

Green Branch Ridge HOA Board Meeting Minutes

Beal Properties

3363 E University #215

Bryan, Tx

6:00 p.m.

September 20, 2023

Attendees:

Joe Hegwood, HOA President

Cody Waller, HOA Vice President

Julie Diem, HOA Secretary/Treasurer

Lindsay Cravatt, HOA Social Committee

Kevin Limmer, HOA Board Member

Justin Manning, HOA Board Member

Dale Nesbitt, HOA Board Member

Toni Myers, Beal Properties

Wade Zimmer, ACC

Darlynne Beard, ACC

Ed Barron, ACC

Anthonette Blakeslee, Richard Blakeslee, Homeowners

Zoom Attendee, Unknown

Agenda:

Call Meeting to Order:

Joe Hegwood called the meeting to order at 6:09 p.m., and given there was a quorum present, this would be an official Business Meeting.

Open Forum:

No open forum items/speakers

Review and approve Board Meeting Minutes including email votes:

Minutes from August 16, 2023, HOA board meeting was presented and reviewed. Cody Waller, HOA VP made a motion and Justin Manning, HOA Board Member made a second to approve the August minutes with changes to add the fencing policy was approved with suggested changes through an email vote.

The vote to approve the minutes with this change was unanimous. **Please see NOTE after email vote section.**

Email Votes: A fencing policy document was sent out to HOA Board and ACC members via email by HOA President, Joe Hegwood on 8/28/2023 for review/comment and vote to approve.

The following board members **voted to approve** the fencing policy with the change to remove references of Association Services BCS and the corresponding address on the form: Cody Waller, Julie Diem, Lindsay Cravatt, Joe Hegwood.

Board members **not voting:** Justin Manning, Kevin Limmer, Dale Nesbitt.

PLEASE NOTE: Since the fencing policy document was sent **AFTER** the August board meeting, there is **no update required to the August minutes and therefore the August minutes are approved with no changes.**

Discussion and possible action on Management Company Transition – Beal Properties

- Toni Myers with Beal Properties provided the Board with an overview of the portal, its access, and the reporting it will regularly include. She also provided the GBR

Presentation of Officers & Committee Reports:

- Management Company/Treasurer's Report
 - Beal presented the GBR HOA financials from 1/1/2023-8/31/2023.
 - Operating Income: \$13,791.07
 - Expense: \$5,769.92
 - Net Income: \$8,021.15
 - Reserve Balance: \$20,130.39

Note: Beal financials balanced with the Prosperity Bank activity and balances.

Action Item: Julie Diem to meet with Beal Properties to discuss categorizations of expenses that were transitioned from AS.

 - GBR Management Report
 - Delinquency Status: As of 9/20/2023, total outstanding amount owed to the association is \$3,134.99. Thirty accounts currently make up the total balance mainly consisting of unpaid dues from the previous management company.
 - Violation Report: No violations to present to the board.
 - GBR Violations Communication Letter
 - Approved by the HOA board and will go out via email/mail by September 22, 2023.
- President's Report
 - *Discussion of Annual meeting calendar and key dates:* Annual Meeting scheduled for 11/30/2023 at the Best Western in Bryan. Board consensus was to not have an outside speaker unless there was an immediate issue facing the HOA.
 - *Status of projects suggested by members:* Homeowners have reached out to the board and made suggestions to the HOA board regarding the expense of adding street lighting to the neighborhood and entry signage for the three entrances.

Action Item: Cody Waller and Justin Manning to obtain estimates and provide to Julie Diem by 9/30/2022.

- *Pond update:* Joe relayed to Board members that issues between landowners not related to HOA compliance, such as shared access to ponds, were not HOA business and we should not provide Board opinions to others on such matters.
- *Social Committee:* Fall Social scheduled for 11/5/2023 from 2-5 p.m. The board approved an expense of \$500 for this event.
- *Nominating Committee Report:* Kevin Limmer, Chair of the Nominating Committee updated the board that he received one phone call regarding the opportunity to serve on the board.

Action Item: Beal Properties to post candidate information on the portal.

- *Discuss and Establish Budget Committee:*

Action Item: Julie Diem and Beal Properties to meet and draft a budget to present to the board at the October meeting. Cody and Joe agreed to assist as needed.

- Architectural Control Committee
 - ACC monthly activity report to BOD

Wade Zimmer, ACC Chair, provided the ACC Activity report. There were eight (8) requests for approval. Three (3) requests were approved, two (2) denied and three (3) under review.

Beal Properties provided a demonstration of the ACC functionality on the portal. ACC meeting with Beal Properties after board meeting to discuss functionality in more detail.

Discussion of process for resolving existing undocumented variances including setbacks, etc.

