 and cost of material is \$480, for a total of \$2,380.00. Maria moved and Deborah seconded to approve \$2,500.00 for Amber Lasater to do the paint job. Motion passed with George and Jaried voting "nay."

Old Business: There was discussion on whether or not we should follow through with our decision to move all association funds from Bandera Bank to Wells Fargo Bank. June explained we would incur additional cost for the bank to prepare a statement showing all the checks paid on one page. Maria suggested we not post the bank statement on the website, but instead Jaried should prepare a financial report that shows beginning and ending balances, deposits and payouts. She also suggested it would be easier to have one checking account with Wells Fargo but leave the CD's with Bandera Bank until such time as they mature. Consensus was to move all monies from checking and savings account at Bandera Bank to Wells Fargo and leave the CD's with Bandera Bank at this time.

The following budget for 2016 was proposed:

\$ 3,300 Insurance
160 Donations for Library meeting space
1,000 Park Maintenance
5,000 Common Area Maintenance
305 Port-a-Potty
100 Property Taxes
420 Website
<u>1,000 Office Supplies/Postage</u>
\$11,285.00

Maria mentioned our information on Carrie's website was not being updated as required and reminded June of June's assurances Carrie would work with her to get the job done. June stated she

and Maria would revisit the issue. Jaried moved and Deborah seconded that the budget for \$11,285 be approved for 2016. Motion passed. Deborah asked for the check to pay for the "No Trespassing" sign.

June asked Maria to address Amendment V to the By Laws which are posted on the website. Maria stated the Amendment does not reflect an approval date or signature and there is no record of it being filed with the County Records. Jaried who was President at the time the Amendment was to have passed has no recollection of it. Maria stated it is possible the Amendment was approved, but without the association minutes to review, it is difficult to figure out what happened. She reported she has asked the previous secretary Anne Hopkins several times for the association records and minutes, but Anne has not provided them. June moved and George seconded that we table the discussion of the Amendment to the By Laws and Covenants. Motion passed.

June presented the ACC Home Improvement Request form which Maria revised and suggested we prepare two separate forms – one for new construction and one for home improvement. There was discussion about also providing guidelines for the ACC when reviewing requests. The Board decided to table further discussion on the ACC forms and guidelines and address these in a January workshop.

Open Session:

On her violation notice, Deborah Waddell stated she would like someone to go to her and her sister's properties to identify which trees need to be removed.

Deborah Grote mentioned there have been no meetings of the Horse Guidelines Committee over the last few months. She also mentioned someone has a horse on one of the properties and is not abiding by the guidelines. Carrie Scott, Co-Chairman of the Horse Guidelines Committee, responded the guidelines have not been approved. Deborah Ryan stated she has communicated with the 4H Representative who said situations for 4H projects are temporary. She also stated we should contact the resident to see how much longer the horse will be there and for proof the horse is a 4H project. Maria will prepare a letter for June's signature to address the issue.

Rob Platt requested a written Financial Report be distributed to the membership at the meeting. He also stated the problems with the ACC should be addressed in front of the membership and that, as President, June needs to straighten out her committee. He also mentioned items such as the budget should be handed out to the board for review before the meeting instead of taking up so much time at the meeting itself.

Bonnie Cochran recommended we have a form to request permission for horses.

Anne Hopkins said Minerva's letter regarding the horse did address 4H. Anne also asked what the association had paid in taxes. She mentioned a campaign letter that went out stating the Board pays a 30% tax rate and wanted the minutes corrected to remove that comment. Deborah Ryan responded that letter had nothing to do with the Board and no action was required of the Board. Anne stated, "During the 2015 year, less than \$100.00 was paid in taxes by the CCHOA. Zero dollars were paid in tax on the 2 certificates of deposit owned by the CCHOA. To be clear, there was no 30% tax rate paid on any CCHOA property or CD income." Regarding construction, Anne explained it is important that people prove they have adequate financing. Carrie Scott

mentioned she had finished her house over a period of several years and that adequate financing would be hard to prove. Deborah Ryan suggested the Home Improvement guidelines require a financial statement or proof of financial ability.

