

# HUNTER BROOK HOMEOWNER ASSOCIATION

## ANNUAL MEETING MINUTES

November 11

# 2013

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Annual Meeting of the Board of Directors and Homeowners of the Hunter  
Brook Homeowners Association.

**A QUORUM  
BEING  
PRESENT at the  
MEETING**

**NOVEMBER 11, 2013 MEETING MINUTES  
ANNUAL MEETING OF THE BOARD OF DIRECTORS AND HOMEOWNERS  
OF THE HUNTER BROOK HOMEOWNERS ASSOCIATION**

The Annual Meeting of the Board of Directors of the Hunter Brook Homeowners Association ("HOA") was held on the 11<sup>th</sup> day of November, 2013, beginning at 7:00 PM at the Brushy Creek Municipal Utility District Community Center, 16318 Great Oaks Drive, Round Rock Texas. Notice of time, place and the agenda of the meeting, were distributed to each property owner in accordance with the C,C & R's of the Association.

**Agenda Item 1: Call to Order.**

Meeting was called to order at 7:04 PM, all Board members were present, Tim Boardman, President, and Judi Sellers, Treasurer and Secretary; the following homeowners were in attendance: Dan & Linda Hattenberger, Jerry Hickenbottom, Ted & Rita Frank, Jason Higgins and Jenny Dawes. Homeowners represented by proxy were Herb Nauert, Rhonda Hormuth, Ellen Harrelson, Gary & Joanie Price, Glen Wiedemeier and Mark Friedrich. A quorum was established at the meeting with Thirteen (13) homeowners being represented. The sign-in sheet and proxies are hereto attached and become part of the minutes record.

**Announcement.**

Tim Boardman, President, announced that a full and complete copy of the Minutes & Financial Records of the HOA were present for review by any current homeowner during the meeting.

**Agenda Item 2: Consent Agenda.**

The Board approved the Unanimous Consent of Directors in Lieu of Special Meeting of the BOD minutes, in the form presented at the meeting without changes for the April 15, 2013, Board of Directors special meeting held via teleconference. The special meeting was held to clean up the corporate records due to the resignation of Robert Symington from the BOD due to the sale of his Chatham Wood property. Judi Sellers agreed, and was then appointed the new resident agent for the HOA until such a time of her resignation from the Board. A copy of the meeting minutes were subsequently signed by the remaining board members and thereafter entered into the HOA Minutes Record Book.

**Agenda Item 3: Board of Director - Elected Officers**

No written nomination forms for the Office of Vice President were received by the Board.

Tim Boardman, President welcomed the following homeowner to the Board of Directors for the 2014 - 2015 calendars years:

1. Jerry Hickenbottom, Vice President (2 yr Term)

Contact Information:  
8603 Bryer Creek Trail  
Phone (512) 238-0062  
Email: jwhick@hotmail.com.

**Agenda Item 4: January thru October 2013 Treasury Report.**

Judi Seller, Treasurer presented the Treasury Report to attendees. Judi presented the highlights and explanations for the Actual Financials of the HOA for January thru November 1, 2013. A recap of the current Financials, showed balances in Operating Account of \$4531 and the Reserve Account of \$5,222.00. Judi further explained, major exception items and the variances from budget to actual expense. It was disclosed that no homeowners were delinquent on dues and/or assessments for FY2013. No extraordinary legal expense are expected at this time. The Board reasonably expects to end the year with an approximate ~\$3,579.00 balance in the operating fund before sweeping the surplus of \$3000.00 to the capital account.

**Agenda Item 5: Consent Agenda - 2014 Budget.**

The proposed 2014 Annual Budget was distributed. The annual dues total will be \$8,750, being \$250 per homeowner allocated to the Operating Budget. Due to the pre-payment of final 2014 assessment by certain homeowners in the prior year, which assisted in early stage funding and completion of Phase 3 & 4 of the perimeter fence project. Only twenty three (23) homeowners owing the final \$500 payment and one (1) homeowner owing a partial payment of \$100, \$11,600 is due and outstanding for 2014. The entire assessment amount will be allocated to the Reserve Account for FY2014. A copy of the current paid/owing homeowners was presented for review by the attending homeowners.

