

**MINUTES
WORK SHOP AND EXECUTIVE MEETING
OF THE MEADOWLAKES PROPERTY OWNERS ASSOCIATION**

Workshop April 18, 2016

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Executive Meeting April 19, 2016

Workshop:

The workshop meeting was convened at 9:00 AM on 18 April by President Joe Summers. Five members of the Board were present to establish a quorum. Those members present were Joe Summers, Gerry Mason, Len Fate, Dottie Stueckroth, and Jim Woods. Jerrial Wafer and Joy Marcou were absent. There were no residents/visitors in attendance.

The minutes from the March 15 workshop and the March 16 Executive Meeting were presented to the Board for review before approval in the next executive meeting.

Joe began the meeting with a summary of the Memorial Park Brick Personal Recognition Program. So far, 128 memorial bricks have been ordered. The manufacturer advised that the bricks would not be delivered until mid-May. Depending on the exact date of delivery, the setting of the bricks may not be completed before Memorial Day.

Jim discussed the proposal for the future "First Responders Park" to be situated at the southern intersection of Meadowlakes Drive and Fairway Lane. As discussed during the March meeting, he had prepared a tentative site plan for the park and an estimated cost to complete. He described the plan to remove existing topsoil and replace with a bed of compacted stone, a central water feature and inscription plaque honoring First Responders, and planting to include three Italian Cypress trees for each of the three traditional First Responders – fire and rescue, EMS, and law enforcement. Anticipated costs were summarized at \$4,800. The proposal will be presented at the 19 April Executive Meeting for Board action.

Joe related that Joy was out of town and asked Jim Woods to present the monthly Status of Financial Execution. As of the end of March, the Association is 47 percent through its fiscal year and execution is at 48 percent of budget, less the contingency estimate and the subsidy to the City for pool improvements. Joy was in contact with the auditors, and they have furnished and Joe has signed the prior years' tax return. Copies of the annual audit report were provided to each Board member for review. The audit ors will be present at the next monthly workshop to discuss any issues. Jim noted that the audit report contained no unfavorable conditions or comments.

Dottie discussed the resurfacing of the RV Storage facility. The recent rains have delayed the resurfacing. Work will resume once the City and County has sufficient drying of the road base to permit the resurfacing.

Joe presented the concept of the Board supporting community services training for residents and property owners, and asked Jim to discuss. Jim related that there are many community based training courses that could benefit residents and property owners – training that individuals may not be able to schedule, but that the Association could make available at limited cost. Such

training would be as CPR training, emergency and disaster management training, fire protection, drought management, wild animal control, firearm safety, arbor and landscape care, etc. He suggested the Board consider the potential for benefits to the community with Board action at the 19 April meeting.

Joe mentioned that one aspect of community service would be for provision of automatic external defibrillators (AEDs) throughout the community. The City recently installed AEDs in the ProShop and the City Hall. The Board should consider placing additional AEDs at the 19 April meeting.

Joe summarized his monthly meeting with the Mayor and the City Manager.

- They had discussed the Memorial brick program and the recent order for 128 units.
- A resident of Meadowlakes has offered to provide a granite bench at the memorial site to replace the metal benches presently at the site. The discussion recognized that granite would be preferred to the metal, but concern was raised over any personal inscription on the bench that might be viewed negatively by other members of the community. It was discussed that some residents had offered to provide flag poles previously for their military service, and the concern of the Association's potential unequal recognition of service. Joe said that he would contact the prospective donor and determine the background.
- Time Warner Communications had contacted the City about potential future service within Meadowlakes; however, no indepth information was available about the scope or timing of such action.
- The City will be placing an electronic Sign at the exit gate to replace the existing poster box. The sign should be erected within the next month.
- The City has contracted to develop a new website with new hosting arrangements for the website. Discussion centered on the fact that the Association's website was significantly outdated, with officers shown from several years ago and some information misstating current conditions. Joe said that he would talk to the City about piggybacking on the City contract for revision of the Association's website and for future maintenance.
- The City's spillway for storm runoff is nearing completion.
- Tennis court reconstruction of the courts and fences is progressing.

Len related that he was in process of installing new wiring for the video and audio at the security gate. Also, he has hired a new temporary guard to relieve some of the pressure on scheduling.

Gerry mentioned that he is working to eradicate the mistletoe among the mesquite trees on Fairway. The parasite has put many of the trees at risk. Also, he will start work on Broadmoor fence overgrowth. The plants are starting to destroy the fence.

The workshop was adjourned at 11:05 AM.

Executive Meeting:

The Executive meeting was convened at 7:00 PM on 19 April by President Joe Summers. Six members were present to establish a quorum. Attending were Joe Summers, Len Fate, Dottie Stueckroth, Jerrial Wafer, Gerry Mason and James Woods. Joy Marcou was absent. Joe led the meeting in prayer, and Jim led the pledge of allegiance.

