

Notice of Hunter Brook HOA Annual Board Meeting

There will be an Annual Meeting¹ 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 9th, 2015 at 7:00PM

Where: Brushy Creek Community Center
16318 Great Oaks Drive
Round Rock, TX 78681
Board Conference Room

Agenda: (a) Review FY2015 Financials
(b) Budget for Y2016
(c) Neighborhood Entrance Beautification Discussion
(d) 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.

¹Per 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."

+++++

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) _____

Print Name _____

Property Address _____

Date Signed: ____/____/2015

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

**NOVEMBER 9, 2015 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 9th day of November, 2017, 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 7:01PM, Board members present were, Tim Boardman - President, Chris Smith, Vice-President and Ted Frank, Secretary-Treasurer; the following homeowners were in attendance; Linda Hattenberger, Van Kirkland, and Richard Hormuth Homeowners represented by proxy were Blake Dawes, Constantine Sabodash, Herb Nauert and Joanie Price. A quorum was established at the meeting with ten (10) homeowners being represented. The sign-in sheet and proxies are hereto attached and become part of the minute's record.

Announcement.

Tim Boardman, President, announced that a full and complete copy of the Minutes & Financial Records of the HOA are available on the HOA's website: www.hunterbrookhoa.com and will no longer be available for review at the meetings in hard copy format.

Agenda Item 2: Consent Agenda.

The Board *unanimously* approved the 2014 Annual Meeting of the Board of Directors minutes, in the form presented at the meeting without changes for the November 3, 2014, Board of Directors meeting. It was brought to the attention of the Board that Van Kirkland did not sign the "Sign-In Sheet" of that meeting. But he was listed in the minutes as being present, along with a seconded on the motion to approve the 2015 Budget. At the meeting, with Van acknowledging in the affirm that he was, in fact present at the prior annual meeting, he was requested to sign the Sign-In Sheet for a more accurate reflection of the attendees for that meeting. A copy of the meeting minutes was subsequently signed by Chris Smith and thereafter entered into the HOA Minutes Record Book.

Agenda Item 3: January thru September 2015 Treasury Report.

Ted Frank, Secretary - Treasurer, presented the Treasury Report to attendees in the absence of the Treasurer. Ted presented the highlights and explanations for the Actual Financials of the HOA for January thru September 30, 2015. A recap of the current Financials, balances in Operating Account of \$4,580 and the Reserve Account of \$26,913. Ted further explained, major exception items and variances from the budget to actual expense. It was disclosed that no homeowners were currently delinquent on dues for FY2015. No extraordinary expenses are expected at this time. The Board reasonably expects to end the year with an approximately \$3,630 balance in the operating fund before sweeping the surplus of \$2500 to the capital savings

account. Ted was also asked by the President to identify additional means by which the HOA could generate additional income for the funds held in the HOA Saving/Capital Account.

Agenda Item 4: Consent Agenda - 2016 Budget.

The proposed 2016 Annual Budget was distributed to the attendees. The proposed annual dues total is \$8,400, that being \$240 per homeowner (35) allocated to the Operating Budget. Each line item for 2016 expenses for the Budget were reviewed by those in attendance and all questions answered.

A motion was made by Van Kirkland to approve the 2016 Budget of \$8,400 and seconded by Richard Hormuth. The budget was *unanimously* approved. Each homeowner shall be assessed \$240 for CY2016 dues. The dues amount of \$240 is due and payable on or before January 31st. After such time, assessed interest penalty at a rate of 1.5% per month on any outstanding balance each month until paid, in addition, a late fee of \$20 per month until paid shall be assessed in accordance with the C,C & R's and Bylaws of the HOA.

Agenda Item 5: Entrance Beautification Discussion.

1. A Committee was established to explore various options to beautify the subdivision entrance. The committee will consist of the following homeowners: Van Kirkland, Linda Hattenberger and Richard Hormuth (Lighting Specialist). The committee shall seek out various vendors and design proposals for review by the Board. Once the Board has made its selections, the Board will call a subsequent meeting with all homeowners to review and discuss the options put forth, by were the homeowners will vote on which proposal is best suited for the neighborhood, or not at all. This project will *NOT* be a Board only decision. The Board is looking for homeowner's consensus to move such a project forward.

The Board presented to the homeowners present at the meeting the only drawing from the Committee, the presented drawing was from Chris Martin, Austin Green (AG) on their Proposed design for the HOA Entrance. Per AG's drawing, their proposal was \$22,758.12, which included removal of the existing landscaping, trees and stumps; old bedding, grinding of stumps and disposal; new bedding, trees, plants per his design along with sandstone gravel; irrigation re-routing and converting; all freight, delivery and applicable taxes.

