

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

**Workshop December 5, 2016**

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**Executive Meeting December 13, 2016**

**Workshop:**

The workshop meeting was convened at 7:40 PM on 5 December by President Joe Summers, having waited a few minutes for arrival of Board members. Five members of the Board were present to establish a quorum. Those members present were Joe Summers, Amy Reeves, Joy Marcou, Jerrial Wafer, and Jim Woods. Len Fate and Gerry Mason were absent. There were 4 residents/visitors in attendance, with 3 signing in.

The minutes from the November workshop and monthly meetings were presented to the Board for review before approval of the monthly minutes in the next executive meeting.

Joe started the discussion of business items with comments that several citizens had asked to discuss restroom facilities at Dollar Park, but they could not attend the workshop so the discussion will be postponed until they can attend. Joe mentioned that he had discussed with the City Manager and Mayor the building committee requirements for construction of any restroom facility at Dollar Park. Since the construction would be on Association property and not on private property, the building committee would have no oversight of the construction. No permitting is required, and construction and inspection would be under Association building requirements and oversight.

Next, Joe asked the Board members if there is agreement on how to budget and expense funding for celebrations and recreation. Discussion by Joy, Jerrial, and Amy showed that past and present procedures were not consistent or well documented. Joe tasked Joy, Jerrial, and Amy to develop a proposal for Board procedures for budgeting and expensing funds required and earned for celebrations and recreation and brief the results during the next monthly meeting.

Joe related that the honor guard and chorus had to cancel the planned ceremony for commemorating the personal brick program at the military memorial. Thus, the ceremony will have to be re-scheduled after the beginning of the new year.

The next subject was the need to establish a committee to review the issues and the recent report on storm water drainage in three areas of Meadowlakes; namely, the area of (1) Turkey Run near its intersection with St Andrews, (2) Firestone Place as it intersects Firestone Drive, and (3) Meadowlakes Drive as it intersects Firestone Drive and Broadmoor near the entrance to Meadowlakes. Joe mentioned that the committee would report to streets maintenance. Joe asked that an article be placed in the newsletter requesting citizen participation in the committee. Jim agreed to input the information into the newsletter.

Joe mentioned that Len would be responsible for any bonuses for his staff and that the Board should review and approve any bonuses for city employees that directly support the Association. He asked that recommendations for bonuses be forwarded to Joy before the monthly meeting, and the Board should approve any bonuses at the meeting. Joe had discussed the potential bonuses with City managers to gain their agreement with the bonuses from the standpoint that these were not performance bonuses, but appreciation for employee support during the year.

Joy presented the financial performance and cash position of the Association for the current fiscal year, noting that revenues and expenses were normal through November. Additionally, she had met with the City and arranged for the City to earn payment under the joint contract at the beginning of each month rather than at the end of each month. While economically neutral, the change assists in matching our accounting of revenues and expenses at year end with adjustments. Joy noted that the City paid off the water tank agreement early, so adjustment in interest income will be made.

Amy related that billings for RV storage units have been rendered and that most owners have responded positively for payment and production of registration documents to prove vehicle ownership. She expects some vacancies, but the waiting list for both covered and uncovered spaces are still lengthy.

Gerry was not present to discuss streets maintenance.

Len was not present to discuss gate security.

Jerial asked Joe to relate the events of the City building committee. Joe reviewed recent activity to include potential litigation concerning a boat dock that may not be in compliance with TCEQ requirements. Jerial discussed the Christmas lighting contest that would be judged the following Friday, and he reported that the Harvest Festival had been a success – thanking all of the organizers of the event.

Joe asked the attendees if there were any questions or comments. Hearing none, he asked for members to lead the prayer and pledge at the monthly meeting. Jim will lead the prayer, and Joy will lead the pledge. He then asked for a motion to adjourn. Jim motioned for adjournment, and Joy seconded with unanimous approval. The workshop ended at 8:30 PM.

#### **Executive Meeting:**

The Executive meeting was convened at 7:04 PM on 13 December by President Joe Summers. All members were present to establish a quorum. Attending were Joe Summers, Amy Reeves, Jerial Wafer, Len Fate, Gerry Mason, Joy Marcou and James Woods. There were 9 residents/visitors in attendance, with 7 signing in.

