

**HUNTER BROOK HOMEOWNER
ASSOCIATION**

**ANNUAL
MEETING
MINUTES**

November 14

2011

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

**A QUORUM
BEING
PRESENT at the
MEETING**

Hunter Brook HOA Annual Board Meeting

There will be an Annual meeting* 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 14th 7:00PM

Where: Brushy Creek Community Center

Agenda: (a) Review Y2011 Financials & Budget for Y2012
(b) Vote - Capital Assessment for Fence Replacement
(c) Homeowner Q & A

*Per section 8.04 in HOA CCR's, this is your required 30 day notice.

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.

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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) _____

Print Name _____

Property Address _____

Date Signed: ____/____/2011

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

**NOVEMBER 14, 2011 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 was held on the 14th day of November, 2011, beginning at 7:05 PM at the Brushy Creek Municipal Utility District Community Center, 16318 Great Oaks Drive, Round Rock Texas. Notice of time, place and the subject 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 7:05 PM, all Board members were present, Tim Boardman, President, Darrell Sargent, Vice President and Bob Symington, Treasurer and Secretary; the following homeowners were in attendance: Linda Hattenberger, Jerry Hickenbottom and Mark Friedrich. Homeowners represented by proxy were Blake Dawes, Herb Nauert, Richard Hormuth, Jonie Price. A quorum was established at the meeting with 10 homeowners being represented. The sign-in sheet and proxies are hereto attached and made part of the minutes record.

Agenda Item 2: Consent Agenda.

The Board unanimously approved meeting minutes, in the form presented at the meeting with changes/correction of the quorum status for the October 10, 2011 Board of Directors meeting. A copy of the Sign-In Sheet was order attached to the minutes and filed accordingly with the minutes. The October 10, 2011 meeting minutes were so executed by Robert Symington, Secretary and entered into the HOA Minutes Record Book.

Announcement.

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

Agenda Item 3: January thru September 2011 Treasury Report.

Robert Symington, Treasurer presented the report to attendees. Robert presented the highlights and explanations for the Financials of the HOA as of October 31, 2011. A recap of the current Financials, showed balances in Operating Account of \$1,237.18 and the Reserve Account of \$10,537.85. Robert further explained the major exception items and the variances from budget to actual expense. Sometime was spent explaining the legal expenses incurred during the period. The primary legal expenses were to correct the official HOA records and statutory compliance of the association. No extraordinary legal expense is expected at this time. Board expects to end the year with ~\$300.00 balance in the operating fund.

Agenda Item 4: Board of Director - Elected Officers

Tim Boardman, President presented the following officers to the Board of Directors for the 2012 - 2014 calendars years:

1. Vice President, Darrell Sargent (2 yr Term)
2. Secretary & Treasurer, Robert Symington (2 yr Term)

Each nominee was running uncontested for their requisite positions.

Agenda Item 5: Consent Agenda, VOTING: Capital Assessment for Phase 2 Perimeter Fence Replacement.

BACKGROUND FACTS: At a meeting held on October 10, 2011, Tim Boardman, President presented the finding of the Phase 2 bidding for the balance of the perimeter fence. Three (3) bids in all were received from prospective contractors. The prices ranged from \$43- 58 per running foot of fence required. The lowest bid being received from our previous contractor, ConcreTex, LLC. ConcreTex's bid was for supply of all material to construct an identical fence to the product received in Phase 1 and remove and discard the old fence sections. Making no allowance for repair or replacement of any homeowners landscape or otherwise disrupted during construction of the replacement fence. ConcreTex's bid was \$54,000.00 for the needed 1,267 feet.

A motion was made by Tim Boardman and seconded by Robert Symington, for the Board to have the homeowners vote on the following proposed motion(s):

This was an either or scenario;

1. Proposed annual assessment of \$500 for each of the next three (3) years for the completion of the perimeter fence project in FY2014. (The property owners understanding that the HOA does not currently have a fixed price/time supply contract with the lowest bidder. Nor is the lowest bidder willing to supply such a contract. Therefore, the actual price in subsequent years may be higher than those currently bid.)

OR

2. Proposed a single, onetime assessment of \$1500 per homeowner for the completion of the perimeter fence project in FY2012. (Taking full advantage of the current lowest bid.)

The proposed assessment would be due and payable no later than February 1st, 2012.

In compliance with C,C&R's Article VIII, Covenants for Maintenance Assessments, 8.05 Special Assessments for Capital Improvements.; "...a majority of all Members who are voting in person or by proxy at a meeting duly called for this purpose." and Bylaws Article III, Section 3.10. Voting.

