

HUNTER BROOK HOMEOWNER ASSOCIATION

ANNUAL MEETING MINUTES

November 15

2012

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 15, 2012 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 15th day of November, 2012, 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 7:05 PM, all Board members were present, Tim Boardman, President, Judi Sellers, Vice President and Robert Symington, Treasurer and Secretary; the following homeowners were in attendance: Linda Hattenberger, Jerry Hickenbottom, Van Kirkland and Ellen Harrelson. Homeowners represented by proxy were Herb Nauert, Mark Friedrich 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 minutes record.

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 2: Consent Agenda.

The Board unanimously approved meeting minutes, in the form presented at the meeting without changes for the October 13, 2012 Board of Directors special meeting via tele-conference. The October 13, 2012 meeting minutes were so executed by Robert Symington, Treasurer and Secretary, subsequently entered into the HOA Minutes Record Book.

Agenda Item 3: January thru October 2012 Treasury Report.

Robert Symington, Treasurer presented the Treasury Report to attendees. Robert presented the highlights and explanations for the Financials of the HOA as of October 31, 2012. A recap of the current Financials, showed balances in Operating Account of \$3,072.35 and the Reserve Account of \$40,144.50. 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 collect delinquent dues and assessments of the association. Only one (1) homeowner is currently delinquent on the dues and assessment and a Lien has been filed against the homeowner. No extraordinary legal expense are expected at this time. The Board expects to end the year with \$340.29 balance in the operating fund after a transfer of \$2,000.00 to the Capital Account.

Agenda Item 4: Board of Director - Elected Officers

Tim Boardman, President presented the following officers to the Board of Directors for the 2013 - 2014 calendars years:

1. Tim Boardman, President (2 yr Term)

No written nomination forms for the Office of President were received by the Board. The incumbent was running unopposed for the position.

Agenda Item 5: Phase 2 Perimeter Fence Replacement - Project Update.

BACKGROUND: The Phase 2 Replacement Project was started earlier than was originally planned. Mainly due to the perimeter fence receiving substantial wind damage from the July 9 severe thunderstorm, the high winds from the storm spawned multiple downed trees and power disruptions in the neighborhood and local area. Multiple sections of the fence were downed and destroyed, affecting several homeowners. At that point, the Board decided, instead of repairing the old fence, the best solution and most efficient use of capital was to accelerate its replacement with a new concrete fence, as was previously used in Phase 1 Perimeter Fence Replacement Program.

The Phase 2 Perimeter fence replacement project was started on November 1, 2012. Sometime prior to the start date, the Board received final bids from all contractors for the proposed 1267 feet of concrete fence equal in quality and color to Phase 1. Final bids were ConcreTex, the Phase 1 contractor, \$57,015 (\$45 p/ft) and Integrated Environmental, Inc. (IEI), \$48,146 (\$38 p/ft). IEI was selected by the Board to complete Phase 2 of the Perimeter Fence Project. IEI is insured and known to the HOA Board, IEI is a current vendor, supplying lawn and sprinkler maintenance services to the HOA.

Funding the shortfall in the Capital Account for Phase 2 Fence Replacement Project, the Board went to all of the Homeowners that would be the direct recipients of the new concrete fence, and respectfully requested from them a pre-payment of the 2013 and 2014 assessment that would have been due in February of the next two years. To date nine (9) direct recipients of the new fence have pre-paid nearly all of the 2013-14 assessments, collecting \$8,900.00 in pre-pay assessments adding to the Reserve Capital Account balance. Subsequently, three (3) additional homeowners have participated in the pre-paid assessments adding \$3,000 additional funds to the Reserve Capital Account balance.

The Board has accepted an extended loan offer from homeowner, Jerry Hickenbottom. The loan will be used to fund the entire short fall balance in the Phase 2 Perimeter Fence Project until such a time that the funds are actually received from the Capital Assessment due in February 2013. The agreed terms of the Loan are as follows:

- Loan Term; due upon final collection of the 2013 Assessment that is due and payable in February 2013; and
- No pre-payment penalty; and
- Interest Rate: Six Percent (6%), paid monthly; and
- Not to exceed Nine Thousand Dollars (\$9,000.00) in total indebtedness.