The Board set a Budget of \$10,000 for the Steering Committee to seek out design proposals for the Entrance Beautification. A motion was made by Ted Frank to approve the \$10,000 Budget for the Entrance Beautification and was seconded by Chris Smith. Chris Smith, as Board representation on the Committee, Chris is to work with the Committee thru the entire process and report back to the Board with the two (2) requested proposals to include the following; removal of the existing landscaping, trees and stumps; old bedding, grinding of stumps and disposal; new bedding, trees, plants per design along with decorative gravel; irrigation re-routing and converting; all freight, delivery and applicable taxes. The budget to be inclusive of all cost to be incurred.

Once the proposals are procured they will be brought back to the Board and another meeting of the homeowners scheduled for a final vote on the proposed designs.

Agenda Item 6: Open Discussion, Q&A.

1. The Board explained to the homeowners that it was the Board’s intent, that the Capital Reserve fund never go lower than 2x the current year’s annual dues at any point, because of the favorable and viable position that such a fund puts our Association in with the mortgage lending institutions at large.
2. The Board reset the fees for Resale Certificates and Transfers to the following levels effective immediately:
 - a. Resale Certificates - \$350
 - b. Transfer Fee - \$200

These are the fees paid to the HOA when homes are sold within the Association.

3. Linda Hattenberger was the HOA representative on the Brushy Creek MUD, Parks and Recreation Committee this past year. Linda has agreed to continue her appointment as the Primary HOA Parks and Recreation representative for CY2016. Linda provided to the Board, an update of District’s current parks projects and initiatives for the past year and they are as follows:

PARKS & RECREATION COMMITTEE UPDATE 11/2015

Larger Projects in Progress 2015-2016

<u>Project Name</u>	<u>Estimated Start Date</u>	<u>Estimated Completion Date</u>
<u>Community Trail Repairs and Improvements</u>	July 2015	December 2015
<u>Pepper Rock Park Parking</u>	October 2015	February 2016
<u>Shirley McDonald Park Playscape & Shade</u>	September 2015	Completed
<u>Creekside Pool Building & Deck Improvements</u>	December 2015	May 2016
<u>Cat Hollow Park Pavilion</u>	July 2015	December 2015
<u>Park Lighting Projects</u>	November 2014	Completed

Community Trail Repairs and Improvements

Woods Ephraim Trail

In August of 2014 the Board approved an agreement for design improvements to the District’s Trails that would reduce damage caused by storm water. The first phase of this project was for the Woods Ephraim trail. The trail is planned to reopen in November 2015.

Sendero Springs Trail

As homes have been built around drainage areas, the topology changes. During rain events, segments of the trail can be damaged making it unsafe. Staff has requested a proposal to prepare designs for improvements to Sendero Springs trails for FY2016.

Pepper Rock Park Parking

After years of planning and design changes, the engineers are in the final stage of construction. One of the playscapes will have to be removed for the parking area. Staff plans to recommend replacement of the playscape in the FY2017 budget. Also, the current fence will be replaced with a fence similar in style to the fences at Racine Woods Park and the Disc Golf Course.

Shirley McDonald Playscape

Replacement of the ages 2-5 year old playscape (including the surfacing and edging) and addition of a shade cover over both playscapes was budgeted for FY2015.

Work began in August. Due to the great deal of repairs that have been involved resulting from the Memorial Day floods as well as subsequent storms in late spring/early summer, start was delayed. Some components of the ages 2-5 playscape were removed, such as the slide and bubble window and the edging of the playground foot print for possible re-use at Pepper Rock or Racine Woods Park. The shade structures have been installed.

Creekside Pool Buildings

The Parks Master Plan includes a project for improvements to the Creekside Pool buildings. The office building is to be expanded to increase space and provide a sight line to the pool. The restrooms are to be gutted and refreshed. All the plumbing and electrical will be updated. In September 2015, the Board approved an agreement for design improvements to the buildings.

Cat Hollow Pavilion

In August 2014 the Board approved an agreement to design a pavilion similar to the Sendero Springs Pavilion for Cat Hollow Park. Construction began in July, 2015. Completion is scheduled for December 2015.

Smaller Projects for 2015

There were many necessary smaller projects done in 2015. Here is a partial list:

- FOXTROT pool inflatable for Sendero Springs pool
- Mandatory shade breaks at pools for both life guards and swimmers
- Aquatics Use Survey
- Community Park seating and shade
- Creekside pool shade
- Parks lighting projects at Community park and Pepper Rock park

- Electricity to Community park/greenbelt
- Signage restricting private use of the District's sports fields
- Established rental rates for Cat Hollow pavilion
- Add storage building for sports fields

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 8:29PM.