The above listed Proposal No: (1) was approved by a majority vote of the homeowners represented at the meeting, along with those represented by proxy, absentee and electronic votes.

Votes being cast by various methods and those methods, along with their commensurate details are as follows:

1. Absentee Ballots, Two (2) Ballots were cast.
2. Electronic Ballots, Fourteen (14) Ballots were cast.
3. In Person Ballots at the Annual Meeting, Three (3) were cast.

Total number of Ballots cast for this motion, was Nineteen (19).

In accordance with Proposal No: 1 listed above, the capital assessment is therefore set at \$500 per year for each of the next 3 years. The first installment being due and payable no later than February 1, 2012, after that time there will be a interest penalty of 1.5% on any outstanding balance each month and a late fee of \$20 per month until paid.

Agenda Item 6: Consent Agenda - 2012 Budget.

The proposed 2012 Annual Budget was distributed. The annual dues will be \$9,625, being \$275 per homeowner going to the Operating Budget and \$17,500 going to the reserve account for future HOA fence replacement.

Each line item for 2012 expenses of \$9,625 was reviewed and discussed. The current Reserve Account balance was explained.

A motion was made by Darrell Sargent, Vice President and seconded by Mark Freidrich to approve the 2012 Budget of \$9,625 which is \$275 for each homeowner. It was unanimously approved. The total amount is due before January 31st. After that time there will be a penalty of 1.5% on any outstanding balance each month and a late fee of \$20 per month until paid.

Agenda Item 7: Open Discussion, Q&A.

No additional issues or concerns were addressed or discussed.

Adjournment, Public Session.

The public session meeting was adjourned at 7:50 PM.

Adjournment, Executive Session.

No executive session was held.

Its: _____

Date: ____/____/2011

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>Jeff Hickenbottom</i>	Hickenbottom	8603 Bryer Creek Trail	<i>N</i>	
4	<i>J. Hattenberger</i>	Hattenberger	8605 Bryer Creek Trail	<i>N</i>	
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	<i>[Signature]</i>	Sargent	8613 Bryer Creek Trail	<i>N</i>	
12		Devalcourt	8615 Bryer Creek Trail		
13		Ramirez	8616 Bryer Creek Trail		
14	<i>Blake Dawes</i>	Dawes	15800 Chatham Wood	<i>Y</i>	<i>TO #21 - Absent Only</i>
15		Liu	15801 Chatham Wood		
16		Sellers	15802 Chatham Wood		
17		Ramirez	15803 Chatham Wood		
18		Fugatt	15804 Chatham Wood		
19	<i>[Signature]</i>	Symington	15806 Chatham Wood	<i>N</i>	
20		Wiedeme	15808 Chatham Wood		
21	<i>Timothy A. Boardman</i>	Boardman	15810 Chatham Wood	<i>N</i>	
22		Guidry	15811 Chatham Wood		
23	<i>Blake Nauer</i>	Nauer	15812 Chatham Wood	<i>Y</i>	<i>TO #21</i>
24		Reeb	15814 Chatham Wood		
25		Higgins	15815 Chatham Wood		
26		Sabodash	15816 Chatham Wood		
27		Assad	15817 Chatham Wood		
28		Pozar	15818 Chatham Wood		
29	<i>[Signature]</i>	Friedrich	15820 Chatham Wood	<i>N</i>	
30		Kirkland	15822 Chatham Wood		
31		Pacik	15823 Chatham Wood		
32	<i>Richard Hormuth</i>	Hormuth	15824 Chatham Wood	<i>Y</i>	<i>TO #21 - Absent Only</i>
33		Geller/Bailey	15825 Chatham Wood		
34		Truong	15826 Chatham Wood		
35	<i>Fernu Price</i>	Price	15828 Chatham Wood	<i>Y</i>	<i>TO #21</i>

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(b) Vote - Capital Assessment for Fence Replacement
(c) Homeowner Q & A

*Per section 8.04 in HOA CCR's, this is your required 30 day notice.

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.

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OR

To be used by Tim Burdick in my stead.

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Owner(s) Signature(s) Herb Nawert

Print Name Herb Nawert

Property Address 15812 Chatham Wood

Date Signed: 11/14 /2011

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To be used by Jim Boardman in my stead.

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Owner(s) Signature(s) Joanie Price

Print Name Joanie Price

Property Address 15828 Chatham Wood Dr.

Date Signed: 11/13/2011

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Owner(s) Signature(s) 

Print Name Richard Hornum

Property Address 15824 Chatham Wood Dr.

Date Signed: 11/13/2011

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Owner(s) Signature(s) _____

Print Name Blake Paves

Property Address 15800 Chatham Wood dr

Date Signed: 11/14 /2011

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