

Green Branch Ridge HOA Board Meeting Minutes

8976 Green Branch Loop

Bryan, TX 77808

6:30 p.m.

April 19, 2023

Attendees:

Joe Hegwood, HOA President

Darlynn Beard (ACC)

Cody Waller, HOA Vice President

Wade Zimmer (ACC)

Julie Diem, HOA Secretary/Treasurer

Dale Nesbitt, Homeowner

Lindsey Cravatt, HOA Social Committee

Justin Manning, HOA Board Member

Kevin Limmer, HOA Board Member

Agenda:

Call Meeting to Order:

Joe Hegwood called the meeting to order at 6:30 p.m., and given there was a quorum present, this is an official Business Meeting. This meeting is to replace the April 13, 2023 meeting that was cancelled, due to not having a quorum present.

Open Forum:

No open forum speakers.

Review and approve Board Meeting Minutes:

Joe Hegwood, HOA President asked for approval of the following minutes: March 7, 2023, March 9, 2023 and April 5, 2023. Cody Waller made a motion and Justin Manning seconded that the minutes from March 7, 2023, March 9, 2023 and April 5, 2023 be approved. The vote was unanimous for approval.

Presentation of Officers & Committee Reports:

- Treasurer's Report: Joe distributed copies of the P&L and the Balance Sheet as of March 31, 2023. There was discussion surrounding some of the line item details. **Action Item:** Julie Diem to schedule meeting with Tiffany York, Association Services to go through financials in more detail.
- President's Report:

- Open BOD position with Wade Zimmer vacating his seat. Motion presented by Cody Waller to vote Dale Nesbitt to fill open board position. Lindsey Cravatt made a second and vote was unanimous to add Mr. Nesbitt to the board.
- Summary of March masonry restriction actions: Policy was filed with Brazos County on 3/8 to clarify masonry is defined as brick and stone.
- HOA Insurance policy has been updated to reflect the new board members.
- Resident missing email contact information: Joe distributed a list of 40 home owners that we do not have email contact information on file. The board took names of neighbors, friends to reach out and get current and updated information. Our goal is to send occasional emails to let residents know what is going on with the neighborhood and communicate items that the board is working on and save postage costs. Joe to send the Spring 2023 HOA update on 4/22/2023.
- Joe reported that based on feedback from Tiffany York, Association Services, the GBR HOA annual IRS filing was completed before the due date.
- Communications and Social Committee Report:
 - Web address update: New website is operational at: www.gbrhoa.com
 - Spring Social Event: Lindsey updated that the event was well attended, we received great feedback and will be planning a fall and spring event annually.
- Architectural Advisory Committee (ACC):
 - Discussion and possible action to approve board restriction policies:
 - **Action Item:** Wade will be submitting/resubmitting more policies for board review before the next scheduled board meeting.
- Architectural Control Committee (ACC):
 - ACC activity report to BOD: Wade Zimmer updated the board that he had received 3 requests since the last meeting.
 - One request was for a new build and was denied due to the 65% masonry requirement.
 - Two requests were fencing installations that were approved.
 - Develop standardized ACC request form: Action Item still open.
 - Mail box keys status: Darlynn Beard updated that all keys are accounted for. **Action Item:** Julie and Darlynn to meet to document the process for new residents to obtain mailbox keys.
 - Status of common area: Darlynn updated the board that Michelle Beard has been meeting with engineers and attorneys over the common areas for future turnover to the HOA.
 - Committee membership changes: Wade Zimmer is now a part of the ACC.
- Closed Executive Session:
 - No decisions were made from the closed session.
- Other business:
 - Road damage caused by building contractors: Darlynn updated the board that the repairs have been made by the builder and this **action item is complete.**
- Action Item Review
 - Board members to reach out to the 40 residents that do not have emails on file.

- Future Agenda item to discuss items to be established and complete before the current HOA boards term ends on 12/31/2025.
- Joe Hegwood to send verbiage to Justin Manning for flyers to be distributed regarding emails and contact information.
- Wade Zimmer to draft a policy on GBR common areas.
- Julie to meet with Darlynnne to document new home USPS mail key process
- Wade Zimmer to draft a Builder Agreement document for board review
- Julie Diem to meet with Tiffany York to go through financials/AR Aging in more detail.
- Joe to send out Spring HOA update to HOA members.
- Previous Action Items still open:
 - Second vote on landscaping policy
 - Develop standardized ACC request form: Action Item still open.
 - Process of obtaining mailbox keys for new residents
 - Additional information on noncompliance to be included in report by Association Services beginning March 2023
- Adjournment
 - Meeting adjourned at 8:30 p.m.