

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

**Workshop November 16, 2015**

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**Executive Meeting November 17,2015**

**Workshop:**

The workshop meeting was convened at 9:00 AM on 16 November by President Joe Summers. Six members of the Board were present to establish a quorum. Those members present were Joe Summers, Jerrial Wafer, Joy Marcou, Len Fate, Gerald Fair, and Jim Woods. Gerry Mason was absent. There were no residents or visitors in the audience.

The minutes from September 15 Executive Meeting and October 10 Annual Meeting were presented to the Board for review before approval in the next executive meeting.

Joe recognized the new members to the Board, and he asked if all Board members were aware of their new responsibilities and had successfully transferred responsibilities from former members. Joe and all other members presented their transfer experiences from former members and stated that all work was proceeding well.

Joe stated that the Board would continue monthly executive meetings as traditionally done. If there were topics requiring extensive discussions before deliberations, he would call workshop meetings as necessary. Workshop meetings would be used for discussion, with deliberations and decisions occurring in the executive meetings.

Joe reviewed his meeting with the Mayor and City Manager of Meadowlakes to discuss issues of mutual concern.

- A. The Association provided funding for repairs to the City Pool in the current budget, but contractors were unwilling to perform the repairs without bringing the pool to meet current code requirements. The City is working the issue.
- B. Procurement and installation of the canopy funded by the Association for the pool will wait for resolution of the repairs.
- C. The tennis courts have deteriorated to the point only one court is playable. The City is evaluating demand versus cost of the courts.
- D. Certificate of Insurance on City equipment financed by the Association arrived.
- E. The City is contemplating renaming the restaurant and the golf course.

Joy is the new Treasurer and presented two analyses of financial position that she feels the Board needs each month. The first analysis shows the execution within each budget line for the fiscal year to date. This analysis allows each member to review his or her area's financial performance status and to address any potential problems versus the planned execution. The second analysis shows the current and future cash flow positions for the fiscal year. The analysis separates the cash management of the general operations funds (those that fund the annual budgets) and the park improvement funds. This analysis of general funds is essential (1) in assuring the Association has sufficient cash on hand at all times to execute the planned fiscal year budget and (2) to evaluate future decision on investment of funds.

Gerald Fair discussed the transition of responsibility for RV Storage, and the complexity of the software being used for management of the area. He is working to simplify the information flow. He noted that billing for RV storage spaces will be rendered to residents during the week.

Len updated on the renovations at the security gate. Virtually all work and costs are complete. One exception is returning all of the security cameras at the gate to full recording order. Len related that Bill Grant, security guard, has developed pneumonia and has been in and out of the hospital. Len has hired an interim guard pending Bill's return.

Jerriall stated that no new issues have surfaced.

Jim described the maintenance and parks for Gerry who was absent. The resurfacing of the planned areas of Meadowlakes Drive per the 3-year plan was completed in September. And, the restructuring of the road on Firestone Drive as described in the 3-year plan was completed in October. Additional work in the amount of about \$30,000 has been approved for about 2 dozen different locations, but the persisting weather has delayed start of that work. Jim also mentioned that the work planned for Preston Trail in the 3-year plan to attempt to redirect water flow will not likely occur. The Board director for maintenance, the City Manager and the Contractor have further reviewed the proposed fixes, the likely costs, the potential benefits, and the likelihood of successfully redirecting the water flow. Conclusions were that the water flow is so strong and the road grade and contour so steep in the plan area that a reverse crown will not likely solve the problem.

Jim presented the design and the anticipated costs of the military memorial park that is being constructed on Association property near the entrance to Meadowlakes. The design takes advantage of the triangular dimensions of the property with three pathways approaching a central circle. The memorial will be located in the central circle. The pathways and circle dimensions were discussed and the features as native decomposed granite paths and circle with native limestone borders. Plantings will include 50 FirePower Nandinas (1 representing each state); 5 mountain Laurel trees (1 for each military service); and ornamental grasses. The drip irrigation system has been installed. Remaining groundcover surrounding the plants, pathways and circle will be a blend of native river stone and crushed stone. The memorial site will include a native granite monolith 5 feet tall and 4 feet wide. The monolith will have the American Flag engraved into the surface facing the entrance gate. On the reverse side will be bronze medallions of the five military services and the dedicatory inscription also cast in bronze. Behind the monolith will be a cedar pergola providing shade for residents and visitors at the memorial. Anticipated costs to the park improvement fund total \$13,500. The design and the costs will be presented to the Board in the next executive meeting for approval.

