

MINUTES

Board of Directors Meeting
901 Longmire #68 (Patio)
Conroe Tx 77305
12/1/2020 5:00PM

- OPENING STATEMENTS

Open Meeting Notice posted on Longwood website on 11/26 with reference to social distancing constraints imposed by response to spike in corona virus. Bd of Directors meeting in Executive Session with option for owners to attend by reservation. Actions to be documented in the minutes, approved at the next regular board meeting, distributed via email and posted on the Longwood web site.

Meeting started at 5:00PM, Directors present: David Frame, Jack Gunion, Cheryl Stark, Becky Muse

- APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes were approved and posted to Longwood Website

- REPORTS FROM OFFICERS

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President:

- Kathy Buzon resigned her position on the Board of Directors. We thank Kathy for her time and service on the Board and to the community.
- Becky Muse was elected as a new board member starting Jan 2021. She has agreed to immediately fill a vacant position on the Board
- Annual check list for POA's reviewed. We are compliant with all Texas Property Codes.
- Owners/potential buyers – Use of resale certificate to alert buyers to HOA obligations (Sec 207.003 Residential Property Code) Use of TREC forms and requirements
 - Motion made and approved to charge \$350 for transfer fee.
 - Documents include resale certificate
- ACC – seek addition of new members
- Enforcement action

Vice President – Discussion on the Budget Items and Enforcements

Treasurer - Reviewed balance sheets and expenses for 2020. We are operating within the 2020 budget. Barring any additional expenses, we should close out the year with a small surplus.

Proposed budget for 2021 reflects 2020 expenditures with additional revenue from \$50.00 increase in maintenance fees. Motion made and approved to accept the proposed budget. 2021 budget is included in the minutes on page 3.

Property Manager - Discussed the following items:

Gates – management of gates during power outages

Leak/Drainage at the exit gate

Plan for 2021 improvements/repairs

Gate Controller and Gate Post repair

Curb repair

Install Water meters

Improve visibility of the street signs (numbers and direction)

Motion made and approved to repair gates as necessary, and improved visibility of the street signs. Property manager to investigate and estimate cost of curb repairs and installation of water meters.

Secretary -

New format required for Agendas/Minutes – per Longwood Attorney, Agenda's and Minutes should include statements regarding enforcement and collection actions

UNFINISHED BUSINESS

- Deed restriction violations
 - Moved to closed session to discuss enforcement actions –

Continuous violations –(1)

A motion was made to turn a continuous violation over to the Association's attorney to enforce parking rules through lawsuit if necessary, the motion was seconded, voted on and approved.

Other violations – (3) Board agreed to provide courtesy notices

- NEW BUSINESS - None
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- CLOSE Meeting was adjourned at 5:45PM.

BUDGET PLANNING

		2020 BUDGE	2020 ACTUA	2020 ANTIC	2021 BUDGET
			Nov. Actual		
Receipts	Assessments	\$24,840.00	\$7,930.00		\$26,715.00
	Refundable		-\$950.00		\$0.00
	Transfer Fees	\$300.00	\$700.00		\$700.00
	Miscellaneous - fines, fees	\$120.00	\$900.00		\$500.00
		\$25,260.00	\$8,580.00		\$27,915.00
TOTAL					
Disbursements					
	Common Area Maintenance	\$9,800.00	\$7,750.00	\$2,250.00	\$10,000.00
	Gate Maintenance	\$2,000.00	\$0.00		\$4,000.00
	Irrigation System Maintenance	\$400.00	\$511.80		\$500.00
	Electrical Maintenance	\$300.00	\$150.00		\$500.00
	Maintenance Supplies	\$150.00	\$0.00		\$150.00
	Landscaping	\$1,250.00	\$1,604.06		\$1,250.00
	Office Supplies	\$300.00	\$264.99		\$300.00
	Postal Mailings	\$0.00	\$48.90	\$100.00	\$200.00
	Utilities	\$1,500.00	\$1,114.92	\$600.00	\$1,500.00
	Insurance	\$2,200.00	\$990.00	\$1,200.00	\$2,400.00
	Accounting	\$150.00	\$150.00		\$150.00
	Legal	\$500.00	\$2,245.50	\$200.00	\$800.00
	Christmas Decorations	\$500.00	\$0.00	\$200.00	\$500.00
	Flowers/Gifts	\$450.00	\$70.36		\$500.00
	Unanticipated Expenses	\$1,000.00	\$2,999.36		\$1,000.00
	Capital Projects	\$2,500.00	\$5,470.00		\$2,500.00
TOTAL		\$23,000.00	\$23,369.89	\$4,550.00	\$26,250.00
MONEY MARKET					
	Interest - Investments	\$40.00	\$7.90	\$1.60	\$8.00