The Board suspended the regular session at 12:16 p.m. and reconvened in Executive Session at 12:18 p.m. Executive session ended at 1:04 p.m. The following was reported to the membership:

On Accounts Receivables, six (6) 209 letters will be issued at the first of the year. Four (4) delinquent accounts were paid. Three (3) reminder letters will be sent.

On Deed Restriction Violations, five (5) "Thank You" letters and three (3) retraction letters were mailed. Review of remaining violations will occur in the New Year.

George Fink and Gil Mason have both resigned from the ACC.

Following the Executive Session Report, Jaried moved and George seconded that Deborah Ryan be removed from the ACC due to her violation of the covenants. Motion failed with June, Deborah and Maria voting "nay."

Meeting adjourned at 1:06 p.m.

APPROVED:

June Mason
June Mason, President

1-19-16
Date

Maria Salvatierra
Maria Salvatierra, Secretary

1-19-16
Date

AS OF 12/19/2015

Wells Fargo Checking Account	\$6,801.59
Bandera Bank Checking Account	<u>\$5,838.35</u>
Available Cash	\$12,639.94

Wells Fargo Savings Account	\$500.03
Bandera Bank – CD's	<u>\$10,062.64</u>
In Reserve	\$10,562.67

CCHOA CLIFFS HOA FINANCIAL REPORT – YEAR 2015

MONTH / DESCRIPTION	DEPOSITS	DEBITS	BALANCE
BANDERA BANK CHECKING ACCOUNT			\$14,126.01
JAN' 2015	Assessment Rec'd	\$145.00	
	Waste Management		\$238.75
	Heiner / Mowing		\$275.00
	Lake Hills Library		\$20.00
	County Taxes		\$83.53
	Withdraw / Transfer for CDs	\$10,000.00	\$3,653.73
FEB' 2015	Assessment Rec'd	\$5,713.50	
	Waste Management		\$238.75
	Singletary / Office Supplies		\$149.06
	C. Scott / Website		\$140.00
			\$8,839.42
MAR' 2015	Assessment Rec'd	\$4,419.00	
	Waste Management		\$238.75
	Hopkins / Office Supplies		\$255.27
	Bochlis Signs		\$233.82
			\$12,530.58
APR' 2015	Assessment Rec'd	\$2,581.60	
	Waste Management		\$238.75
	Stanley / Sign Replacement Supplies		\$46.02
			\$14,827.41
MAY 2015	Assessment Rec'd	\$986.60	
	Waste Management		\$238.75
	Lake Hills Library / Mar. & Apr.		\$40.00
	Lake Hills Library / May		\$20.00
			\$15,515.26
JUN' 2015	Assessment Rec'd	\$1,983.73	
	Waste Management		\$238.75
	JMCA / Port-a-Potty		\$304.23
	Lake Hills Library		\$20.00
	C. Scott / Website		\$175.00
			\$16,761.01
JUL' 2015	Assessment Rec'd	\$1,015.00	
	Waste Management		\$193.36
	Hiner / Mowing		\$250.00
	Lake Hills Library		\$20.00
	Ryan / Office Supplies		\$58.80
	McMullan Insurance	\$3,234.00	\$14,019.85
AUG' 2015	Assessment Rec'd	\$728.50	
	Waste Management		\$216.05
	Hiner / Mowing		\$250.00
	Lake Hills Library		\$20.00
			\$14,262.30

