

Minutes

Reflections of Walnut Creek II Owners Association
Annual Meeting & Special Assessment Meeting
May 16, 2011

Board Members, & Management in Attendance

Rita Pierson, President
Michelle Parriott, Vice President
Carter Rowles, Treasurer
Swayne McCauley, Member at large
Kate Valish, Secretary
Adriane Simons, Beck & Company

Numerous unit owners were also present.

The meeting was called to order at 6:58pm by President Rita Pierson, quorum was not established, meeting adjourned. The meeting was again called to order at 7:00PM, and the required quorum was established.

Minutes from the 2010 Annual Meeting

Michelle made a motion to accept the minutes of the 2010 meeting. Swayne seconded the motion and they were adopted by unanimous vote.

Financial Report

Adriane reviewed the 2010 financial report, 2011 operating budget and the reserve analysis that was included in the meeting notice packet for each owner. Adriane fielded questions from the owners on various line items. Adriane noted that utilities were under budget last year mainly due to City of Austin watering restrictions. This could remain the same in 2011. Maintenance expenses were \$7K over budget due to unplanned repairs such as siding, plumbing and tree trimming. The administrative line item was \$11K over budget due to legal fees for collection of past due owner HOA fee accounts. This is then offset in the expense reimbursement line item. There is a \$90K deficit in the reserves which the HOA has been in the process of improving since the early 1990's with the help of Beck and Company.

Old Business

NA

New Business

One owner shared a tip for bulk trash collection. The City of Austin will do bulk pick up for Reflections II every 6 months but owner must call or email them in advance to arrange. The bulk items must also be placed out on the curb on Gracy Farms in order to be collected. Owners can send an email request for pick up to the city using the email form located on this URL:

http://www.ci.austin.tx.us/sws/sws_info.cfm

Some of the owners discussed maintenance phone calls they had made to Beck and Company that had not yet received a response. Adriane gave the owners her contact information including email. Adriane reminded everyone that if there are siding pieces that need repair or other general community maintenance needs that they can send her an email for follow up.

Owners should be cautious of cigarette butts and be mindful of putting them in the proper receptacles. A flower bed was recently on fire in front of a unit so with the dry conditions everyone needs to be careful with grilling and disposal of cigarette butts.

New sewer guidelines were reviewed by Adriane. These were distributed in the meeting. A question about owner planted trees was brought up, i.e. how do owners determine what trees were owner planted? Anything inside of the backyard fences is presumed to be owner planted. A suggestion was made that trees such as this that may cause a potential sewer issue should be noted in the next walk through so those owners can be notified that they may have a potential issue.

Landscaping Report

Rita reviewed the landscaping report. The freeze negatively impacted many plants but the HOA cannot afford to replace most of these. It is recommended that each owner do individual watering around their units when possible to help maintain the wonderful landscaping we have. Check around your unit for dead spots where the sprinkler system is not hitting and help out by watering those areas. It will make a big difference and reduce cost at the same time.

Be sure to keep vines off of trees to avoid the trees being smothered. External landscaping efforts are fine but owners must not remove any permanent landscaping. This would require approval from the Board.

A reminder was given that all landscaping concerns or issues need to be sent to Adriane by email or by phone. Adriane then goes to ProScape for resolution.

Pool Report

Rita reviewed the pool area report. Marcus Rowe, homeowner has each year ensured the chair cushions are stored for winter and then put back out in the pool

area. A special thanks to him from the board for his generosity in doing so. This action has allowed our pool furniture to stay in top shape.

Please remember that only four guests per unit are allowed in the pool area. The owner must also be with the guests at all times. There have been instances recently where non-residents have been lounging in the pool area and were asked to leave. If anyone sees non-homeowners in the pool area they should either ask them to leave or simply call the police to handle.

Property Walk-Through Report

Swayne reviewed the property walk through report. Some of the items that are inspected are items such as doors or screens. He is primarily looking for uniformity in look and color. All of these items must be in good repair. If screens are in disrepair they can simply all be removed to provide a consistent look instead of replacing the damaged screen. This is an option for all owners.

Board Election

Michelle Parriott was re-elected as Vice President and Swayne McCauley was elected as Member at Large. Matt Bryant was a candidate.

Rita made the motion to adjourn the meeting at 8:05 pm and Michelle seconded. The board voted to accept these motions.

Special Assessment Meeting for Exterior Renovation Project

Meeting called to order by Rita at 8:05 pm, Michelle seconded. A special assessment meeting was held immediately after the annual meeting to discuss a special assessment to partially cover the costs of an exterior renovation. Discussion was held covering many facets of this project. Owners approved the assessment in person and by proxy in the amount of \$40,000. Payments may be made in one lump sum or in monthly installments. A coupon book will be mailed out to each owner for payments. There are no late fees associated with these payments until December 15th, 2011. Late fees begin on December 15th, 2011 if the full amount has not been paid. The \$40K that is collected will cover approximately one half of the total estimated project cost. Next year another assessment will be voted on to collect the remaining \$40K. The project is tentatively scheduled to begin in 2012. Full details of the project were sent out in the meeting packet to each owner.

Rita made the motion to adjourn the meeting at 8:31 pm and Swayne seconded.

Minutes submitted by Kate Valish, Secretary.