Westside at Buttercup Creek Homeowners Association, Inc.

Date: Wednesday, June 12, 2019

Location: Treasure of the Hills Senior Activity Center

**Board Meeting Minutes**

1. Public Session Call to Order
   1. The board meeting was called to order by President SaraMarie Blunt at 7:00pm.
   2. Board members in attendance: SaraMarie Blunt, Walt Conlin, Dennis Domanski, Denney James and Isaac LeGrand.
   3. Residents in attendance: Sarah Kinneman and Jay Mason.
   4. Also, in attendance: Jim Smitherman and Jamie Richardson.
2. Open Forum
   1. There were no resident comments at this time.
3. Ratify Board Votes Since Last Meeting
   1. *Dennis Domanski moved to ratify five board actions approved between meetings:* 
      * The board approved 8 knockout roses at Lakeline pool: $412.25
      * The board approved DG at Lakeline pool: $192.03
      * The board approved 20 (3) gallon lantana installed at KR pool: $825.64
      * The board approved a filter repair at Lakeline pool: $2,272.04
      * The board approved the use of a new courtesy letter for first violations.

*Denney James seconded the motion. The motion carried 5-0.*

1. Approval of May Meeting Minutes
   1. The May board meeting minutes were reviewed.
   2. *Dennis Domanski moved to approve the May 14, 2019 board meeting minutes as presented. Isaac LeGrand seconded the motion. The motion carried 5-0.*

1. Storage Lot
   1. SaraMarie Blunt read a statement from the board with regard to the storage lot:

“In June 2017, the WBC HOA Board began the process of trying to improve the security of the storage lot for the renters. Since then, the board has reviewed enumerable options for increasing the security of the storage lot. We reviewed options for increasing lights at night, which we accomplished late last year. We talked about the possibility of adding security cameras which required more power and more internet. Not owning the land, there were additional requirements to meet. To upgrade the gate, we would first need to revamp the driveway and parking spots. There wasn’t enough money in the lot budget to grade and resurface. The number of hours the small team of board members have put into the lot have resulted in little result.

The mission of the HOA board is to preserve the home values within the neighborhood. To fulfill our mission, we enforce CCRs, the rules that govern our community, and create new rules as needed. As it has been mentioned several times since the annual meeting, the focus of 2019 is neighborhood beautification. The board, a group of five volunteers, have spent numerous hours reviewing options and implementing what we believe is the most fiduciarily responsible and impactful changes. Because we are a small group with large responsibilities and limited resources, it is incumbent that we utilize the volunteer hours in a manner that serve the greatest number of neighbors.

Unfortunately, an inordinate amount of our time has been diverted to management of the storage lot with little satisfaction from the recipients of our efforts. There are about 130 lots available to residents of both WBC and Buttercup in Cedar Park. The benefit of the lot is experienced by fewer than 4% (or 47) of the HOA neighbors. The association is also exposed to a significant amount of liability to service a lot that benefits a majority of people that do not live in the HOA. To maintain the property, we spend about 20% of our meeting time and a significant number of man hours and emails addressing options and issues. This is a disproportionate amount of time distribution and is in conflict with the board’s mission to serve the members of the association.

As such, the board discussed and voted over the weekend to have new keys issued to all the current tenants. This will not solve the issue of renters leaving the gates open while they attend to their property, but it may help prevent access to former tenants. There are no breaches in the fencing. Earlier this year, the lighting was added to the lot to provide more visibility when accessing the property after dark.

Because of the time and attention required to manage the facility, and because of the liability exposure, we believe it is in the best interest to relinquish control of the storage lot. During the transition, we will do our best to oversee the lot.”

* 1. *SaraMarie Blunt made a motion to start the process of terminating the HOA’s lease on the property and tendering termination of lease notices to current renters per the lease requirements. Furthermore, she moved for the balance of any unused rent collected for the rental period of 4/2019-2020 to be returned to the lease holders upon verification of a cleared slot and returned key to Goodwin Management. Denney James seconded the motion. Discussion followed. The motion carried 5-0.*
  2. Next steps now that the motion has been approved by the board.
     + New keys for the tenants to help secure the property until it is returned to the city.
     + Provide 30-day notice to renters.
     + Identify storage for HOA property currently in the storage building.
     + Schedule a clean out of the lot in preparation or turning it over.
     + Identify and fill any major potholes.
     + Prepare check for unused months of storage fees to be distributed upon verification of a cleared-out lot and return of the new key.

1. Manager’s Report – Jim Smitherman
   1. Financials
      * The 2019 YTD financial reports were presented.
   2. Violations
      * The 2019 YTD violation report was presented.
   3. Action item update
      * Jim gave an update on the action items from the last meeting.
2. Committee Reports and Other Business
   1. Pool Committee
      * Dennis presented the pool committee report.
      * *SaraMarie Blunt moved to approve up to $12k for new pool furniture. Isaac LeGrand seconded the motion. The motion carried 5-0.*
   2. Landscape
      * Dennis presented the landscape committee report.
   3. Playground Equipment Progress
      * Jim presented an update on the playground equipment.
   4. Gazebos
      * Jim presented an update on the gazebos.
   5. Social Committee
      * July 4th – The parade has been canceled due to a lack of volunteers.
      * July 13th – Chili Cookoff event
3. Executive Session
   1. The meeting entered executive session at 8:29pm.
   2. The meeting exited executive session at 8:41pm.
4. Storage Lot (continued)
   1. The letters to storage lot renters will be mailed by certified mail this week. The funds for this expense will come from the storage lot account.
   2. Renters must submit a picture of their empty lot with the number clearly visible and return their key to get their money back.
   3. The board requested quotes for leveling out the lot.

*Walt Conlin moved to adjourn the meeting. Isaac LeGrand seconded the motion. There being no further business, the meeting adjourned at 8:47pm.*