

Green Branch Ridge HOA Board Meeting Minutes

Beal Properties

3363 E University #215

Bryan, Tx

6:00 p.m.

October 18, 2023

Attendees:

Joe Hegwood, HOA President

Cody Waller, HOA Vice President

Julie Diem, HOA Secretary/Treasurer

Lindsay Cravatt (via ZOOM), HOA Social Committee

Kevin Limmer, HOA Board Member

Justin Manning, HOA Board Member

Dale Nisbet, HOA Board Member

Toni Myers, Beal Properties

Wade Zimmer, ACC

Bill Gilliland, GBR Homeowner

Zoom Attendees:

Brad

Mike Wier

Richard Brock

Steph's IPAD

Agenda:

Call Meeting to Order:

Joe Hegwood called the meeting to order at 6:05 p.m., and given there was a quorum present, this would be an official Business Meeting.

Open Forum:

Bill Gilliland, resident in Phase 1, addressed the board concerning the recent email communication from Beal Properties concerning drive by monitoring (i.e., planters, hoses) and felt this level of detail in monitoring was excessive and not representative of what he wanted in this neighborhood. The board

expressed their appreciation on the feedback and asked for patience/understanding as we transition to a more mature HOA with Beal properties. Joe Hegwood encourages homeowners to respond and provide feedback going forward.

Review and approve Board Meeting Minutes including email votes:

Minutes from September 20, 2023, HOA board meeting was presented and reviewed. One correction/update was requested to add Justin Manning to the attendees for the meeting. Julie Diem, made a motion and Cody Waller, made a second to approve the September minutes with changes to add Justin Manning to the attendees. The vote to approve the minutes with this change was unanimous.

Presentation of Officers, Committee and Management Reports:

- Management Company/Treasurer's Report
 - *Beal presented the GBR HOA financials from 1/1/2023-9/30/2023.*
 - Operating Income: \$14,526.39
 - Expense: \$7,719.26
 - Net Income: \$6,807.13
 - Actual Ending Cash: \$18,287.70
 - Reserve Balance: \$20,165.94
 - Note: Beal financials balanced with the Prosperity Bank activity and balances.
- Update on transition from Association Services – Beal Properties
 - *No new updates for this month. Beal has reached out to Association Services and is awaiting a call back.*
 - *GBR Management Report*
 - Delinquency Status: As of 10/18/2023, total outstanding amount owed to the association is \$2928.57. Twenty-eight 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. This activity will begin 11/1/2023.
- President's Report
 - *Discussion of Annual meeting calendar and key dates:*
 - 10/3/2023: Candidate applications posted.
 - 11/1/2023: Cutoff date to receive applications.
 - 11/15/2023: Ballots/Proxies go out electronically for election.
 - 11/30/2023: Annual Meeting at the Best Western in Bryan at 6:30 p.m.
 - Bylaws require two people to audit the vote totals.
 - Discussion surrounding voting by email.
 - **Action Item:** Toni Myers will send email to board regarding information on using Election Buddy software.
 - *Social Committee Report Update:*
 - Fall Event scheduled for 11/5/2023 starting at 2:30-5:00. The set-up for the event is at 2:00 p.m.
 - Attendees are encouraged to bring canned food items for Brazos Valley Food Bank. Pie and Ice Cream will be provided.

- Flyers to be distributed to community mailboxes.
 - **Action Item:** Cody Waller to distribute to mailboxes.
 - Drawings for Gift Cards
 - *Nominating Committee Report:*
 - No new candidates have submitted applications.
 - *Projects Committee Reports:*
 - Cody Waller and Justin Manning presented to the board their best estimates regarding lighting and neighborhood entry signs.
 - Two new entry signs and refurbishments on existing entry sign estimate: \$35,000 total.
 - 20 Intersection streetlights estimated \$163,000 for hardwire option and \$63,000 for solar.
 - **Action Item:** Joe Hegwood to provide follow up information through a neighborhood email and at the annual meeting in November.
 - *Discussion and possible action on 2024 Budget:*
 - The board reviewed the proposed 2024 Budget provided in the board packet.
 - 2024 Budget Total Operating Expenditures \$13,200.00 and Total Operating Income of \$13,200.00. Discussion around the draft budget included increasing Community Events to \$1250.00 from \$1,000 and decreasing Insurance cost to \$2300.00 from \$2400.00 and decreasing special projects to \$1875.00 leaving a Net Income of \$0.00.
 - *Architectural Control Committee*
 - ACC monthly activity report to BOD
 - Wade Zimmer, ACC Chair, provided the ACC Activity report. There were two (2) new requests for approval. During this reporting period, nine (9) requests were approved, one (1) approved with conditions and three (3) requests were denied. One (1) request has been archived.
 - Mr. Zimmer expressed how the portal they have been using has been extremely helpful to the ACC process.