Each line item for 2014 expenses of Budget were reviewed by those in attendance. The current Reserve Account balance of \$5222.00 was explained along with the future anticipated account balance of ~\$19,890.00 after collection of the FY2014 Assessment.

A motion was made by Tim Boardman to approve the 2014 Budget of \$8,750 and seconded by Judi Sellers. Each homeowner shall be assessed \$250 for CY2014 dues. The budget was unanimously approved. The dues amount of \$250 is due and payable on or before January 31<sup>st</sup>. After such time, there shall be assessed interest penalty at a rate of 1.5% per month on any outstanding balance each month until paid, in addition to a late fee of \$20 per month until paid in accordance with the CC & R's and Bylaws of the HOA.

**Agenda Item 6: Open Discussion, Q&A.**

1. Ellen Harralson was the HOA representative on the Brushy Creek MUD, Parks and Recreation Committee this past year. Ellen will be resigning the position after the December meeting of the Parks and Recreation Committee being held on December 2, 2013. At that point the position will vacant and the Board will seek to find a replacement for the position.

2. Homeowner brought up the issue of increasing number of stray cats wandering loose in the neighborhood. The Board would request that owners of such cats, contain them from wandering the neighborhood. The Boards position if it receives such complaints, the Board's only recourse would be to call Williamson County Animal Control and have the stray animals captured/detained in accordance with their requisite policy concerning such matters. No attempt will be made to contact any effected homeowner in this situation.

No additional issues or concerns were addressed or discussed.

**Adjournment, Public Session.**

Motion to adjourn was made and seconded. The public session meeting was adjourned at 8:10 PM.

**Adjournment, Executive Session.**

No executive session was held.

\_\_\_\_\_  
**Its:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/201\_\_

**END MINUTES**

# ANNUAL MEETING OF THE BOARD OF DIRECTORS and HOMEOWNERS OF THE HUNTER BROOK HOA

| Homeowner No: | Homeowner's Sign-In Signature | Homeowner      | Street Address         | Represented by Proxy: Y / N | If by Proxy, Insert Homeowner No. |
|---------------|-------------------------------|----------------|------------------------|-----------------------------|-----------------------------------|
| 1             |                               | Wofford        | 8600 Bryer Creek Trail |                             |                                   |
| 2             |                               | Phelps         | 8602 Bryer Creek Trail |                             |                                   |
| 3             | <i>Jerry Hickenbottom</i>     | Hickenbottom*  | 8603 Bryer Creek Trail | N                           |                                   |
| 4             | <i>Lynda Hattenberger</i>     | Hattenberger   | 8605 Bryer Creek Trail | N                           |                                   |
| 5             |                               | Pergande       | 8606 Bryer Creek Trail |                             |                                   |
| 6             |                               | Browning       | 8607 Bryer Creek Trail |                             |                                   |
| 7             |                               | Gaetjens       | 8608 Bryer Creek Trail |                             |                                   |
| 8             |                               | Huang          | 8609 Bryer Creek Trail |                             |                                   |
| 9             |                               | Cordova        | 8611 Bryer Creek Trail |                             |                                   |
| 10            |                               | Rhynerson      | 8612 Bryer Creek Trail |                             |                                   |
| 11            |                               | Smith          | 8613 Bryer Creek Trail |                             |                                   |
| 12            | PROXY                         | Harralson      | 8615 Bryer Creek Trail | Y                           | To Board, Quorum Only             |
| 13            |                               | Ramirez        | 8616 Bryer Creek Trail |                             |                                   |
|               |                               |                |                        |                             |                                   |
| 14            | <i>J. Dawes</i>               | Dawes          | 15800 Chatham Wood     | N                           |                                   |
| 15            |                               | Liu            | 15801 Chatham Wood     |                             |                                   |
| 16            | <i>A Sellers</i>              | Sellers*       | 15802 Chatham Wood     | N                           |                                   |
| 17            |                               | Ramirez        | 15803 Chatham Wood     |                             |                                   |
| 18            |                               | Fugatt         | 15804 Chatham Wood     |                             |                                   |
| 19            |                               | Baudon de Mony | 15806 Chatham Wood     |                             |                                   |
| 20            | PROXY                         | Wiedeme        | 15808 Chatham Wood     | Y                           | To Board, Quorum Only             |
| 21            | <i>Amethyst Boardman</i>      | Boardman*      | 15810 Chatham Wood     | N                           |                                   |
| 22            |                               | Guidry         | 15811 Chatham Wood     |                             |                                   |
| 23            | PROXY                         | Nauert         | 15812 Chatham Wood     | Y                           | To Board                          |
| 24            |                               | Reeb           | 15814 Chatham Wood     |                             |                                   |
| 25            |                               | Higgins        | 15815 Chatham Wood     | N                           |                                   |
| 26            |                               | Sabodash       | 15816 Chatham Wood     |                             |                                   |
| 27            | <i>Frank</i>                  | Frank          | 15817 Chatham Wood     | N                           |                                   |
| 28            |                               | Pozar          | 15818 Chatham Wood     |                             |                                   |
| 29            | PROXY                         | Friedrich      | 15820 Chatham Wood     | Y                           | <i>So # 21</i>                    |
| 30            |                               | Kirkland       | 15822 Chatham Wood     |                             |                                   |
| 31            |                               | Paclik         | 15823 Chatham Wood     |                             |                                   |
| 32            | PROXY                         | Hormuth        | 15824 Chatham Wood     | Y                           | To Board, Quorum Only             |
| 33            |                               | Bailey         | 15825 Chatham Wood     |                             |                                   |
| 34            |                               | Truong         | 15826 Chatham Wood     |                             |                                   |
| 35            | PROXY                         | Price          | 15828 Chatham Wood     | Y                           | To Board, Quorum Only             |

