



# Crystal Knoll Terrace HOA

## Board Meeting Minutes

### 2nd Board Meeting - 04/24/2021

Opening: 2nd Board meeting was called to order at 2:00pm by Kathy Gould on April 24th 2021.

#### Present

Kathy Gould  
Gus Kawell  
Andrew Karaffa  
William Holland  
Christina Barnett

#### Approval of Agenda

The below Agenda was discussed and approved by the board.

1. Overview of special meetings from Secretary Christina Barnett,
  - a. The board executed two meetings, one a special meeting and one an emergency meeting as we had a lot of items to uncover and correct due to the lapse in the board activities.
  - b. The highlights from the first meeting are :
    1. The motion of HOA fees be waived for 2018,2019. The fiscal year beginning July of 2020 will only be \$50 to be collected. The board passed the motion.
    2. The item of the old bank account VeraBank, the board proposed that any previous names of William Marsh, Jeffrey Kylberg be removed from account, the motion passed.
    3. Also the topic of the bank account was established as a priority and to not have the same follies of the last board happen, the motion was passed that more than 1 person had to have access to the bank and approve transactions.
    4. It was also agreed that we get the past statements to do our own internal audit. Our treasurer will discuss the financials next.
    5. The topics of bids for mowing, and financial software services were also brought up.



C. The highlights from the emergency meeting to identify and prioritize what we need to address first for the safety of the residents was discussed in the 2nd meeting.

1. The GUS bill was discussed and identified to be the first priority. Kathy negotiated the amount to be paid to get the lights in the community back on as this affected our residents safety.
2. It was also discussed any debt that needed to be cleared up from the old board, that only the amounts of the final bill would be transferred from the old account to the new account; for transparency.
3. The amounts and transfers will be addressed by the treasurer in today's meeting.
4. The board also obtained a liability insurance policy for the Homeowners Association.

2. Banking Status from Bill Recap, got access from an old bank and got transactions from a past account. One note that there were no resale certificates deposited into the bank and no record of payment by any title company. We have reached out (via mail) to the 8 title companies in Georgetown to determine if any amounts were collected and owed to the board. The balance in the old account was what was expected.

--Kathy explained the reason for starting a new account, as we needed to review any transactions on the old account. To pay for the neglected obligations and delinquent bills, the required funds were transferred from the old account to the new bank account; as to have transparency on the old account how funds were being spent.

--Details of recap will be included as an attachment as it is the financial break out of where the funds have been used.

3. Liability Update - William Holland - Farmers insurance \$3,319.00 for 1 year policy, which is being treated as a new policy. Effective date of March 24th, 2021. Liability is required by the State, and also Title companies inquire about having a policy.

4. Recap of HASoftware- Kathy Gould- 2012 was purchased as a web based interface and an app run client to interface with the website, the software was costing \$50 a month, due to the limitations and monthly cost we decided to discontinue the contract with HASoftware and we transitioned to a Google suite program. The total amount to clear this past due balance (\$1,950.00) and terminate the contract (\$50.00 since 30-day notice of cancellation was required) was \$2,000.00

5. Attorney Back fees- Kathy Gould: spoke with the attorney to negotiate an extension on the past balance (\$1,487.50). We have a 90 day reprieve on this past balance.

\*\* William holland proposed the motion to pay the attorney back fees, Kathy Gould 2nd the motion and the motion passed 5/5



6. **Homeowners assessment fees-** Kathy Gould- The board felt that it would benefit the homeowners to waive the 2018/2019 assessment fees, So for 2020 the assessment fee is \$50. Also the assessment fee for July 2021 will be \$100, however if you pay before July 15th you will get a \$15 discount, to owe only \$85.

If you have a hardship to pay these assessment fees, please email the board@ckthoa.com to let us know how we can assist and work with you.

--William Holland pointed out if everyone paid their dues on time we would have over \$14k to pay the overhead of maintaining the lights and expenses for the Homeowners association.

-- Andrew also mentioned we have a lot of start up fees and cleaning up past due fees from the old board. We do not want any more delinquent accounts.

--Kathy Gould also mentioned that community events, and property taxes on the retention ponds, playscapes and common land for the Association.

7. **Mowing of common areas-** Kathy Gould - we do not have the funds to accept the bids so we are relying on residents such as William Holland to mow the areas such as mailboxes, playscape. The retention pond requires special equipment and we will need to gather funds to move forward on quotes for a one-time clean up on the retention ponds.
8. **CPA Taxes** - William Holland- We reached out to a couple CPAs in the Georgetown area, and the cost was between \$800 - \$1000. The past 3 years for tax filings were not done; the lowest cost quoted was \$175 for each tax year which would be a total of \$525. We had to get some financial information to get to the CPA so we were able to get the taxes looked at and processed. With the extension we have until May, you also have to get the previous years completed to file the current years.

**\*\*Kathy Gould-** Put forth the proposal for Kevin Pata , CPA to do the past taxed total of \$525. Gus 2nd the motion, motion passed (5/5)

9. We will have an annual members meeting , Gus Kawell researched a place to have the meeting for all residents of the Homeowners association . Kathy Gould put forth that all members try to attend. Gus Kawell gave an update on the venue he researched, the venue was Mel's Lone Star Lanes. He mentioned this venue will inquire about waiving the fee. Also the library is an option and they would waive the fee for the 1st time use. Also there are other venues, the ones that Karen Miller suggested; he is still obtaining information/quotes.

**\*\* Kathy Gould** put forth the motion that the Tentative date for the Annual members meeting, for the date of August 15th, motion denied by Andrew Karaffe.

**\*\* GusKawell** put forth the motion for the date of August 22nd , Kathy Gould 2nd the motion. The motion passed. Exact time/location to be determined.



