

Estates of Shady Hollow Home Owners Association

Minutes From Board of Directors' Meeting of January 22, 2004

Present

- Board: John Anderson, David Carpenter, Allen Gunter, George Robbins, Deborah Treece
- Architectural Control Committee: Rich Anderson
- Property Manager: Absent
- Homeowners: None
- Guests: None

Recognition of New Members and Election of Officers

- John Anderson and Allen Gunter were welcomed to the Board as a result of their election at the 2003 Owners' Association meeting.
- In a motion made by David Carpenter, seconded by George Robbins and unanimously approved, Board officers for 2004 are:
 - President: Deborah Treece
 - Vice President: John Anderson
 - Treasurer: George Robbins
 - Recording Secretary: Allen Gunter
 - Member-at-Large: David Carpenter

Architectural Control Committee (ACC)

- Recent activity: Rich Anderson had no activity to report for the ACC noting that December and early January are always slow from the perspective of the ACC. He does have one request for approval of a swimming pool and is expecting another.
- The Board accepted Allen Gunter's resignation from the ACC. Allen resigned due to his election to the Board.
- Filling the vacancy on the ACC was discussed. The consensus of the Board was that the vacancy should be communicated to all homeowners to give any homeowner who wants to serve on the ACC a chance to indicate their interest. This will be done in the newsletter to be distributed at the end of February (as discussed below), and the vacancy will be filled when the Board meets in March. It was noted that Brad McMahon and Dyan Tullia, knowing of the pending vacancy on the ACC, have already expressed interest in serving.

- Term limits: The discussion of filling the vacancy on the ACC led to a discussion of term limits for members of the ACC. Under Article VI, Section 2, of the Covenants, Conditions and Restrictions (CC&Rs), the five members of the ACC are to serve for two years each. Terms are to be staggered, with the terms of three positions ending in one year and the terms of the other two positions ending in the subsequent year. There is no limit on the number of terms any person can serve, nor any prohibition against any person serving successive terms.

Due to resignations from the ACC over the years, the process seems to have defaulted to reappointing the ACC each year. While this probably is technically compliant with the CC&Rs, the consensus of the Board was that more should be done to make homeowners aware of opportunities to serve on the ACC. Over time, broader participation on the ACC will lead to a greater understanding of, and appreciation for, the CC&Rs as well as the issues faced by the ACC. The Board also believes that continuity on the ACC is very important, and short of all members resigning, the term limit structure helps provide that.

By closely following the term limit structure, two (or three) positions would be available each year. These would be communicated to homeowners in conjunction with the annual meeting, and volunteers requested. A member with an expiring term could also indicate the desire to continue with the ACC.

The Board discussed whether or not to implement this process this year. With one position already available, a second vacancy would allow two people to be appointed with two year terms. The three continuing members would have terms that end this year. At that time, they could indicate their interest in continuing to serve on the ACC and be considered for reappointment. Rich Anderson will discuss this issue with the ACC to see if anyone is willing to make their position available this year.

Drainage

- After the heavy rain in November of 2001, the Travis County Department of Transportation and Natural Resources completed a storm drainage study of the Estates that identified a number of steps that should be taken to improve drainage. David Carpenter agreed to make copies of the study in PDF format and email them to all Board members for review and discussion at the next Board meeting.

Property Management

- David Carpenter raised the issue of an increase in the fee paid to Goodwin Management, Inc. Goodwin currently is paid \$635 per month, and this fee has been the same for four years. The consensus of the Board was that Goodwin has been doing a good job and an increase in the fee is appropriate.
- George Robbins moved that the monthly fee paid to Goodwin Management be increased to \$700 effective February 1, 2004. Deborah Treece seconded the motion and it passed unanimously.

Communications

- Communications with homeowners was discussed, and the consensus of the Board was that greater communications both to and from homeowners should be a goal for the Board in 2004. The two areas to be looked at first in this regard are the web site and the newsletter.
- Web site: John Anderson volunteered to look into making the website interactive so that it can be used to get questions, input, feedback, etc. from homeowners. John will also review the web site in general and make recommendations to make it a better communications tool.
- Newsletter: The consensus of the Board was that the newsletter should be issued quarterly, with the first issue to be mailed the last week of February. Pam Gunter had previously volunteered to edit the newsletter, and the Board gratefully accepted her offer. Drafts of all articles are to be given to her by Tuesday, February 10 and she will have a draft newsletter for the Board to review and finalize at its February meeting. Articles and responsibilities for the first issue are:
 - Intro/letter from the President (David Carpenter as outgoing President)
 - Administrative summary (David Carpenter): Results of 2003 Annual Meeting (Board election results; results of votes on proposed changes to CC&Rs); ACC (current members; solicitation of volunteers for filling vacancies)
 - Financial report (George Robbins)
 - Local transportation issues (David Carpenter)
 - Website (John Anderson): Remind homeowners it exists and what it contains; ask for content ideas
 - Landscaping project (Deborah Treece)
 - Winners of Christmas lighting contest (Allen Gunter)
 - Solicitation of articles from homeowners (Allen Gunter)

Directory

- George Robbins raised the issue of updating the directory which has not been done since 2002. His wife has volunteered to work on making any needed changes. There was some discussion of how to get phone numbers for new homeowners including the possibility of paying high school students to do internet searches or perhaps contact homeowners directly. There was also a question as to what data the Property Manager might have and how we might use it. No conclusion was reached and the issue was tabled until the next meeting.

Next Meeting

- Thursday, February 19, 2004 starting at 6:30pm at Bailey Middle School (Deborah Treece will schedule the room).

Respectfully Submitted,

Allen Gunter
Recording Secretary
February 19, 2004