

Austin's Colony Home Owners Association
Board of Directors Meeting
Tuesday, August 1, 2017 at 6pm
BCR Realtors

I. Call to Order

- a. There was a full quorum in attendance, so the meeting was called to order by Charles Grimes, President, at 6:33pm.
- b. In attendance- Charles Grimes (President), Joseph Mitchell (Vice President), Marissa Maguire (Secretary), Rick Greig (Treasurer), Joe Contreras, Patti Wade.
- c. BCR Realtors- Suzan Reed, Mark Thorndike.
- d. Absent- Donald Burnett (gave proxy to Patti Wade via telephone), Drew Kitterman, Jason McConnell.

II. Ratify Previous Meeting Minutes

- a. June Board meeting minutes were previously approved by the board via e-voting on July 1, 2017. Patti motioned to ratify these minutes, Joe seconded, all in favor, none opposed, motion carried.

III. Treasurer's Report

- a. Total assets reported as of August 2017 is \$109,888.13 with \$7,489.23 in checking and \$102,398.90 in savings.
- b. Rick reported he does not currently have access to bank statements, due to management company transition, but can view transactions online.
- c. Patti motioned to approve the financial statements presented, Joe seconded, all in favor, none opposed, motion carried.

III. Meeting Preparation for Annual HOA Meeting

- a. Annual Homeowner's meeting is September 11th at 7pm. Meeting site of Harvey Mitchell Elementary School is confirmed.
- b. Guest Speakers for meeting to include: Andrew Nelson, Mayor, City of Bryan; Greg Owens, Councilman, District 3; Buppy Simank, Councilman-At-Large; Melinda Fox, Neighborhood Enforcement Officer; Bob Holmes, City of Bryan Parks and Recreation; Grant Carrabba, Developer Advisor.
- c. Will need approximately 150 proxies to reach the 26% quorum required for the meeting. Board members committed to each getting 10 proxies per board member.
- d. Patti will purchase water and cookies for refreshments.
- e. Current board members up for re-election are Charles Grimes, Patti Wade, and Joe Contreras. BCR will provide paper ballots for board voting, which is required for compliance.
- f. BCR will handle homeowners sign in and have each homeowner verify the information on hand for them, and initial or provide corrections.
- g. Items to be included on agenda: Board member elections, President's "State of the Union", Residential Conservation District education, National Night Out, fine structure and violation enforcement, guest speakers, BCR introduction, Architectural Construction Committee membership.

V. Homeowner Mail-Outs for Annual Meeting

- a. BCR provided the board of a sample mailout used for another neighborhood annual meeting.
- b. Charles motioned to allow BCR to move forward with completing the mailout, Joseph seconded, all in favor, none opposed, motion carried.

VI. Update from BCR on Management Transition

- a. Suzan reported 98% of all members and data have been transferred to BCR from Equity.
- b. Suzan provided a list of documents that are needed from Equity. Equity has until 8/31, per their buy out contract, to provide the remaining documents and information.
- c. BCR to send out a mail-out to all homeowners to introduce themselves as the new management company.
- d. Mark Thorndike, BCR HOA Assistant Manager, to meet with Joseph Mitchell to discuss expectations as well as schedule, map, route, and what to look for during drive-throughs. Drive-throughs will occur twice per month, per our contract, to allow for time in between for mail outs of violations to be sent and received.

VII. E-Mail Protocol for Dealing with BCR

- a. Webmaster Gary is creating a secondary email address for BCR, under the Austin's Colony domain.
- b. Joseph will serve as liaison between the Board and BCR and will handle relaying all communication and decisions.

VIII. Planning and Zoning "Stealth Dorm" Subcommittee findings- City of Bryan

- a. Currently only 4 phases in Austin's Colony are covered under the "residential conservation district", which prevents no more than 2 individuals not related by blood, marriage or adoption from legally living in a single family dwelling. This was brought to light by a recent publication from the City of Bryan. If a phase is covered under the residential conservation district, this will prevent "stealth dorms" from occurring in the future.
- b. To cover the additional phases, it must be passed per phase through obtaining approval by individual homeowners until a specific percentage of total homeowners is met.
- c. Charles recommended to add educating our homeowners about this during our annual meeting and electing a "phase captain" who can serve as the representative for their phase.

IX. Fence Compliance

- a. Multiple fences have been seen in Austin's Colony that have installed an 8' fence. A permit is required for 8' tall fences or higher by the City of Bryan. 8' fences are also against the deed restrictions and they were not issued a variance by the developer.
- b. BCR to issue notice to any homeowners not in compliance.

X. Architectural Committee Approval

- a. 2705 Wood Ct. submitted plans for an above ground pool and gave specifications, for review by the architectural committee.
- b. Marissa motioned to approve this structure, Patti seconded, all in favor, none opposed, motion carried.
- c. Discussion about who on the board will serve on the ACC as it is currently comprised of all board members. ACC will be formed by 3 board members or homeowners, with 1 of those serving as the chair of the committee. The committee will review plans as they are submitted, review deed restrictions, and make a recommendation to the board for approval or rejection. Will solicit interest at the annual meeting.

XI. Christmas Decorations

- a. Charles suggested that another member of the board or homeowner serve as main point of contact for Christmas lights and decorations for the upcoming holiday season. No one present at the meeting could serve in this role. Additional interest will be solicited at annual homeowners meeting.

XII. Neighborhood Night Out

- a. Discussed upcoming Neighborhood Night Out on October 3, and hosting an event for homeowners at the Austin's Colony park. Event would possibly include grilling hotdogs, dessert contest and bike parade for kids.

b. Marissa and Patti to work together to organize this event.

XIII. New Business

a. Charles called for any other business.

XIII. Dismissal

a. Marissa motioned to adjourn the meeting, Patti seconded, all approved, none opposed, motion carried and the meeting adjourned 7:36pm.