

# Green Branch Ridge HOA Board Meeting Minutes

2112 W Briargate Dr

Bryan, TX 77803

6:00 p.m.

June 13, 2023

## **Attendees:**

Joe Hegwood, HOA President

Cody Waller, HOA Vice President

Julie Diem, HOA Secretary/Treasurer

Lindsay Cravatt, HOA Social Committee

Justin Manning, HOA Board Member

Kevin Limmer, HOA Board Member

Wade Zimmer (ACC)

Darlynne Beard (ACC)

Tiffany York (AS)

## **Agenda:**

### **Call Meeting to Order:**

Joe Hegwood called the meeting to order at 6:04 p.m., and given there was a quorum present, this would be an official Business Meeting.

### **Open Forum:**

None

### **Review and approve Board Meeting Minutes:**

Minutes from the May 17, 2023, HOA board meeting was presented and reviewed. Justin Manning, HOA Board Member made a motion and Kevin Limmer, HOA Board Member made a second to approve the minutes from May 17, 2023. The vote to approve the minutes was unanimous.

### **Presentation of Officers & Committee Reports:**

- **Treasurer's Report**

- The Balance Sheet and P&L (Cash Basis) for May 2023 was presented. Total assets as of 5/31/2023 were \$46,268.14, Liabilities were \$605.38 for a Total Liabilities & Equity of \$46,268.14.

- President's Report
  - Missing email contacts project is still in progress. **Action Item: Darlyne to send email information to Lindsay Cravatt to update and will forward it to Association Services, Cody Waller, and Justin Manning by 7/1/2023.**
  - Next HOA Communication
    - Next Communication is planned for June or July. Topics to include is transition of Management Company to Beale Properties effective 8/1/2023.
  - Discussion and possible action on Management Company Transition
    - Beale Properties will be attending the July 2023 HOA Board Meeting to provide an update on the transition. The board discussed and decided to not give Beal Properties the signature authority on the bank accounts which they had requested. This may be done in the future, depending on circumstances.
  - Architectural Control Committee
    - ACC activity report : Between March 15, 2023, and June 1, 2023, the ACC received 28 requests for reviews including site plans, new homes, landscaping, solar panels, garage additions and pools. 27 of those requests are closed with one still pending.
    - We will be welcoming new neighbors at 7933 Greensboro, 7712 Eagle Vista, and 6440 Juliette Trail in the near future.
    - ACC drafted policies for review: Under discussion was the landscape policy. **Action Item: Julie to send link regarding appropriate plants for Brazos County to include as a reference to homeowners. Wade will make recommendations to policy and send them out to board via email for review and approval.**

#### **Closed Executive Session:**

The HOA board went into closed executive session.

*\*Per Section 209.0051.(c): ....closed executive session to consider actions involving personnel, pending, or threatened litigation, contract negotiations, enforcement actions, confidential communications with the property owners' association's attorney, matters involving the invasion of privacy of individual owners, ....*

#### **Summary of actions resulting from Executive Session:**

- Reviewed A/R aging Report in detail. Tiffany committed to providing additional details on several past due accounts to the Board. A Board Committee will attempt to make one last contact with delinquent homeowners before they are forwarded to an attorney for collections and incur attorney fees.
- Joe Hegwood, HOA President made a motion, and Lindsay Cravatt seconded the motion, and the board unanimously approved the motion granting temporary variances for culvert cap treatments that are not in compliance with written standards (such as rock) and that the BOD is convinced were verbally approved by the developer at an earlier time. Such variances shall be made in compliance with the next change of ownership of the property. Such a requirement shall be filed with the county to ensure future compliance.

#### **Other Business:**

- Brazos County has repaired and sealed the roads in Green Branch Ridge for Phases 1-5, which are under county maintenance. The BOD discussed issues with the logistics of the maintenance process.
- Joe Hegwood conveyed a communication from Michelle Beard which updated the board that the Beard family is continuing to work with road contractors and attorneys to get the remainder of the on roads accepted by the county.
- The board discussed adding clarifying language to the landscaping policy to specifically address maintenance of vacant lots. The board discussed a difference between maintenance of buildable space vs. non-buildable areas such as creeks, etc.

**Action Item Review:**

- **Action Item:** Darlynnne to send email information to Lindsay Cravatt to update and will forward it to Association Services, Cody Waller, and Justin Manning by 7/1/2023.
- **Action Item:** Julie to send link regarding recommended plants for Brazos County to include as a reference to homeowners. Wade will make recommendations to policy and send them out to board via email for review and approval.
- **Action Item:** Joe will work with Beal Properties to develop a communication to go out to HOA members by the end of June concerning the change in management company.

**Set date, time, and place for next Board Meeting**

Next HOA Board Meeting is scheduled for Wednesday July 12, 2023, at 6:00 PM at C&J BBQ at 2112 W Briargate Dr, Bryan, Tx

**Meeting Adjourned:**

Julie Diem made a motion to adjourn the meeting. Cody Waller seconded the motion. All voted in favor of the adjournment. The meeting was adjourned at 7:25 p.m.