Joe asked if there were any discussion on the November workshop and monthly meeting minutes. Hearing none, Joe asked for a motion to approve the minutes of the November meetings. Gerry made a motion to approve the minutes, and Jerial seconded. The minutes were approved unanimously.

Treasurer's Report. Joy discussed the new change in recognizing the expensing of monthly amounts payable to the City under the joint support contract as discussed in the prior workshop. And, she mentioned the early payoff of the prior year financial agreement with the City for the water storage tank. This early payment affects both the interest income projections and the cash balance forecasts. She summarized the budget performance for the quarter and the current and projected cash position of the Association.

#### **Directors' Reports.**

Amy reported that annual billing for RV storage spaces was rendered, and responses and payments are being received. She noted that a limited number of spaces were occupied by

renters rather than by owners. Arrangements are being made to release these spaces to property owners on the waiting lists.

Len reported that all is well in security, except for pesky wasps and rodents. Activity level remain very high at the gate, with about 4,000 cars arriving and departing daily

Jerrial reviewed the winners of the Christmas lighting contest, and invited Sherri Staley to discuss the Welcoming Committee. She noted that 12 new residents had moved into Meadowlakes in October and November, and she mentioned that Santa would be at the Club house on 17 December to meet with kids of all ages. She reviewed the events at the Harvest Festival and presented a check of \$217 to the Association for use in recreation events or park improvements.

Len mentioned the tragedy in the family of one of his security staff. He had hoped for a response from the Association's attorney of donations could be solicited to assist the family, but he had not heard back yet. After further discussions, It was suggested that Len place an article in the newsletter informing residents of the tragedy and that donations would be appreciated. Len will call the attorney to see if the Association can help also.

Gerry mentioned that the large limestones are at the Lakeside Park and will be stacked into a retaining wall after the holidays. Also pending, is the striping of the intersections at Firestone Place and Firestone Drive in an effort to keep drivers on their side of the street and the replacement of the wooden fencing along Dogleg. The new material will be vinyl inserts that attach to the metal fencing. He is in process of contacting residents to gain their support. The application of the new seal coat material on Preston Trail has been completed and appears to be holding up very well. The new material and process will be very beneficial for other streets in Meadowlakes at substantially reduced costs to chip and seal.

#### Old Business.

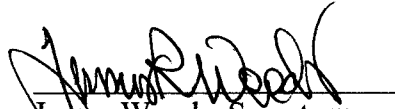
1. Joy reported that she, Jerrial, and Amy had developed a proposal for budgeting and expensing of funds for celebrations and recreation activities. They believed the proposal to be easily usable with existing accounting processes. She asked if any questions about the proposal, and everyone agreed with Joy, Jerrial, and Amy the new procedures should be used in future budgeting and expensing transactions. The procedures are attached to these minutes.
2. Joe mentioned that restroom facilities were scheduled for discussion, but will be delayed since several presenters could not be in attendance.
3. Joe called for a committee to study the storm water issues related in the workshop. He noted that an article was placed in the newsletter requesting property owners to participate in the committee, but that he had received only one owner response. Gerry volunteered to head the committee; Jim volunteered for the committee; and Wayne Thelen will be a property owner member of the committee.
4. Next, Joe discussed the issue of bonuses for City employees that directly support Association operations under the joint contract. Discussion covered amounts payable to these employees, with a target bonus pool of about 1% of the value of the contract. Joe asked for a motion to approve the bonuses. Jim made a motion for approval and Joy seconded. The motion passed unanimously to award the bonuses.

#### New Business.

1. None.

Joe asked if any other comments. A Board member suggested that the time of Board meeting be changed. Several members agreed. After discussion of appropriate times, 6:00 PM was the preferred time for both the workshops and monthly meetings. Joe asked for a motion. Jerral motioned that the adjusted times be adopted and that the meeting adjourn, and Joy seconded the motion. The motion passed unanimously. Joe announced that the next Executive meeting would be at 6:00 PM on January 10. The meeting was adjourned at 8:15 PM.

  
Joe Summers, President

  
James Woods, Secretary