\* Denotes HOA Board Members

# Hunter Brook HOA Annual Board Meeting

There will be an Annual Meeting<sup>1</sup> of the Board of Directors of the Hunter Brook Homeowners Association to be held on the following date and location listed below:

**When:** Monday, November 11<sup>th</sup> at 7:00PM

**Where:** Brushy Creek Community Center  
16318 Great Oaks Drive  
Round Rock, TX 78681

**Agenda:** (a) Review FY2013 Financials  
(b) Budget for Y2014  
(c) Homeowner Q & A

You should attend to provide your input. If you are unable to attend, please submit attached proxy to a board member or send the proxy with someone who can represent your views.

<sup>1</sup>Per section 5.03 Meetings; in the HOA CC&R's, "the HOA Board shall deliver to all Members not less than ten (10) nor more than fifty (50) days prior to the date fixed for the said meeting."

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## Hunter Brook HOA PROXY

Check one of the lines below to indicate your intention for this instrument:

To be used by the Board of Directors for establishment of quorum only.

OR

To be used by \_\_\_\_\_ in my stead.

This Proxy is to be voted by the proxy-holder as he/she deems appropriate as well as to establish a quorum. (The name above may be a board member or any other eligible resident.)

The proxy holder named above shall have the power of substitution and revocation and the power to use this proxy and otherwise represent the member at the membership meeting of the Hunter Brook Homeowners Association, Inc. To be held at the time and place set forth above, and at any adjournment or rescheduling thereof in the same manner described herein. The proxy holder may vote upon any matter which may properly come before the meeting. Any act the proxy holder shall take pursuant to this proxy shall have the same effect as if the member were present and so acting. Every proxy shall be revocable by the signer, and shall automatically cease upon conveyance by the Member of enabling lot (home). The undersigned hereby ratifies and confirms all that said proxy agents may lawfully do by virtue hereof.

Owner(s) Signature(s) Joanie & Gary Price

Print Name JOANIE & GARY PRICE

Property Address 15828 Chatham Wood Dr.

Date Signed: 11/11/2013

**Note:** All proxies will be reviewed at the meeting and must be approved by the Board before they may become effective.

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Owner(s) Signature(s) Rhonda Hormuth

Print Name Rhonda Hormuth

Property Address 15824 Chatham Wood Dr

Date Signed: 10/28/2013

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Owner(s) Signature(s) [Handwritten Signature]

Print Name Hersb Nuneest

Property Address 15812 Chatham Way

Date Signed: 11/3 /2013

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\_\_\_\_\_ To be used by the Board of Directors for establishment of quorum only.

OR

To be used by TIM BOARDMAN in my stead.

