



Crystal Knoll Terrace HOA

Board Meeting Minutes

Opening: meeting was called to order at 2:01pm on July 17th by Kathy Gould

Present

Kathy Gould, President
William Holland, Treasury
Christina Barnett, Secretary
Andrew Karaffa, Member at Large

Agenda

Topics for July Board Meeting

- 1. Status/update of the Retention Ponds**
Retention ponds will be cut Sunday July 18th and we will maintain this point going forward (Kathy Gould)

- 2. Current status/update of the park**
Playscape is removed, the park is not closed, the usage of the playscape was discouraged, since it was in bad condition. The area is open for usage, highly recommended to not use it as an open dog park. Concerns: poop, and non-leashed animals; also the possibility of biting someone as an animal is unpredictable .
Suggestions on what to do with the area: Proposed discussion of what to do with the park be deferred and placed on the agenda for annual members meeting.
 - i. Andrew gave feedback on this issue: Asked if we would consider that the playscape is not popular; volleyball or a different type of court to be considered. We need to consider the cost. Suggestions for the area to be used not just by kids but by adults.**
 - ii. Kara Barnett has offered to head the committee for this project.**



- iii. Kathy suggested that we will have criteria and guidelines for this project such as cost, ongoing maintenance, etc. Also whatever we put on the lot we need to determine if it will affect the cost of liability insurance.

*** Motion of the discussion to be deferred to the annual members meeting as proposed by Kathy Gould, seconded by Andrew Karaffa , motion carried by all board members present.**

3. Discuss date/time/location for annual members meeting
a. Items for the agenda

** Aug 22, 2021 Sunday 3pm in the afternoon** Date approved by the board members present** Georgetown Library. Motion brought up by William Holland , seconded by Andrew Karaffa . All board members in favor of date and time.** We want to give a month notice**

- a. Question posed if Zoom will be an option, we will consider.
- b. Also Proxy forms will be sent out.
- c. August 1st due date for Items for Annual members meeting.

4. Traffic Concerns, eg: speeders, passing stopped school buses unloading

- a. The board is limited on what we can do, as we are not law enforcement. Buses have cameras and can ask the bus drivers to be more diligent in capturing those drivers passing the loading/unloading of buses and turn in to the appropriate authority. (Kathy Gould)
- b. Speeders: we can ask Williamson county to patrol the area for speeders, but they have limited resources and not enough traffic in the area. (Kathy Gould)

5. Speed bumps - are a hazard for fire department trucks with water and the state has to approve the use of speed bumps. It is extremely difficult to get them approved, as we live on the cusp of the county. (Andrew Karrafa concerns and input)

- a. Children at play signs can assist, and signs to deter soliciting. William Holland would like to place them by the stop signs, put below the stop signs for children at play, along the neighborhood.
 - i. Kathy mentioned that since signs are owned by the county if we can add them to them. Bill will check on this.

---Kathy Gould proposed a motion to determine the cost of adding the additional signs with the county as a place to start this to assist in these concerns. Second the motion, Christina Barnett (motion passed by all board members present)



6. Yearly operational expenses

Dollar amount to have in reserve

- iv. Need to get together an annual financial budget and also have an attorney on retainer. Also it is recommended that we have a yearly amount in reserves as well. (Kathy Gould)**
- v. We shared the Profit and loss report with the zoom meeting, we can add it to the notes out with the newsletter.**
- vi. Rate for attorneys: \$725 per hour is average billing fees; with additional fees for research and paralegal fees.**
- vii. Will need 2 board members to meet with the Attorney, by the end of the year. (Kathy Gould)**

7. Bank account balances

a. Address status of original bank account including decision on when to cancel and consolidate with new account

i. William Holland: As of July 17th, old account 3,704.79. All outstanding bills have been exhausted from this account, no old liabilities.

ii. New account has 22,761.81. These funds will have to handle the monthly bills up to 2022-2023. His suggestion is what we will do with the old account.

iii. Total is 24,466.60 for the HOA after subtracting pending expenses (mowing of retention ponds/locks for the shed)

****motion by William Holland to close the old account, Kathy Gould seconded the motion, motion passes with all board members present in agreement****

8. Discuss seeking annual mowing contract

a. Andrew Karaffa gave an update this item

i. He talked to two other companies, and one did not answer back and the other company did not provide any bids. US lawns did it last time and does a good job, so the board is leaning towards US lawns, and discussion on how often

ii. We pulled up the frequencies and total cost of the annual price, which is \$4,355.39 and monthly 362.92.

iii. Discussions on how to pay the amount, Full or in installments (Kathy Gould) -- pros and cons May get a discount by paying all at once, or if service issues paying monthly might be best.

iv. Andrew Karaffa to follow up with the bid by US Lawns to make sure the bid is still active.



- b. **William Holland** brought up that there are dead end areas we also need to look into getting cut or do something with to make it aesthetically pleasing.

9. Discuss content of SB1588

- a. **Discuss possible updates required in our governing documents; if needed will require filing fee(s)**

Pertains to updates to HOA's, we will need to make changes to the governing documents, we will need to assess the cost of resale certificates and transfer fees. We will need to adjust the fees. We have a management certificate. We need to update the fees as it will need to be aligned with the new Senate bill, the change needs to be made by September 1st.

