

# *Agenda Longwood Owners' Association, Inc.*

Minutes Annual Meeting, October 24, 2019

Carriage Inn – 7:00p.m.

Meeting was called to order at 7:07 PM by the President.

Chair introduced Board Members - David Frame, Stan Corbett and Orville Fleetwood in attendance, Jack Gunion and Michael Guyer absent.

Chair recognized owners/guest/visitors

Owners in attendance were: Corbett, Stan & Faith; Craig, Nell; Frame, David and Vickie; Fleetwood, Orville & Pat; Gunion, Delyce; Hart, Chris & Fahima; Jensen, Dorothy; Lynn, Michael & Sharon; Perkins, Sandra; Quinlan, Adam & Patricia; Reed, Malinda (Molly); Walker, Lorri; Whitaker, David & Sally.

Quorum of owners was present. There were no visitors or comments from the public.

Approval of the Minutes - July 16<sup>th</sup> Board of Directors meeting

Draft Minutes distributed by e-mail July 31<sup>st</sup> and Oct 21<sup>st</sup>.

There were no corrections or edits to the minutes by e-mail or by members present. Chair accepted the minutes as written.

Vote for Director – One three year term starting Jan 2020 was up for election

Ballots, proxy documentation with dates and instructions were distributed to owners via e-mail on 10/2/2019. Ballots were available at the meeting. Kathy Buzon was the only candidate, write in options were available. None were submitted.

Orville Fleetwood and Stan Corbett counted the ballots. Kathy Buzon was announced the winner. Board of Directors recognized Kathy Buzon as the new Board member. Term starts Jan 2020.

## Treasurer Report -

Guardhouse expenses – David Frame, serving as property manager, explained the work and expenses for the guard house renovations, which were double the amount budgeted for the project. Additional expenditures were result of termite damage, water damage and rot to interior walls, door frames, cabinets, and rest room facilities.

Landscaping contributing to the water damage and termites was trimmed away from the structure. A concrete barrier was constructed at the front of the building to restrict moisture and insects from entering the building. Insecticides were applied to landscape and building.

New dry wall, cabinets, a storage box, door frames and all associated hardware was installed. The sprinkler control box and wiring was relocated. The exhaust fan, lighting fixtures, flush kit and hoses were replaced and/or repaired. Contractor cleaned and removed all associated trash and construction materials.

2020 Budget - Stan Corbett, Treasurer, presented the 2020 budget –

During the past 3 years, disbursements have exceeded receipts. Based on the negative trends, the Board agreed to raise the annual maintenance fee to \$600 per year to offset expenses and avoid the possibility of costly one time assessments. Budgeted items were adjusted to reflect increases in common area maintenance, flower fund, and unanticipated expenses.

## Property Manager- –

The Chair, in the absence of Michael Guyer, spoke about the maintenance of our properties and supporting infrastructures. Maintenance for sprinkler leaks, walls, curbs, and the front gates are the principal maintenance problems. Costly gate repairs are a source of major concern.

Michael has agreed to serve as property manager until he moves. At that point, the Board will have to appoint another property manager.

Mike Lynn identified issue with front lighting and sprinkler leak.

ACC Standing Committee – Vickie Frame Reporting –

New committee member is needed due to resignation of Pam Johnson.

1 home is under construction – completion by mid December

1 home is under contract – Oct 30 closing

3 homes are for sale –

Transfer fee may go up if Title companies ask for a Resale Certificate Form. (Chapter 207.003 Texas Property Code) Certificate supports TREC addendum for disclosure of mandatory membership, fees, and liabilities associated with a POA.

Driveway Maintenance – Consult with the ACC before contracting for driveway painting. Contractor services, product quality and warranties have been an issue for at least 3 owners.

Old Business –

There was no old business. All action items have been closed.

Compliance with Rules and Regulations – The Chair reminded members that the Board is obligated to address compliance issues, and to administer the rules and regulations in a fair and equitable manner.

Parking remains the most consistent reported violation. Reports of noisy vehicles are increasing.

Violations are handled on an individual basis.

## New Business

### X-Mas Decorations

Saturday 11/23/2019 10:00 AM The agreed on time to decorate the Longwood entrance. ....

Saturday 1/11/2020 10:00 AM Agreed on time to take down decorations.

Please participate if you are available.

## Open Discussion

Chair opened the floor to members for any discussion items.

Button weed problem was discussed. Property Manager will investigate possible remedies.

Wood rats were reported around the front gate. Several suggestions for rodent control were offered.

Member identified problem with e-mail notifications and distributions. Chair will check on e-mail problem.

## Adjourn

7:45 PM - Delyce Gunion made motion to Adjourn, Chair accepted.