

## Stafford Estates Board Meeting

July 18, 2023

### BOARD ATTENDEES

Janice Murray – President

Joe Rougraff – Treasurer

Mary Hicks – CCRs

Gordon Johns – Landscaping

Bob Thomas – Social

Sushant Jain - Secretary

Shae Teagardin - Pool

### Agenda:

1. Committee reports (Pool, Landscaping, CCRs, Social, Finance)
2. Update on ownership of strip of property next to wrought iron fence next to Simmons
3. Plan for "back to school" bash
4. Review and vote on a Fees policy, including a published schedule
5. Review and vote on an increase to the Transfer Fee due upon closing of a home in Stafford Estate
6. Finance report of the various reports required monthly of the Treasurer
7. Any other business

### Minutes:

1. Pool Report:
  - a. New tables are expected on 8/14, umbrellas to be ordered on 8/1.
  - b. **Motion adopted:** Implement policy to ban smoking inside the pool gate area and pool parking area starting 10/15/23 and enforce next season. Shae to follow-up on getting signage. This policy will also be published in the upcoming newsletter.
  - c. Minor fixes are needed around the pool. Some ideas: Grass around pool equipment could be a fire hazard so maybe use weed barrier and rocks; organize community workdays in fall and spring for clean-up; use gated storage area for chairs in winter to prolong life of the chairs
2. Landscaping:
  - a. We fixed couple of valves that were leaking
  - b. Sprinklers were fixed on McKamy
  - c. Sprinkler system is not working either on Simmons. City has been shutting them off. Need to upgrade all the sprinkler controllers to new devices.
  - d. We engaged our new landscaper and we're going to redesign the landscape. Planning to plant in September and spruce up some front entryway too. We switched landscaping vendor as of July 1st. We went back to a previous landscaper at significant cost savings.

- e. Tree Shepherds to raise canopies for trees with large canopies and remove a co-dormant hackberry leaning heavily on to McKamy that could potentially risk falling. We need to remove any liability from HOA
3. CCR:
- a. Nothing to report.
4. Social:
- a. We have some save-the-dates for homeowners -
  - b. Back to school bash on 8/8/2023 from 6 to 8 PM. Kona Ice Truck will be on site from 6:30 to 7:30. Will need to put signs out, e-mail residents and post on Facebook and maybe NextDoor
  - c. Texas National Night Out is on 10/3/2023 from 6 to 9:30. We have to register with Town of Flower Mound to have police and fire presence.
  - d. Christmas breakfast with Santa tentatively scheduled for 12/9/2023 from 9 to 11.
  - e. Plan to publish newsletter, will send draft out to Board members
  - f. Looking into trying some new things such as contest for best decorated house for Halloween.
5. Treasurer:
- a. Sent out packet of information to Board with a profit and loss statement. Budget is positive with roughly \$85K in our checking account and \$50K in the CD. Aging summary shows number of homeowners who are not current with their dues. The total amount is almost exactly the same as it was a year ago, though there are more people on the list this year. Everybody was mailed a statement on July 1st. 6 homes don't have have an email address. One homeowner who hadn't paid last year had paid and is on a payment plan this year. The other person who was late is also on a payment plan and has one more payment remaining, but we need to approve continuation. **Motion passed** to extend it by one more month.
  - b. Propose to publish a set of fees that we would charge homeowners.
  - c. Under state law we need to make our records available to anybody that wants to look at them. If it's a subpoena it takes time to do it, and we incur printing costs etc. so propose \$100.00 an hour charge after the first hour.
  - d. **Motion passed** for publishing schedule of fees
  - e. We also may need to raise dues.
  - f. Resale certificate fee has not changed from \$150 since 2013. **Motion passed** to raise our resale certificate to \$275 and for an amendment to an existing resale certificate at \$75.
6. AOB:
- a. The board passed 3 policies last year including credit collection, which will be shared out.
  - b. There's also a record retention policy that we should follow
  - c. We need to review HOA's books and records quarterly, with homeowners that are not on the board. The review was done yesterday and there were no anomalies. We're good through the fourth quarter.
  - d. We need to reconcile the bank account for July.

Next meeting on Tuesday, 9/12/23, 7:00 PM to meet at 3700 Everton.

Action Items:

1. Communicate pool smoking ban policy - Shae
2. Back to school communication - Bob
3. Email addresses to be reconciled - Joe and Sushant
4. Publish schedule of fees - Joe
5. Resale certificate fee and change fee - take to county clerk - Joe and Sushant