

Crystal Knoll Terrace HOA

Quarterly Board Meeting Minutes

Opening: meeting was called to order at 7:00pm on November 13, 2021 by Kathy Gould

Present:

Kathy Gould, President

William (Bill Holland, Treasury

Agenda

1. Status of developments surrounding the neighborhood:
 - a. Titan will be performing groundwork preparation 7am-7pm for the next 4-6 months so expect an increase of dust in the area.
 - b. Building of a retention ditch on the northside of 130 and other side of I35; north and northeast side that backs up to Hickory Tree and Westeria- will take 6 months - 1 year
 - c. At this time there are no plans to extend Jefferson and Hickory Tree to obtain access to Inner Loop
 - d. There will be approximately 1000 apartment units surrounding the neighborhood
 - e. Amazon warehouse planned for the north side of the neighborhood (2250 North I35)
 - f. Talk of the possibility of a convenience store on the corner of Stadium Drive and Inner Loop

2. Address board vacancies
 - a. Currently have 2 vacancies on the board (Secretary and Member-at-Large)
 - b. Discussed reaching out to homeowners to fill these positions

3. Discuss Playground and ACC Committees
 - a. Playground Committee: Kara Barnett will lead this committee and other volunteers will include Karen Miller, Wendi Randall and Sheva Hart
 - b. ACC Committee: Karen Miller has volunteered to serve on this committee.
 - i. Would like to have 2 additional volunteers
 - ii. Note due to SB1588 current board members and their family members can no longer serve on this committee
 - iii. Discussed if tenants could volunteer as board members and the committees

1. Need to research this option - hope to have for this so it can be included with the next Newsletter

The question was posed about how to determine the management company of property within the HOA: suggested to request this information in the next Newsletter asking homeowners to provide this to the board.

4. Discuss upcoming HOA Assessment Invoices
 - a. There are still approximately 155 unpaid invoices
 - b. The 18%APR will be reflected on the overdue \$50 invoices
 - c. Unpaid invoices should go out the week of November 15th

5. Discuss status of the mailbox kiosks
 - a. Need to determine the scope of work needed in the maintenance of the mailbox kiosks
 - b. Bill has volunteered to take a look at each kiosk and make a list of the work needed such as sanding, power washing, sealing, painting, etc....

6. Discuss if a fee for documents from refinance officers(SOA-Statement of Account)
 - a. Since this information is relatively easy to retrieve no fee will be charged for request of this nature

7. Recap of Banking Status
 - a. As of this meeting current balance in HOA account is \$32,903.37

8. Discuss upcoming election in March
 - a. Purchase of election software - will be approximately \$200.00
 - b. Will have an election committee and Kara has volunteered to head this
 - c. Items to include on the ballot - will have a separate special election for the items listed below
 - i. Amendment to CCR to address:
 1. Work truck definition & Parking
 2. Monetary consequences for Bylaw violations
 - a. will need to detail when and how monetary consequences will apply
 - b. How many notices for an infraction before monetary consequences are applied

- d. Move the annual members meeting from August to March so it coincides with the election of board members
 - i. Board has agreed that Annual Members Meeting will be moved to March

- 9. Neighborhood events
 - a. Holiday lights contest
 - i. Board is in agreement to have a Holiday Decoration Contest
 - ii. Agreed that one HEB gift card would be awarded in the amounts of \$75 (1st place), \$50 (2nd place) and \$25 (3rd place)
 - iii. Must be current on HOA Assessment fees to be considered
 - iv. Current board members are not eligible to compete
 - v. Tenants are eligible to participate
 - vi. Can host on Facebook
 - vii. Anticipated date for voting December 18th
 - b. Care box for donation to charity
 - i. Talked about a possible can food drive however due to COVID most places are not accepting products so will defer this to another year

- 10. Status of findings on unclaimed property funds
 - a. Have currently recovered \$473
 - b. Pending \$25 and \$225 - needing to obtain more documentation
- 11. Open Floor
 - a. No questions or comments

Meeting Adjourned at 8:33pm

Meeting Notes taken and approved by: *Kathy Gould*

Date: November 15, 2021

Meeting Notes review by: William Holland

Date: November 15, 2021