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		Cardwell	8603 Bryer Creek Trail		
4		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	N	
12		Harralson	8615 Bryer Creek Trail		
13		Hadaegh	8616 Bryer Creek Trail		
14	PROXY	Dawes	15800 Chatham Wood	Y	To #30
15		Liu	15801 Chatham Wood		
16		Sellers	15802 Chatham Wood		
17		Ramirez	15803 Chatham Wood		
18		Fugatt	15804 Chatham Wood		
19		Baudon de Mony	15806 Chatham Wood		
20		Wiedeme	15808 Chatham Wood		
21		Boardman*	15810 Chatham Wood	N	
22		Guidry	15811 Chatham Wood		
23	PROXY	Nauert	15812 Chatham Wood	Y	To Board, Quorum Only
24		Reeb	15814 Chatham Wood		
25		Higgins	15815 Chatham Wood		
26	PROXY	Sabodash	15816 Chatham Wood	Y	To Board, Quorum Only
27		Frank*	15817 Chatham Wood	N	
28		Pozar	15818 Chatham Wood		
29		Friedrich	15820 Chatham Wood		
30		Kirkland	15822 Chatham Wood	N	
31		Pacik	15823 Chatham Wood		
32		Hormuth	15824 Chatham Wood	N	
33		Bailey	15825 Chatham Wood		
34		Truong	15826 Chatham Wood		
35	PROXY	Price	15828 Chatham Wood	Y	To Board

* Denotes HOA Board Members

Notice of Hunter Brook HOA Annual Board Meeting

There will be an Annual Meeting¹ 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 9th, 2015 at 7:00PM

Where: Brushy Creek Community Center
16318 Great Oaks Drive
Round Rock, TX 78681
Board Conference Room

RECEIVED
11/8/15

Agenda: (a) Review FY2015 Financials
(b) Budget for Y2016
(c) Neighborhood Entrance Beautification Discussion
(d) 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.

¹Per 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."

+++++

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 The Board 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 Price
Print Name JOANIE PRICE
Property Address 15020 CHATHAM WOOD DR.
Date Signed: 11/8/2015

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

Notice of Hunter Brook HOA Annual Board Meeting

There will be an Annual Meeting¹ 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 9th, 2015 at 7:00PM

RECEIVED
11/5/15

Where: Brushy Creek Community Center
16318 Great Oaks Drive
Round Rock, TX 78681
Board Conference Room

Agenda: (a) Review FY2015 Financials
(b) Budget for Y2016
(c) Neighborhood Entrance Beautification Discussion
(d) 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.

¹Per 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."

+++++

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) [Handwritten Signature]

Print Name Herbasawest

Property Address 15812 Chatham Wood

Date Signed: 11/5/2015

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

Notice of Hunter Brook HOA Annual Board Meeting

There will be an Annual Meeting¹ 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 9th, 2015 at 7:00PM

Where: Brushy Creek Community Center
16318 Great Oaks Drive
Round Rock, TX 78681
Board Conference Room

RECEIVED
10/15/15
Via Email

Agenda: (a) Review FY2015 Financials
(b) Budget for Y2016
(c) Neighborhood Entrance Beautification Discussion
(d) 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.

¹Per 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."

+++++

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.

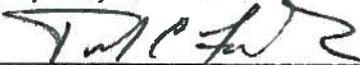
OR

To be used by Timothy Boardman in my stead.

FILE COPY

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) 

Print Name THEODORE C. FRANK

Property Address 15817 CHATHAM WOODS DR

Date Signed: 5 OCT 2015

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

Notice of Hunter Brook HOA Annual Board Meeting

There will be an Annual Meeting¹ 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 9th, 2015 at 7:00PM

Where: Brushy Creek Community Center
16318 Great Oaks Drive
Round Rock, TX 78681
Board Conference Room

RECEIVED
10/05/15

- Agenda:** (a) Review FY2015 Financials
(b) Budget for Y2016
(c) Neighborhood Entrance Beautification Discussion
(d) 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.

¹Per 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."

+++++

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) Constantine Sabodash

Print Name CONSTANTINE SABODASH

Property Address 15816 Chatham Wood Dr

Date Signed: 10/25/2015

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

Notice of Hunter Brook HOA Annual Board Meeting

There will be an Annual Meeting¹ 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 9th, 2015 at 7:00PM

Where: Brushy Creek Community Center
16318 Great Oaks Drive
Round Rock, TX 78681
Board Conference Room

RECEIVED
10/16/15

Agenda: (a) Review FY2015 Financials
(b) Budget for Y2016
(c) Neighborhood Entrance Beautification Discussion
(d) 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.

¹Per 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."

+++++

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 Van Kirkland 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) 

Print Name Blake Dawes

Property Address 15800 Chatham Wood Dr

Date Signed: 10 / 16 / 2015

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