Agenda Item 6: Consent Agenda - 2013 Budget.

The proposed 2013 Annual Budget was distributed. The annual dues total will be \$9,625, that being \$275 per homeowner being allocated to the Operating Budget and due to the pre-payment of assessments by homeowners only \$11,500 being allocated to the Reserve Account for FY2013.

Each line item for 2013 expenses of \$9,625 were reviewed. The current Reserve Account balance of \$40,144.50 was explained.

A motion was made by Tim Boardman and seconded by Van Kirkland to approve the 2013 Budget of \$9,625 which shall be \$275 accessed to each homeowner. It was unanimously approved. The amount of \$275 is due before January 31st. After that time there will be penalty interest at a rate of 1.5% per month on any outstanding balance each month and a late fee of \$20 per month until paid.

Agenda Item 7: Open Discussion, Q&A.

1. Discussion Rules & Regulations were discussed with homeowners that were present requested that the homeowners at-large be reminded about the following key concerns:

- Parking of vehicles on the street overnight for an extended amount of days;
 - Request Board to seek compliance from those homeowners in the cul-de-sac; and
- Trash cans left on the street for an extended period of time after trash pick-up; and
- Lawn maintenance, i.e. weeds 2' tall, yards untrimmed and edged, neglected yards (large dead spots in high visibility areas).

2. The President requested that Ellen Harralson consider becoming the HOA representative on the Brushy Creek MUD, Parks and Recreation Committee. She acknowledge that she will consider the position and notify the Board with her answer in due time.

No additional issues or concerns were addressed or discussed.

Adjournment, Public Session.

The public session meeting was adjourned at 8:30 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>J. Hickenbottom</i>	Hickenbottom	8603 Bryer Creek Trail	N	
4	<i>Andie 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	<i>Ellen Arrabona</i>	Harralson	8615 Bryer Creek Trail	N	
13		Ramirez	8616 Bryer Creek Trail		
14		Dawes	15800 Chatham Wood		
15		Liu	15801 Chatham Wood		
16	<i>Jack Sellers</i>	Sellers*	15802 Chatham Wood	N	
17		Ramirez	15803 Chatham Wood		
18		Fugatt	15804 Chatham Wood		
19	<i>Bob Ayers</i>	Symington*	15806 Chatham Wood	N	
20		Wiedeme	15808 Chatham Wood		
21	<i>Timothy A. Boardman</i>	Boardman*	15810 Chatham Wood	N	
22		Guidry	15811 Chatham Wood		
23	PROXY ✓	Nauert	15812 Chatham Wood	Y	To #21
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	PROXY ✓	Friedrich	15820 Chatham Wood	Y	To #21
30	<i>Van Kirkland</i>	Kirkland	15822 Chatham Wood	N	
31		Pacik	15823 Chatham Wood		
32		Hormuth	15824 Chatham Wood		
33		Bailey	15825 Chatham Wood		
34		Truong	15826 Chatham Wood		
35	PROXY ✓	Price	15828 Chatham Wood	Y	To #21

* Denotes HOA Board Members

Hunter Brook HOA Annual Board Meeting

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When: Thursday, November 15th 7:00PM

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

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(b) Budget for Y2013
(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.

¹Per section 8.04 in HOA CCR's, this is your required 30 day notice.

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OR

To be used by Jim Boardman in my stead.

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Owner(s) Signature(s) Joanne Price

Print Name Joanne Price

Property Address 15828 Chatham Wood Dr.

Date Signed: 11/14/2012

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Owner(s) Signature(s) Mark W. Friedrich

Print Name MARK W. FRIEDRICH

Property Address 15820 CHATHAM WOOD DR.

Date Signed: 11/11 /2012

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Owner(s) Signature(s) Herb Navert

Print Name Herb Navert

Property Address 15812 Chatham Wood

Date Signed: 10/15 /2012

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