

# Foxwood Glen HOA

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## Board Meeting Minutes

Monday March 07, 2011 7:00 PM

Parr Library - 6200 Windhaven Pkwy, Plano, TX 75093

### ❖ Opening

Michelle Janecek opened the meeting at 7:04 PM

Board Members Present: Michelle Janecek, Shelley Lowe, Rich Harbin, Lisa Stokes, Michael Thum, Pam Abdalla, Joe Richardson

### ❖ Determine Quorum

- Michelle presented quorum requirements: A number of 52 households constitutes a Quorum as required in Foxwood Glen HOA bylaws (40% of 131 Households)
- Quorum was reached for meeting with 18 households represented in Person and 60 represented by Proxy for a total of 78

### ❖ Current Business

Michelle opened forum for current/new items that need to be discussed

#### ➤ Board of Directors Overview

- Michelle introduced current board members and announced members Lisa Stokes, Shelly Lowe, and Pam Abdalla were completing their terms
- An overview of Board position roles and responsibilities was presented

#### ➤ Nominating Committee

- Rich Harbin announced current nominating committee members: Rosa Collins, Josie Richardson
- Rich announced current board ballot nominees: Pam Abdalla, Robert Hayes
- Floor was opened for new nominations: No nominations resulted from open floor
- Rich opened voting for current nominees
- Vote tally: 18(in person) 60(by proxy) total 78 Yea to 0 Ney for nominees: Pam Abdalla, Robert Hayes
- Open discussion on future nominations. Regular Board meetings are open all HOA homeowners

### ❖ General Meeting

#### A. State of the Neighborhood

Lisa Stokes presented Capital Improvements for 2010

- New Monuments

- Fluted Posts for street signs
- Items currently NOT under consideration:
  - ✓ Designer Street Lights- Cost to high, Insufficient light output, Cell tower issues
  - ✓ Foxwood Glen logo attached to street signs issues with City of Plano Approval

B. Financial Summary

Rich provided 2011 budget numbers, and 2010 budget to actual variances

Revenue:	Actual	2010 Budget	Variance	2011 Budget
Homeowner Dues	\$52,400	\$52,400	\$0	\$52,400
Interest	128	50	78	65
Other	638	1,200	-562	600
	<b>\$53,166</b>	<b>\$53,650</b>	<b>-\$484</b>	<b>\$53,065</b>
<b>Expenses:</b>				
Utilities	\$8,179	\$5,700	\$2,479	\$7,400
Landscape & Maintenance	15,630	18,196	-2,566	16,200
General & Admin.	7,731	12,210	-4,479	7,960
Social & Communication	3,669	3,300	369	3,800
Insurance	2,292	2,950	-658	2,333
<b>Total Operating Expenses:</b>	<b>\$37,501</b>	<b>\$42,356</b>	<b>-\$4,855</b>	<b>\$37,693</b>
Transfer to Reserve	\$11,294	\$11,294	\$0	\$15,372
<b>Operating Net Income (Loss)</b>	<b>\$4,371</b>	<b>\$0</b>	<b>\$4,371</b>	<b>\$0</b>

Summary

- Increase (\$1,500) in Water Utilities due to past water utilization to maintain landscape along Willow Bend and in front of monuments.
- Decrease (\$1,996) in Landscape & Maintenance attributed to new contract negotiated with Landscape Maintenance provider.
- Decrease (\$4,250) in General & Administrative mainly attributed to reduction in Legal Expenses and Annual Review expense changed to bi-annual review.
- Increase (\$500) in Social Activities planned for 2011.
- Allocation of \$15,372 into Reserve Account for future projects.
- Capital Improvement Projects Budgeted for 2011
  - Fluted Street Posts/Stop Signs - \$17,000

Open floor discussion of Water Usage: Watering of common areas expense seems high (as previously noted in Board Meetings minutes).

Rich will take two follow up action items:

- Conduct a 3 year review of water bills
- Have newly contracted landscape company “Outdoor Max” assess water usage, watering timing cycles, and check for potential leaks in sprinkler system and sprinkler valves

#### C. Property Standards

Shelly Lowe presented a Property Standards overview

- Pro-active approach to keeping neighborhood updated utilizing volunteer teams twice a year
- Exceptional home review performed once a year – April
- Property reviews performed once a year – September
- Courtesy notices sent out to homeowners to bring maintenance & repair issues to their attention
- Call for new volunteers for property review teams: The following HOA members volunteers:
  - ✓ Al Ticzon
  - ✓ Cindy Silk
  - ✓ Gail Schwartz

#### D. Architectural Control Committee (ACC)

Michael Thum presented ACC review

ACC handles “Change Requests” for any exterior changes to Foxwood Glen HOA homes

- The ACC change request may be accessed at [www.foxwoodglen.com](http://www.foxwoodglen.com)
- Examples of ACC required approved changes: Fence new or stain color changes, Paint color changes, Landscape additions or changes, Outdoor lighting additions & changes, Additions of: Sheds, Arbors, Outdoor Fireplaces, etc
- All requested changes must comply with any and all City of Plano Codes, must submitted to ACC, and approval granted in writing from ACC
- New volunteers for ACC committee:
  - ✓ Cindy Silk
  - ✓ Gail Schwartz

## E. Social

Pam Abdalla presented Social Committee overview for the 2011 Social Events Calendar

- Foxwood Glen upcoming social events:
  - ✓ Egg Hunt Saturday, April 23rd 9:30 a.m. sharp! (in cooperation with Castlemere)
  - ✓ Crawfish Boil, Saturday, May 7th 4PM – 7PM
  - ✓ TBD Fall Block Party/Movie Night
- New volunteers for Social Committee:
  - ✓ Shelly Lowe

## F. Website

Michelle presented overview of [www.foxwoodglen.com](http://www.foxwoodglen.com) website functions

- [www.foxwoodglen.com](http://www.foxwoodglen.com)
- General Announcements / Information
- Online ACC request form
- Bylaws / Covenants
- Contacts / Neighborhood Directory – Secured
- Request made for HOA members to login and update all contact information

## G. Crime Watch

Michelle requested volunteers for neighborhood Crime Watch. No home owners are currently fulfilling this function. Crime watch websites recommended for HOA members to monitor:

- [www.crimereports.com](http://www.crimereports.com) - Public can see crime data in their neighborhood by entering in an address. Currently Plano only has 2008 data but is working on inputting more data Site is user friendly and self explanatory.
- [www.offenderwatch.com](http://www.offenderwatch.com) - Provides on-line access to search sex offenders
- [www.policereports.us](http://www.policereports.us) - Provides on-line access to motor vehicle crash reports for a fee of \$5. (Copy's of police report available for insurance company requests)
- City of Plano is working on system for citizens to file their own police reports online

## H. Emergency Preparedness

Open floor discussion on damage to HOA resident's pools caused by electrical outage occurring on Feb 7.

Overwhelming majority of attendees sustained pool freeze damage notably pool heaters & pipes

## H. Block Captain Handout Annual Meeting Preparation

Michelle Janecek adjourned meeting at 8:17 PM