This Proxy is to be voted by the proxy-holder as he/she deems appropriate as well as to establish a quorum. (The name above may be a board member or any other eligible resident.)

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Owner(s) Signature(s) Mark Friedrich

Print Name MARK FRIEDRICH

Property Address 15820 CHATHAM WOOD DR.

Date Signed: 11 / 11 /2013

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Owner(s) Signature(s) Ellen Harralson

Print Name ELLEN HARRALSON

Property Address 8615 BRYER CREEK TRAIL

Date Signed: 11 / 4 / 2013

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Owner(s) Signature(s) D. L. Wiedemeier

Print Name Glen Wiedemeier

Property Address 15808 Chatham Wood Dr

Date Signed: 11/8/2013

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2013 ANNUAL MEETING NOTICE

**FINAL INSTALLMENT; FY2012 CAPITAL ASSESSMENT**

| <b>Homeowner</b> | <b>Street Address</b>  | <b>Assessment<br/>2012 Paid</b> | <b>Assessment<br/>2013 Paid</b> | <b>Assessment<br/>2014 Paid</b> |
|------------------|------------------------|---------------------------------|---------------------------------|---------------------------------|
| Wofford          | 8600 Bryer Creek Trail | X                               | X                               |                                 |
| Phelps           | 8602 Bryer Creek Trail | X                               | X                               |                                 |
| Hickenbottom     | 8603 Bryer Creek Trail | X                               | X                               | X                               |
| Hattenberger     | 8605 Bryer Creek Trail | X                               | X                               | X                               |
| Pergande         | 8606 Bryer Creek Trail | X                               | X                               |                                 |
| Browning         | 8607 Bryer Creek Trail | X                               | X                               |                                 |
| Gaetjens         | 8608 Bryer Creek Trail | X                               | X                               |                                 |
| Huang            | 8609 Bryer Creek Trail | X                               | X                               |                                 |
| Cordova          | 8611 Bryer Creek Trail | X                               | X                               |                                 |
| Rhynerson        | 8612 Bryer Creek Trail | X                               | X                               |                                 |
| Smith            | 8613 Bryer Creek Trail | X                               | X                               |                                 |
| Harralson        | 8615 Bryer Creek Trail | X                               | X                               | X                               |
| Ramirez          | 8616 Bryer Creek Trail | X                               | X                               |                                 |
|                  |                        |                                 |                                 |                                 |
| Dawes            | 15800 Chatham Wood     | X                               | X                               | X                               |
| Liu              | 15801 Chatham Wood     | X                               | X                               |                                 |
| Sellers*         | 15802 Chatham Wood     | X                               | X                               |                                 |
| Ramirez          | 15803 Chatham Wood     | X                               | X                               |                                 |
| Fugatt           | 15804 Chatham Wood     | X                               | X                               |                                 |
| Baudon de Mony   | 15806 Chatham Wood     | X                               | X                               |                                 |
| Wiedeme          | 15808 Chatham Wood     | X                               | X                               |                                 |
| Boardman*        | 15810 Chatham Wood     | X                               | X                               | X                               |
| Guidry           | 15811 Chatham Wood     | X                               | X                               |                                 |
| Nauert           | 15812 Chatham Wood     | X                               | X                               | X                               |
| Reeb             | 15814 Chatham Wood     | X                               | X                               | X                               |
| Higgins          | 15815 Chatham Wood     | X                               | X                               |                                 |
| Sabodash         | 15816 Chatham Wood     | X                               | X                               | X                               |
| Frank            | 15817 Chatham Wood     | Assad - Lein                    | X                               |                                 |
| Pozar            | 15818 Chatham Wood     | X                               | X                               | Owes \$100                      |
| Friedrich        | 15820 Chatham Wood     | X                               | X                               | X                               |
| Kirkland         | 15822 Chatham Wood     | X                               | X                               | X                               |
| Paclik           | 15823 Chatham Wood     | X                               | X                               |                                 |
| Hormuth          | 15824 Chatham Wood     | X                               | X                               | X                               |
| Bailey           | 15825 Chatham Wood     | X                               | X                               |                                 |
| Truong           | 15826 Chatham Wood     | X                               | X                               |                                 |
| Price            | 15828 Chatham Wood     | X                               | X                               |                                 |