Mr. Zimmer asked about the status of the fencing policy to approve/deny requests accordingly. Toni Myers stated that the policy will be filed with Brazos County tomorrow, 10/19/2023.
- Discussion and possible action to Bylaws
 - Toni Myers presented the recommended text changes to the By-Laws. Julie Diem, HOA Secretary made a motion to approve the changes and Justin Manning seconded the motion. The board approved the changes unanimously. Julie Diem, Secretary signed the new document and Toni Myers to file with the county.
- Discussion and possible action on Fencing policy
 - The HOA Board members voted via email on 8/28/2023 to approve the fencing policy. See the September minutes for more information. The developers asked to review and provide feedback on the policy before filing. Joe Hegwood sent email requesting their feedback and did not receive any feedback, so the policy is approved and will be signed along with the

landscaping policy by Joe Hegwood upon conclusion of the board meeting and Toni to file with Brazos County on 10/19/2023.

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

Julie Diem brought up concerns around setback variances that have been approved previously between the ACC, and the homeowner and surrounding homeowners' approvals. Those should be filed with the county at the expense of the homeowner in case one of the homes is resold to avoid issues at closing. Wade Zimmer shared that the ACC is working on a process for homeowners to submit the requests to avoid issues that have occurred in the past.

- **Action Item:** ACC/Beal Properties to create a process for a setback variance request. Once created, HOA board to notify homeowners of process.

Closed Executive Session:

The HOA board went into closed executive session.

Summary of actions resulting from Executive Session:

- **Action Item:** Toni Myers to send breakdown of violations to the HOA Board Members.

Other Business:

- None

Action Item Review:

COMPLETED 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. **CLOSED**
- **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. **CLOSED**
- **Action Item:** GBR HOA Board to review policies regarding Texas Legislative changes to fines/liens. **CLOSED**
- **Action Item:** Joe Hegwood committed to adding set-back variances as a board discussion item in the future. **CLOSED**
- **Action Item:** Cody Waller and Justin Manning to obtain lighting and signage estimates and provide Julie Diem by 9/30/2022. **CLOSED**
- **Action Item:** Julie Diem/HOA Secretary to make the update to the August minutes. **CLOSED**
- **Action Item:** Julie Diem to meet with Beal Properties to discuss categorizations of expenses that were transitioned from AS. **CLOSED**
- **Action Item:** Beal Properties to post candidate information form to new HOA website. **CLOSED**
- **Action Item:** Julie Diem and Beal Properties to meet to draft a budget to present to the board at the October meeting. **CLOSED**

- **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**
- **Action Item:** Julie Diem to draft communication for homeowners regarding the importance of submitting property changes/additions and encourage participation. **CLOSED**
- **Action Item:** Beal Properties to reach out to builder regarding ACC request. **CLOSED**

PREVIOUS OPEN ACTION ITEMS:

- **Action Item:** Beal to finalize transition with Association Services and obtain copies of previous letters sent to Owners.
- **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:** HOA Attorney to provide a letter recommending appropriate action to resolve CC&R issues.

NEW ACTION ITEMS:

- **Action Item:** Toni Myers will send email to board regarding information on using Election Buddy software.
- **Action Item:** Cody Waller to distribute fall social flyers.
- **Action Item:** Joe Hegwood to provide follow up information through a neighborhood email and at the annual meeting in November.
- **Action Item:** ACC/Beal Properties to create a process for a setback variance request. Once created, HOA board notifies homeowners of process.
- **Action Item:** Toni Myers to send breakdown of violations to the HOA Board Members.

Set date, time, and place for next Board Meeting

Next HOA Board Meeting is scheduled for our annual meeting **November 30, 2023**, at Best Western, 1920 Austin's Colony Parkway, Bryan, TX 6:30 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 8:21 p.m.