10. Kathy Gould put out a call to encourage the use of email as a method of communication.
11. The bid for mowing was discussed and Andrew Karaffe, mentioned ABC mowing and Emerald for the cost of retention pond clean up. Also Karen Miller put forth a bid on the retention pond. Andrew reached out to, US Lawns, the company that provided services in the past, to determine if HOA had any delinquent bills with them - nothing is delinquent .
12. Playscape maintenance and Mail kiosks - Andrew Karaffa - Reached out to see if the warranty was valid on the playscape - the warranty is not valid. Andrew Karrafa will trim the fence line and the mailbox kiosks areas. The concern with the mailbox kiosk will be that the posts are deteriorating and can fall apart and the safety of residents will be affected. Andrew Karaffa to contact Homeplay structures to see what we need to do to get inspected.
13. Unclaimed funds for the Association- William Holland- we have 3 items from 2013 for \$25 from title companies, and there is a \$423 from 2019, total \$753 in unclaimed funds for the Association. We need to show proof that the funds belong to the Associated,there are 3 po boxes associated with the accounts, so he is submitting an application to acquire the funds for the Association. Kathy Gould asked if we have the documentation, and William confirmed we have the information, but the challenge is getting the proof that the po box numbers are associated with the Association. Kathy Gould suggested we contact the post office as they may be able to tell us the past PO Box numbers for the association's address.
14. Plug-in and Quickbooks and intuit - Kathy Gould- future plug-ins, to make the system more robust, Andrew Karaffa mentioned in his own business, he uses the basics for the ins and outs of the business. No need for additional plug-ins.
15. Items to include in the yearly budget - Kathy Gould -
  - a. G-suite maintenance fee
  - b. Quickbooks monthly fee
  - c. Post office box Annual fee
  - d. Electricity monthly fee
  - e. Liability Annual fee
  - f. Postage supply
  - g. Mowing as needed
  - h. Website hosting is a annual fee
  - i. Members annual meeting Facility fee
  - j. Playscape yearly maintenance fee
16. Board Email - Kathy Gould- Bcc board members and sign email so we know who answered the resident. Want transparency with all members and the board.  
Old email account: has history on title companies so we can follow up on the resale certifications. William Holland has mentioned we need to follow up on those funds. Kathy Gould suggestion when we respond to include the new email address so we can have current history on trying to recoup the funds.
17. Street Lights Solar Panels - Kathy Gould- we do not own the poles, so we can not follow up with this further. \*\* The motion for Solar lights will be tabled for a later date. \*\*



- a. William Holland gave a figure of \$50k for the installation for solar lights to benefit the neighborhood. Also to put up lights by the shed and playset as it is for kids.
  - b. Kathy Gould- if we add them to the playground how would it affect the cost of the liability insurance. Also have to consider what effect it would have on the residents in that area. (tabled at this time; however will be on the agenda for the annual members meeting)
18. Planning and Development Committee- Ben Wishert Chair, MArk Pettigrew and Karen Miller-- The property behind Crystal Knoll, we do not know if the sale has gone through. The zoning is to a PUD. The street of Wisteria and by 130 and back up to Hickory Dr. Land is being sold by Titan, a noise issue was brought up. They are going to build and then sell it.
- a. There will be a sewage pipe wall to be installed as well. The drainage pipe will be put in place and they will release the records if this will drain into our retention ponds.

Andrew Karaffa asked if the PUD is zoned for commercial use. It was confirmed that it could be a business park.

William Holland- Mentioned they would have to have a bond to maintain the ponds.

Open floor (Questions - Q | Answers - A | Comments - C):

C --Concern notated - He has been reaching out on the zoning and developments the city has been doing in the area, also has been asking questions on how the developments will be affecting the neighborhood. He has maps and discussions since the developers have to talk with the home owners. This will be a 7 year plan. If we need any assistance on mowing, mail boxes and putting in pay scapes he is available to assist.

Q--But, Washing of delinquent fees and transfer fees - for fairness of the community to look at the collection of delinquent fees, how would we go back into the books to see who owes and does this need to be a board or all residents vote?

A--Kara Kelly addressed- The laws of collection, and to pass it on the collections company. The legality of being able to collect the past fees. The cost would be more than the assessment fee.

A--Kathy Gould- we are putting policies and procedures in place to be able to be passed to the new board to maintain the financials.

Q--Are we mailing information to residents without email?

A-- Kathy Gould- we are mailing our invoices and communications as well as using electronic means.

Q--Will the financial spreadsheet Bill provided be available?

A--Kathy Gould the information will be due upon request.



**Q--Any legal action against March?**

**A-- KathyGould - we have contemplated this action, however we do not have the funds to hire an attorney. We also want to make sure we have all the information in place and ensure it is worth pursuing the legal action financially.**

**C- Fantastic job to the board.**

#### **Additions to the Agenda**

**Kathy Gould drafted an email for title companies to get in contact with us on any resale certifications.**

- **Electronic method kicking back to us, Reminder to put the board email address to the contact list to avoid it going into the spam folder.**

**\*\*Special thank you to Jim Stephens, for all the assistance provided. \*\***

#### **Items for next meeting**

**Location and date of the next Annual members meeting.**

- **It was suggested the month of August. And date of 15th.**

**The motion for mowing has been tabled by Kathy Gould and William Holland 2nd the motion to revisit once more information is obtained.**

**-- The board motioned to get bids on mailbox kiosk inspection, Kathy Gould brought forth the motion and Gus Kawell 2nd the motion, and the motion passed 5/5.**

#### **Adjournment**

**The meeting was adjourned by Kathy Gould at 3:34pm on April 24th, 2021**

**Minutes Submitted by : Christina Barnett**

**Minutes approved by : Kathy Gould**