MONTH / DESCRIPTION	DEPOSITS	DEBITS	BALANCE
BANDERA BANK CHECKING ACCOUNT			\$14,262.30
SEP' 2015 Assessment Rec'd	\$300.00		
Waste Management		\$216.05	
Secretary of State / Re-in-statement		\$5.00	
Bandera County Clerk / Management Cert.		\$26.00	
True Value / Mail Box replacement		\$92.00	
Abel Garcia / Column Repair		\$600.00	
Withdraw / Wells Fargo, checking acct.		\$2,000.00	
Withdraw / Wells Fargo, Savings acct.		\$500.00	\$11,123.25
OCT' 2015 Singletary / Office Supplies		\$147.00	
Hopkins / Office Supplies		\$137.90	\$10,838.35
NOV' 2015 Withdraw / Wells Fargo, checking acct.		\$5,000.00	\$5,838.35
DEC' 2015 TBD			

BANDERA BANK – CDs

CD 12361			\$5,000.00
Interest / year to date	\$31.32		
CD 12362			\$5,000.00
Interest / year to date	\$31.32		
Total			\$10,062.64

CCHOA CLIFFS HOA FINANCIAL REPORT – YEAR 2015

MONTH / DESCRIPTION	DEPOSITS	DEBITS	BALANCE
WELLS FARGO CHECKING ACCOUNT			\$0.00
SEP' 2015			
Deposit	\$2,000.00		
Harland Clarke / Checks		\$34.98	\$1,965.02
OCT' 2015			
Assessment Rec'd	\$380.00		
Bandera County Taxes		\$93.15	
Stanley / Maintenance		\$12.96	\$2,238.91
NOV' 2015			
Deposit/Assessment Rec'd	\$5,150.00		
Waste Management		\$216.05	
C. Scott / Website		\$140.00	
Deposit	\$87.31		
D. Ryan / Chipper rental		\$233.45	\$6,886.72
DEC' 2015			
Deposit	\$238.00		
Waste Management		\$216.05	
M. Salvaterra / office supplies		\$147.08	
LakeHills Library / meeting		\$20.00	
Deposit/Assessment Rec'd	\$60.00		\$6,801.59
WELLS FARGO SAVINGS ACCOUNT			
SEP' 2015			
Deposit	\$500.00		\$500.00
OCT' 2015			
Interest	\$0.01		\$500.01
NOV' 2015			
Interest	\$0.01		\$500.02
DEC' 2015			
Interest	\$0.01		\$500.03

Budget

CCHOA FINANCIAL BREAKDOWN FOR 2015

Assessment	\$145.00	Park Maintenance	\$250.00
	\$5,713.50		\$250.00
	\$4,419.00		\$12.96
	\$2,581.60		\$233.45
	\$986.60		<u>\$746.41</u>
	\$1,983.73		
	\$1,015.00	Common Areas	\$600.00
	\$728.50		<u>\$279.84</u>
	\$300.00		\$879.84
	\$380.00		
	\$87.31	Port-a-potty	\$304.23
	\$238.00		
	\$60.00		
	<u>\$150.00</u>	Taxes and Fees	\$83.53
	\$18,788.24		\$93.15
			<u>\$31.00</u>
			\$207.68
Waste Mgmt	\$238.75		
	\$238.75	Insurance	\$3,234.00
	\$238.75		
	\$238.75		
	\$238.75		
	\$193.36		
	\$216.05		
	\$216.05		
	\$216.05		
	<u>\$216.05</u>		
	\$2,490.06		
Office Supplies	\$149.06		
	\$255.27		
	\$58.80		
	\$147.00	Insurance	\$3,234.00
	\$34.98	Donation to Library	\$160.00
	\$137.90	Park Maintenance	\$746.41
	\$147.08	Common Areas	\$879.84
	<u>\$930.09</u>	Port-a-Potty	\$304.23
		Taxes and Fees	\$207.68
Website	\$140.00	Website	\$455.00
	\$175.00	Office Supplies	\$930.09
	\$140.00		<u>\$6,917.25</u>
	<u>\$455.00</u>		
Lake Hills Library	\$60.00	Garbage Fees (62 homes)	\$3,720.00
	\$20.00	Waste Management	<u>-\$2,490.06</u>
	\$20.00	Overage	\$1,229.94
	\$20.00		
	\$20.00		
	\$20.00		
	<u>\$160.00</u>		

includes 2016 Rates