- i. **Resale can not exceed \$75**
- ii. **Transfer Fees can not exceed \$375**
 - b. **Board members can not be on the architecture committee or any member of their household can be on the committee. At the annual meeting we will need to get volunteers to serve on the committee. The recommended number is 3.**
 - c. **Also will need to look at the CCRs.**
 - d. **Need legal counsel on what is the final law that we need to follow , State / local and CCRs. We need 2/3rd agreement on changing the CCRs.**
 - e. **Kathy Gould proposed since we are updating the CCRS to align with SB 1588, to present a new CCR to the members.**
 - f. **Keep a running list of what state laws will supersede on the CCRs.**
 - g. **Delinquent dues does not prevent a person from voting or serving on a committee.**
 - h. **There will be filing fees when we update our management certificate. Need to find out with the TCC if there is a fee to file with them as well.**
 - i. **Other items do not really impact our daily running.**

10. Delinquent accounts

- a. **Kathy Gould proposed that we send out notices of delinquent accounts.**

Outstanding HOA Assessment Fees:

- 12 outstanding balances owing \$50**
- 17 outstanding balances owing \$85 (\$15 discount not longer applicable so now owing \$100)**



Total of 101 outstanding HOA Assessment Fee balances in which neither a \$50 nor \$85 (\$100) payment has been received by the due date.
Currently have \$17,450.00 in outstanding HOA Assessment Fee to collect.

- b. Adding language that payment is due upon receipt, by September 1st we will have to add the interest rate APR 18%* Kathy Gould has proposed we keep the interest rate the same.
- c. Kathy Gould motioned the 18% APR for past due invoices, Andrew Karaffa seconded the motion, William Holland third. Motion passed with all board members in agreement. **
- d. William Holland brought up some collection efforts, as we had invoices returned.
- e. Christina Barnett to work with Kara Barnett to get overdue invoices together, to get invoices to be sent to Jim to be printed with notice of the interest rate.
- f. Discussion of assessment fees was discussed as well, as it was enforced that we want the property values to go up so we all agree that the dues are to be used to make the neighborhood better so that everyone benefits from our community rules and regulations.

11. Address CCR/Bylaws violations

Kathy Gould addressed this - As a general discussion we want to address the CCR and bylaw violations.

- a. Biggest complaint of the neighborhood are vehicles. If all vehicles are registered there is nothing the HOA can do about the amount of vehicles a house has. We need to start addressing vehicles with expired tags on the street; have to be careful on looking at the tags on the street. Many people have cameras so if a vehicle gets broken into it can cause unnecessary conflicts.

**at member annual meeting we need to discuss the CCR's and Bylaws. We need to get a vote on how to enforce and address the contents in the governing documents. **

- b. Also the complaints will be treated with anonymity.

Andrew - From a home owners perspective people may have more than one car in the house since more than one person is able to drive. So please be mindful



that even though it is an annoyance, there are other items we can address. Talk to your neighbors and try to resolve it peacefully.

Kathy Gould- bottom line we can try to address, we can not fine anyone anything because the CCRs do not have enforceable wording in the documents. The only violations we can enforce is having the lawn mowed and bill the member for the services. Along with fences, it can be repaired and billed to the member. However that poses the item of going on another property that is bordering trespassing.

12. Status of mailbox coverings

Andrew Karaffa update: the mailboxes are in good condition but they are not aesthetically pleasing. They will need a new coat of paint. The wood is cracking since it was made with pressure wood. These are in concrete so can not be replaced easily and costs to dispose of. Also pressure washing was brought up , where would the water come from?

- a. Solution proposed, repainted and getting them on a maintenance plan.
- b. Talking about putting plants around the mailbox, water is still an issue.
- c. Also the easement of the mailboxes on people's property. ****tabled to the annual membership meeting**** Andrew Karaffa is to solicit bids for the painting.

Open Floor

Kara Barnett would like a budget for community engagement. To be added to the annual members meeting.

Additions to the Agenda

- a. Gus turned in his resignation letter , so as a board member we can assign the position . The name was brought up as Margie Funkhouser to serve for his remainder term.
- b. Kathy Gould proposed that Margie Funkhouser fulfill his term assignment, Andrew Karaffa seconded the motion and all members of board are in agreement.
- c. William Holland did a survey of the street lights in the neighborhood we have 3 out of 41 that are not working, he mentioned that you can go to the georgetown utilities website, complete an on-line form and they will get a service crew out to fix the lights, William Holland has the ones that are currently out on a service call.
- d. Status of the Shed, we will need to clean it out and look at what we need to retain for historical purposes.



Items for next meeting

Need to get an attorney on retainer.
US Lawns bid for the mowing
Getting agenda for Annual membership meeting

Adjournment

The meeting was adjourned by Kathy Gould on July 17th at 3:43pm, Andrew Karaffa 2nd the motion. All board members present, approved.

Minutes Submitted by : Christina Barnett, July 17, 2021

Minutes approved by : Kathy Gould, July 20, 2021

Time stamp of approval