

Green Branch Ridge HOA Board Meeting Minutes

March 7, 2023

Agenda:

Call meeting to order:

Joe Hegwood called the meeting to order, given we have a quorum, this is an official Business Meeting.

Roll call:

Board: Lindsay Cravatt, Wade Zimmer, Kevin Limmer, Joe Hegwood, Justin Manning, Julie Diem

Others: Darlynn Beard, Norman Angle, Tiffany York (Association Services), Anthonette Blakeslee, Richard Blakeslee

Open Forum:

Mr. Richard Blakeslee made a variance request to the board. The board agreed to provide a response to Mr. Blakeslee as soon as possible.

Review and approve of Board Meeting minutes:

A change was requested to update the 2/7/2023 meeting minutes to ADD Norman Angle to the ACC per the 2/7/2023 board meeting under the agenda item, Appointment of Committee Chairs/Architectural Control Committee (ACC). With that change Wade Zimmer provided a motion to approve and Justin Manning made a 2nd and the board unanimously approved.

Treasurer's Report:

Julie stated that due to the date of this board meeting and the bank statement cycle, there is not a current bank statement to provide a treasurer report.

Presidents Report:

Joe met with Association Services (AS) and they will begin creating individual folders per address/owner.

Website revisions:

Due to conflicting messages on the HOA website, several informational documents have been removed from the site until it can be corrected. The link to our By-laws and CC&R's was also unintentionally removed. Lindsay to re-activate the By-laws and CC&R's on the website.

Gmail account:

To provide a consistent communication source for realtors, title companies, HOA members or other interested parties, the use of the HOA Gmail account will be removed as an information source on the HOA website and be replaced by Association Services as the single source. The board discussed shutting down the Gmail account altogether since Association Services membership includes four (4) emails/month. No final decision reached on keeping GMAIL account. Board to continue discussion.

Insurance Policy:

In reviewing the HOA's insurance policy recently, Joe discovered that the insured was listed as the defunct "Green Branch Preservation Association" rather than the current "Green Branch Homeowners Association". Association Services is working with our insurance provider to correct this. Association Services has not received the policy as of 3/7 meeting. If not received by 3/14/23, AS will follow up.

Communications & Social Committee:

Web Address update:

Lindsay met with Dale Nisbet, who owns the domain name "GBRHOA", to begin the process of transfer of assigning that name to our website. She has also updated resident contacts and sent them to Association Services.

Spring Social Event:

Lindsay provided an update on the Spring Social Event planned for 4/2/2023. Bunnies will be available for pictures with a donation for 4-H students. Sliders provided by C&J BBQ. Attendees are encouraged to bring finger food. Other activities include kite flying and egg hunt.

Welcoming Committee:

February Cookie Drop feedback:

Darlynne Beard provided an update that 11 cookie deliveries were made to the newest residents on Stiteler Drive and Eagle Vista and overall was a positive experience. She shared that several residents have had issues with mail delivery, and certified mail. Darlynne also provided each resident a copy of the CC&R's along with contact information for Association Services. Tiffany York with Association Services provided an update that they now have a correct list of residents and corresponding addresses.

Architectural Advisory Committee:

Work with ACC on documenting Restriction Policies:

Wade Zimmer presented a first draft for several proposed policies. A discussion of some of the policies ensued. Wade encouraged any additional input so that policies could be finalized for the next board meeting. See attached DRAFT policies:

- *Mailboxes:* Any new homes built are required to use USPS community mailboxes. **Action Item: Board to vote on policy at April Board meeting.**
- *Masonry:* policy to emphasize the CC&R's of 65% masonry requirement. This policy will clarify that the 65% does not include hardiplank. **See attached draft minutes from 3/9/2023 regarding email board vote on this issue.**
- *Driveway/Culverts:* Draft to be discussed at a later meeting.
- *Roofing:* policy to include the definition of wood, 3-tab shingles, and single sheet metal. Policy to be presented at a later meeting for approval.
- *Fencing:* Draft to be discussed at a later meeting.
- *Landscaping:* Board agreed to a second read and provide feedback to Wade prior to 4/13/23 board meeting. **Action Item**

- *Outbuildings:* Draft policy to be discussed at a later meeting.

Architectural Control Committee:

- 2023 vote on ACC members: ACC consists of Darlynn Beard, Michelle Beard, Norman Angle, Ed Barron, and Tiffany York.
- ACC Communications Routing: Tiffany York (AS) stated that the correct process is as follows:
 1. Homeowner/Builder submits requests through email, in person to AS office or a provided drop box.
 2. AS emails ACC/Resident of receipt.
 3. Once ACC has reviewed the submission, a decision is sent to the homeowner/builder by email with a summary.AS setting up a drop box at their office for convenience.

Develop standardized ACC request form: AS provided a draft to the board. **Action Item for board/ACC to review and provide feedback.**

- Mailbox key status: **Action Item:** Darlynn will visit USPS Bryan regarding status, and process at April board meeting.
- Status of common areas within neighborhood: Darlynn updated that the intent of the developer is to turn over the common areas to the HOA to maintain.
- Contact two homes under construction without approval: Tiffany updated that one is "Approved" and the second home was sent a letter on 2/13.

Closed Executive Session: HOA Board went into Closed Executive Session

Open Session:

Votes from Closed Executive Session:

It was unanimously decided for the Board President to seek legal advice about certain items in the CC&R's and other HOA issues.

Also was unanimously decided to provide email notification on noncompliance items to homeowners due to excessive complaints of non-receipt, and delivery to the incorrect address.

Other Business:

None

Action Item Review (previous BOD meeting):

- Board President and Treasurer complete new bank signatory cards: **COMPLETE**
- Wade Zimmer and Joe Hegwood to begin the discussions regarding the R/R's of the AAC and how they will interact with the ACC and board. **CLOSED.** Wade to submit policy documents to the board for review and ultimate filing with Brazos County.
- Ed Barron and Norman Angle to discuss post build additions and bring recommendations to the ACC: **CLOSED.** This will be rolled into policy documentation discussions.

- Reminder for board members to review the CC&R's
- Discuss process of notification to residents, update emails (Lindsay): **COMPLETE**
- Reconcile lot differences to the HOA files (Association Services): **COMPLETE**
- Board requested that additional information on noncompliance be included (Name, address, photos of violation) beginning March 2023 (Association Services): **OPEN**
- Julie Diem has prior minute documentation and is reviewing/organizing. Will report back when complete.

Set date, time, and place next Board Meeting:

4/13/2023, 6 p.m., C&J's meeting room, Bryan, TX

Attachments:

- Draft Policies:
 1. Mailboxes
 2. Masonry
 3. Driveway/Culverts
 4. Roofing
 5. Fencing
 6. Landscaping
 7. Outbuildings
- Minutes regarding outcome of Email BOD vote on 65% masonry