

Westside at Buttercup Creek Homeowners Association, Inc.

Date: Tuesday, February 12, 2019

Location: Treasure of the Hills Senior Activity Center

Board Meeting Minutes

1. Call to Order

The board meeting was called to order by President SaraMarie Blunt at 7:00pm. A quorum was established by the board members in attendance.

- a. Board members in attendance
 - SaraMarie Blunt, President
 - Denney James, VP
 - Isaac LeGrand, Treasurer
 - Walt Conlin, Secretary
 - Dennis Domanski, Director
- b. Residents in attendance
 - Richard Eveland
- c. Also in attendance
 - Joe Butera
 - Jim Smitherman
 - Jamie Richardson

2. Open Forum

- a. No comments

3. Ratification of board votes since last meeting

- a. None

4. Approval of January Board Meeting Minutes

- a. The January 24, 2019 board meeting minutes were reviewed.
- b. *Walt Conlin moved to approve the January 24, 2019 board meeting minutes as presented. Isaac LeGrand seconded the motion. The motion carried 5-0.*

5. Landscaping – Joe Butera

- a. Brightview update
 - The quarterly QSA will be completed this month.
 - Transitioning from bi-weekly service to weekly service
 - Pre-emergent, post emergent and chem treatments scheduled for next month
 - The irrigation technician is on site at least once a month.
 - Joe presented two proposals:
 - Lakeline playscape proposal to remove the pea gravel and put in kid friendly mulch
 - Tree trimming proposal around Lakeline pool area
 - Per the board's request, Brightview will keep an eye on the trees when the pool is flushed and alert the board if there are any issues.
 - The board requested spring color proposals for perennials using a mix of drought tolerant plants that work well together.

- The board requested for Brightview to assess the health of the holly around the perimeter of Kay Redden pool before the pool opens. Joe will be on site Monday and expects to have bids ready by the end of next week.
 - Brightview does not currently have valve locations for the irrigation system. Joe will contact the City to request a copy of the irrigation map.
- b. Meeting with the City of Cedar Park
- SaraMarie and Dennis met with the City last week to discuss the license agreement.
 - The City is drafting the license agreement and expects to have the first draft ready by March 1st

6. Manager's Report – Jim Smitherman

a. Financials

- The YTD financial reports were presented.
- There are 235 homeowners that have not paid January assessments. Assessments are considered late on February 15th and late fees will be applied.
- The board discussed CD rates that are currently available.
 - 13 month CD = 2.3%
 - 11 month CD = 2.05%
 - *Denney James moved to invest \$500,000 from the lowest performing money market accounts into smaller 13 month CD accounts at 2.3%. Isaac LeGrand seconded the motion. The motion carried 5-0.*

b. Violations

- The YTD violation report was presented.
- A shared folder has been created to provide board members with real time access to violations.
- Total number of YTD property violations: 172

7. Committee Reports and Other Business

a. Social

- St. Patty's Treasure Hunt – Sunday, March 3rd
 - The event will be held from 2-4pm at Kay Redden Park
- Jim will contact Chris with questions from the board
 - Liability insurance for all vendors
 - Terms included in event proposal state that vendors will be booked 90 days in advance and that residents will be notified 4-6 weeks in advance.

b. Pools

- Dennis and Jim plan to meet next week to finish the RFP.

c. Playground Equipment

- The board reviewed the Gametime bid to repair the broken slide at Kay Redden. *Isaac LeGrand moved to approve the Gametime bid for \$1500. Walt Conlin seconded the motion. The motion carried 5-0.*
- Action items

- Jim – send the remaining playground bids to Isaac LeGrand and Greg Williams.
 - Jim – get hard prices for park inspections (Lakeline, Kay Redden and Colton)
- d. Survey
 - SaraMarie drafted a 10 question survey and would like feedback from the board before sending it out.
- e. Gazebos
 - Jim requested an updated bid for the gazebos. He will forward the bid to the board upon receipt and the board will vote by email.
- f. Storage Lot
 - Renewal letters will be mailed out this week. The letters will include a request for updated contact info, specifically current email addresses.
 - The board requested that no new leases be issued at this time. The storage lot is being reconfigured so there are no spaces available at this time.
- g. Traffic study
 - The City of Cedar Park is planning to do another traffic study on Lakeline at the intersection of Nelson Ranch Loop to see if it warrants a traffic light.
- h. Commercial property update
 - Walt drafted a document to define the scope and expectations of both parties.
 - 7-11 has agreed verbally to the terms.
 - Walgreens has not agreed to the terms and will continue to get violations until the document is signed.
 - Both parties will continue to get violations until the document is signed or the property brought up to standards.

8. New Business

- a. Community Newsletter – tabled
- b. 2019 Meeting Schedule
 - All meetings begin at 7pm at the Treasure of the Hills Senior Center
 - Tuesday, March 12th
 - Wednesday, April 10th
 - Tuesday, May 14th
 - Tuesday, June 11th
 - Tuesday, July 9th
 - Tuesday, August 13th
 - Tuesday, September 10th
 - Tuesday, October 8th
 - Tuesday, November 12th – Annual Meeting

Denney James moved to adjourn. Isaac LeGrand seconded the motion. There being no further business, the meeting adjourned at 9:25pm.

Action items from this meeting	
Board	Review and provide feedback on the 10 question survey
Dennis/Jim	Pool RFP
Jim	Call Mike for pool flush date and advise Joe
Jim	Invest 500k from lowest performing MMA to smaller 2.3% CDs
Jim	Re-send link to shared violation folder to the board
Jim	Contact social chair with questions ASAP (detailed in the minutes above)
Jim	Contact Carol about the Spring Garage Sale
Jim	Send the playground bids to Isaac and Greg
Jim	Contact Gametime to repair Kay Redden slide
Jim	Get hard prices for park inspections (Lakeline, Kay Redden and Colton)
Jim	Add National Night Out to the July board meeting agenda for discussion
Jim	Send updated gazebo bid to the board for email vote
Jim	Do not rent any new storage spaces until further notice