Joe asked if there were any discussion on the March minutes. Hearing none, he asked for a motion to approve the minutes. Len made a motion to approve the minutes, and Dottie seconded. The minutes were approved unanimously.

Joe asked if any citizens had comments to start the minutes. Mr Jack Frazee addressed the meeting and related that he offered several free courses in firearms safety and in Texas licensing for handguns. He asked for the Association's support in getting the word out that his classes are very thorough and without charge. Debbie King addressed the meeting and related that her family lives on Turkey Run and has continually experienced flooding problems from the golf course and street runoff during heavy rains. She asked that the Association try to remedy the water flow problem down Turkey Run and the City to remedy the runoff from the golf course. Discussions focused on the historical water flow pattern in that portion of Meadowlakes and the prior efforts to remedy the problem. The problem remains that the terrain at Turkey Run and St Andrews is the lowest in the surrounding area and has historically experienced flooding problems during heavy rains and that any solution is dependent on finding a place to channel the water without creating problems for other residents. Gerry said that it is a known problem, and the Board continues to try to find a solution.

Directors' Reports.

Joe asked Jim to give the Treasurer's report in Joy's absence. He presented the budget execution of 48 percent against an annualized plan of 47 percent through the end of March. Performance is on track with the budget at midyear. He briefed that the audit report for the prior fiscal year had been delivered by the auditors and handed out to the Board members. The auditors will be present for the May workshop to discuss any issues the Board may have.

Dottie stated that the weather has delayed resurfacing of the RV Storage area, but the County was on board to start the work again during the week of 25 April. The resurfacing should take only two days.

Len related the security issues caused by poor performance of the audio and video wiring at the security gate. He is working to resolve the issue soon. Also, he has hired an additional security guard to alleviate the scheduling problem among the current staff.

Jerial discussed the recent activity in the Building Committee, and spoke of the very successful Easter Egg Hunt sponsored recently by the Association. About 75 children participated. Also, the Association will host a Memorial Day picnic starting at 5PM.

Gerry described the problem with the encroachment of mistletoe into the trees along Fairway and the weakening of the trees. He has a contractor that will be spraying the trees to kill the parasite plant.

Old Business.

1. Joe described for the attendees the Memorial Park Personal Recognition Brick Program and that over 128 bricks have been sold to honor military service members having served a cumulative 900 years of service. The manufacturer has advised that the bricks should be in Meadowlakes about 18 May 2016, about two weeks later than expected. Depending on actual delivery, we may not be able to get all bricks placed by Memorial Day.

2. Jim described to the attendees the Board's plans last year to landscape four of the remaining properties owned by the Association to beautify the community. The first effort was the Memorial Park to honor military service members – the park was completed with ceremony in March. The next planned improvement would be the area at the southern intersection of Fairway and Meadowlakes Drive. The Board proposes to place a park at that location to honor First Responders, traditionally identified as fire and rescue, emergency medical personnel, and law enforcement. Jim presented the layout of the planned park with low maintenance xeriscaping consisting of a central monument with inscription honoring First Responders and including a water feature consisting of three fountains flanked by three Italian cypress trees. The anticipated cost will be about \$4,800. Jerrial motioned that the Board approved the plan for the park and Len seconded. The park plan passed unanimously.
3. Dottie explained the planned resurfacing project for the RV Storage area and explained that all RVs have been moved from the storage area, but that work has been stymied by the continual rains. Current plans are to complete the work during the week of the 25th of April, weather permitting.

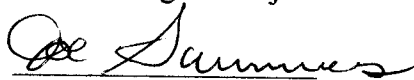
New Business.


1. Joe explained the benefits of the Automated External Defibrillator (AED) in the event of cardiac crisis. The City has recently purchased AEDs for two areas of the community and trained employees in their operation. He recommended the Association provide three more AEDs for the benefit of the community. Gerry made a motion to approve purchase of three additional AEDs, and Jim seconded the motion. The motion passed unanimously.
2. Jim described the benefits of the Association providing community service training courses that may not be available to individual citizens without wider sponsorship. Such training would be in CPR, AED, emergency and disaster preparedness, wild animal control, handgun safety, landscaping and drought management and other courses that may be nominated by the community. The plan is for the Association to sponsor the training courses at no cost or minimal cost to the trainees. Gerry, motioned that the training plan be passed, and Jim seconded. The plan passed unanimously.
3. Joe explained that the City Council had decided to convene City Council monthly meeting two hours before the POA scheduled meeting each month. Such scheduling will likely cause conflict between the meetings. Thus, considerations should be given to rescheduling the monthly POA meeting. Len made the motion to change the regular stated executive meeting of the POA Board to the second Monday of each month beginning with the May 2016 meeting. Jim seconded the motion, and the motion passed unanimously.

Joe asked if anyone in the audience would like to offer comments on any issues covered in the meeting or any new issues to be brought to the board. No comments were received.

Joe announced that the next Executive meeting would be at 7:00 PM on May 10.

The meeting was adjourned at 8:15 PM.


Joe Summers, President


James Woods, Secretary