

Green Branch Ridge HOA Board Meeting Minutes

February 7, 2023

Attendees:

Board: Lindsay Cravatt, Wade Zimmer, Kevin Limmer, Joe Hegwood, Ed Barron, Justin Manning, William (Bill)Creel, Scott Gilleland, Julie Diem

Others: Darlynn Beard, Norman Angle, Tiffany York (Assoc. Services), Lauren Lloyd (Assoc. Services), Anthonette Blakeslee, Richard Blakeslee

Agenda:

- *Call Meeting to order and determine Quorum:*
 - Ed Barron called the meeting to order at 6:17 p.m., given we have a quorum, this will be an official Business Meeting
- *Review and approve Board Meeting minutes for 12/14/2022 board meeting:*
 - The minutes of 12/14/2022 were distributed earlier. Joe Hegwood requested if there were any needed changes (none were requested),
 - Motion from Lindsay Cravatt and a second from Bill Creel to approve 12/14/2022 minutes, approved by acclamation vote
- *Review and approve Election Results*
 - Ed Barron presented recent board election results (see attached)
 - 6 candidates were nominated and elected
 - Lindsey Cravatt
 - Julie Diem
 - Joe Hegwood
 - Kevin Limmer
 - Justin Manning
 - Wade Zimmer
 - Cody Waller was previously elected in a special election in 2022 to fill an empty seat and will complete his term.
 - Bill Creel made a motion to approve the election results, Scott Gilleland made a second and results passed by acclamation.
- *Election of Board Officers: President, Vice President, Secretary, Treasurer*
 - President: Joe Hegwood nominated, vote was unanimous, no opposition
 - Vice President: Cody Waller, vote was unanimous, no opposition
 - Secretary: Julie Diem, vote was unanimous, no opposition
 - Treasurer: Julie Diem, vote was unanimous, no opposition
 - Discussion and agreement with combining Secretary/Treasurer officers since Associated Services provides majority of accounting tasks. Will review again if necessary to have two separate officers.

- Signatory authority: With the newly elected board members, there will be a need to change signatory authority.
- Bill Creel made the motion and Justin Manning seconded the motion to approve Joe Hegwood and Julie Diem signatory authority for any checks needing to be signed. Vote was unanimous, no opposition.
- **Action Item: Joe Hegwood and Julie Diem to get new signatory cards.**
- *Appointment of Committee Chairs (appointed by BOD President):*
 - Appeals: No Committee approved. Appeals to go to full BOD
 - Welcoming: Darlyne Beard/Justin Manning
 - Communications: Lindsey Cravatt
 - Budget: Julie Diem
 - Nominating: To be appointed by BOD
 - Architectural Control Committee (ACC): Michelle Beard, Darlyne Beard, Ed Barron.
 - Darlyne Beard shared that the Beard's have hired a Real Estate attorney to review the Declarations.
 - Long discussion around roles/responsibility of this committee and the need for an architectural advisory committee (AAC), their roles/responsibilities, how to flow information to the ACC, etc.
 - Wade Zimmer and Joe Hegwood to begin the AAC and begin discussions regarding the role and responsibilities of the AAC and how they will interact with the AAC and bring that to the ACC and the board for approval. **Action Item**
 - Ed Barron and Norman Angle will also meet to discuss post build additions and bring their recommendations to the AAC and ACC. **Action Item**
 - Tiffany York interjected that she felt state law precluded BOD members being in any advisory role to the ACC. Any action on the Advisory Committee was tabled until that matter is resolved. **Action Item - Joe to follow up with Tiffany York.**
- By Laws Review
 - Joe Hegwood requested that everyone read and become familiar with the by-laws and submit feedback.
 - **Action Item: Board to review**
 - Discussion surrounding Legislative review of any bills that impact HOA's. Julie Diem brought up legislative change regarding fencing of front yard. Associated Services stated that they are informed by their association of any impact to HOA's.
 - Discussion regarding appeals for non-compliance issues should come to the board for review. Owners have 30 days to appeal and can be done in email. Outcome of appeal needs to be recorded in official minutes.
- *Presentation of Financial Report*
 - Joe Hegwood distributed and reviewed financial statements for January 2023
 - Tiffany (Associated Services) commented that the past due list is much better than previous years and anticipates the list will be smaller for March meeting

since the due date has just passed. She will send late letters on 2/10/23 with a notice of a 15 day payment window.

- Also discussed was a discrepancy surrounding the number of lots. Associated Services shows 124 and board shows 122. Some of the lots in question are still assigned to the developer and are listed on the AR Aging Summary. Associated Services to reconcile. Darlyne Beard commented regarding the large number of homes on Stiteler Dr. that are on the aged list and are residents receiving mail notices.
 - **Action Item: Discuss process of notification to residents, update emails. (Lindsay)**
 - **Action Item: Reconcile lot differences (Association Services)**
- *Discussion of Spring HOA Social Gathering*
 - Lindsay distributed flyer for the Spring HOA Social Gathering
 - Currently scheduled on 4/2/2023 from 3:00-5:00 p.m. in the open field where the fall gathering was previously held
 - Egg Hunt, kite flying, and other activities planned
 - Food
- *Discussion and possible action on past due annual maintenance charges*
 - See attached Financial Report Status
- *Discussion and possible action on non-compliance with restrictions*
 - See Attachment
 - Associated Services to begin sending emails along with hard copy fine notification to help with notification/response if correct emails are on file.
 - Lindsay Cravatt took an action item to send out the GB Homeowner Contact List to capture any changes/additions/updates. **Action Item completed on 2/8/2023.**
 - Board requested that additional information be sent along with compliance report. Associated Services to provide additional information to the board: Owner Name, Address, and photos of the violation beginning March 2023. **Action Item: Associated Services**
 - Kevin Limmer brought up issue regarding the 45-degree requirement on culverts. Associated Services clarified that they are not measuring. They are more concerned about the material used (concrete) and which provide structural integrity.
- *Other Business*
 - None
- Set date, time, and place of next Board Meeting
 - Joe Hegwood proposed 3/7/2023 6 p.m. as next board meeting. It was approved and will be held at CJ's in Bryan.