The board discussed how to handle non-compliant items that have not been submitted to the ACC board or the necessary documentation is on file with the ACC for approval. Examples include: culverts, improvements since the original plans were approved, and items that are not specified in the CCR's. It was agreed that many of these issues will be identified with the neighborhood drive-thru's performed by Beal Properties.

Action Item: Julie Diem to draft communication for homeowners to discuss the importance of submitting items and encourage homeowner participation.

Discussion and possible action to Bylaws:

Beal Properties and Julie Diem had additional comments/recommendations to the GBR HOA bylaws.

Action Item: Julie Diem to meet with Beal Properties to compile recommended bylaw changes and present to the HOA board at the October meeting.

Closed Executive Session:

The HOA board went into closed executive session.

Summary of actions resulting from Executive Session:

Action Item: Beal Properties to reach out to builder regarding ACC request.

Other Business:

- None

Action Item Review:

COMPLETED ACTION ITEMS:

- **Action Item:** Beal properties to provide business cards to Darlynn Beard to include in new owner welcome baskets. **COMPLETE**
- **Action Item:** Julie Diem to follow up with Association Services regarding financials and fine letters sent for July. **COMPLETE**
- **Action Item:** Beal to set up ACC Committee in Appfolio **COMPLETE**
- **Action Item:** Julie Diem to provide room deposit check to Joe Hegwood to reserve the room. **COMPLETE**
- **Action Item:** Wade Zimmer to send the board the draft fencing policy for review/finalization. **COMPLETE.** Beal will also provide an example and the two will be compared. **COMPLETE**
- **Action Item:** Beal Properties to notify homeowner of decision regarding variance request. **COMPLETE**
- **Action Item:** Beal Properties to review if a HOA board member can also be a member of the ACC.
- **Action Item:** Beal Properties to send a draft communication to the HOA board for review/approval. The focus of the communication is to familiarize the residents with the new management company and include reminders of our CC&R's prior to sending out violation letters to residents. **COMPLETE**
- **Action Item:** Joe Hegwood to send out a community update that announces the new annual meeting date, social date, elections announcement, and other items. **COMPLETE**
- **Action Item:** Joe Hegwood to provide a candidate information form that was used previously. **COMPLETE**
- **Action Item:** Beal Properties to send a draft communication to the HOA board for review/approval. The focus of communication is to familiarize them with the new management company and reminders of our CC&R's prior to sending out violation letters to residents. **COMPLETE**
- **Action Item:** Joe Hegwood HOA President, Cody Waller, HOA Vice President, Toni Myers, Beal Properties to schedule a meeting with Real Estate Attorney to discuss necessary updates to the CC&R's/By-Laws. **COMPLETED 9/5/2023.** Joe Hegwood and Toni Myers attended.

OPEN ACTION ITEMS:

- **Action Item:** Meet with Beal Properties after 8/1/23 transition to file GBR HOA Landscape Policy with Brazos County in a manner consistent with their methodology. While the Board has already approved the changes, allow developers to provide suggestions before filing with the county.
- **Action Item:** Beal to finalize transition with Association Services and obtain copies of previous letters sent to Owners.
- **Action Item:** Beal Properties to develop/complete a GBR website that they will maintain (and replace our site) and link our www.gbrhoa.com address to it.
- **Action Item:** GBR HOA Board to review policies regarding Texas Legislative changes to fines/liens.
- **Action Item:** Beal Properties to document neighborhood variances that have been granted previously and ensure that they have been filed with the county.

- **Action Item:** Joe Hegwood committed to adding set-back variances as a board discussion item in the future.

NEW ACTION ITEMS:

- **Action Item:** Julie Diem/HOA Secretary to make the update to the August minutes.
- **Action Item:** Cody Waller and Justin Manning to obtain lighting and signage estimates and provide to Julie Diem by 9/30/2022.
- **Action Item:** Julie Diem to meet with Beal Properties to discuss categorizations of expenses that were transitioned from AS.
- **Action Item:** Beal Properties to post candidate information form to new HOA website.
- **Action Item:** Julie Diem and Beal Properties to meet to draft a budget to present to the board at the October meeting.
- **Action Item:** Julie Diem to meet with Beal Properties to compile recommended bylaw changes and present to the HOA board at the October meeting.
- **Action Item:** Julie Diem to draft communication for homeowners regarding the importance of submitting property changes/additions and encourage participation.
- **Action Item:** Beal Properties to reach out to builder regarding ACC request.
- **Action Item:** HOA Attorney to provide a letter recommending appropriate action to resolve CC&R issues.

Set date, time, and place for next Board Meeting

Next HOA Board Meeting is scheduled on **October 18, 2023**, at Beal Properties, 3363 E University #215 Bryan, Tx from 6-8 p.m.

Meeting Adjourned:

Justin Manning made a motion to adjourn the meeting. Dale Nesbitt seconded the motion. All voted in favor of the adjournment. The meeting was adjourned at 7:59 p.m.