Joe discussed the need to update the Association's Management Certificate. He has located several sample certificates, and he will take care of the issue.

### **Executive Meeting:**

The workshop meeting was convened at 7:00 PM on 17 November by President Joe Summers. Five members of the Board were present to establish a quorum. Those members present were Joe Summers, Jerriall Wafer, Joy Marcou, Gerald Fair, and Jim Woods. Len Fate and Gerry Mason were absent. There were eight residents or visitors in the audience.

Joe offered a prayer, and Gerald lead the pledge of allegiance.

Joe requested roll call to establish quorum for the meeting. Five directors were present as quorum.

The minutes from September 15 Executive Meeting and October 10 Annual Meeting were presented to the Board for approval. Joe asked for any comments on the minutes. Hearing none, he asked for a motion for approval. Joy motioned for approval and Gerald seconded. Minutes were approved unanimously.

Joe introduced the new directors from the election at the Annual Meeting and discussed the new assignments of responsibilities for the directors. Joe announced that he was appointed president by the directors following the election and that the Secretary is James Woods, the Treasurer is Joy Marcou, the Director of Maintenance and Parks is Garry Mason (absent), the Director of Gate Security is Len Fate (absent), the Director of RV Storage is Gerald Fair, and the Director of ACC and Celebrations is Jerral Wafer.

Joy provided the Treasurer's report. She presented an analysis of the budget execution for the current fiscal year by individual cost center. Second, she presented cash analysis of the Association's

- general fund detailing current cash position, remaining planned budget expenditures and planned remaining cash receipts; and
- park improvement fund cash detailing current balance and anticipated expenditures on the military memorial park.

She stated that she would be presenting these documents each month for member review.

Board member reports included:

**Storage Facilities.** Gerald commented that billings to residents for RV storage locations would be rendered by the end of the week.

**Security Gate.** Joe, in the absence of Len, commented on the security gate renovations. The new windows, framing, painting, fixtures, flooring and cabinets have been installed. Some work remains on the lighting and cameras.

**ACC/Celebrations.** Jerral commented on the activity within the Architectural Control Committee, including new home construction and remodeling. And, the annual Christmas light competition would kick off 13 December. Jerral asked Sherri Staley from the Welcoming Committee to give an update on their activities. She related that 9 new residents had recently moved in, but they have difficulty identifying newcomers promptly, so it is likely the number is higher. The Committee had their last meeting on 22 October and updated all of their binder materials to include the Association contacts.

**Maintenance and Parks.** Jim, in the absence of Gerry, commented on the recent resurfacing of Meadowlakes Drive and the restructuring of the road base on Firestone Drive to correct a road base erosion problem. Both of these efforts were part of the 3-year plan. Additional work has been approved to correct minor issues at about 2 dozen locations in the City, but intermittent weather has created delays. The work to remove plant overgrowth on our security fence between Pecan Valley and Meadowlakes is progressing and should be finished by late November or early December. Overgrowth and tree removal that was threatening the fenceline on Broadmoor at the spillway has been completed.


Old Business: Jim presented the design plan and the anticipated costs for the military memorial park that is being constructed near the entrance to Meadowlakes. The plan was discussed by the members during the workshop 16 November detailed above. Jim related that he had requested resident assistance in composing the inscription on the monument. Leo Staley (present in the audience) and Myrna Armstrong provided assistance. Jim read the proposed inscription and thanked Leo and Myrna for their help. Joe asked for a motion to approve the plan and funds. Gerald made a motion of r approval and Joy seconded. Approval was unanimous.


New business: None:

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 meeting would be the monthly meeting at 7:00 PM on December 15, 2015.

The meeting was adjourned at 7:50 PM.

  
Joe Summers, President

  
James Woods, Secretary