

CHISHOLM TRAIL ESTATES HOA BOARD AND GENERAL MEETING MINUTES

Date: October 23, 2017

Time: 7:00 PM

Location: 1901 Norwood Dr., Hurst, TX 76054

Board Members Present: Bill McClure, Brad Cunningham, Nancy Aspaas, Wayne Roberts, Bill Fleming

Others in Attendance: GloboLink Representative-Cyndi White, Homeowner-Terry Frediking

Call to order was made at 7:00 PM.

A discussion was held to select board positions for each member. By discussion it was agreed that the following board members would hold these positions for the upcoming year of service.

President: Bill McClure

Vice President: Brad Cunningham

Secretary: Nancy Aspaas

Treasurer: Wayne Roberts

ACC Chair: Bill Fleming

President Bill McClure presented minutes from the 10/3 annual HOA meeting. The minutes were reviewed; a motion to accept was made by Brad Cunningham and seconded by Wayne Roberts. Minutes Approved.

The Financial report was presented by Cyndi White. The member dues that have been currently collected were reviewed and it was noted that no homeowner is officially late with dues payment until the end of October. GloboLink sends reminders and collects late payments when necessary.

Brad Cunningham has some questions for Cyndi and the board about specific budget items. He wanted to know who is responsible for determining the watering schedule and maintaining the efficiency of the common area sprinkler systems. It was noted that the HOA pays roughly \$10,704 annually for landscaping services to Pristine Landscaping. This fee includes the twice annual seasonal color changes of plantings, mowing, edging, clean-up, fertilizing, over seeding, trimming of bushes and general maintenance. Brad wanted to determine if this seasonal commitment and fee is required. He asked when the last time this job was bid out to other service providers and there was no definite answer to the question at this time. As a follow up to the discussion from the annual meeting regarding the condition of the pear trees on Cannon Drive it was discussed that our contract with Pristine does not include regular tree trimming and maintenance.

At 7:36 we transitioned from a closed Board meeting to a general session and continued the discussion about the trees on Cannon Drive.

At this time, the Board is waiting to hear from the city of Hurst about what the HOA will be required to do with regard to replacing and/or maintaining the pear trees in the event that we lose more than the two that have already been removed. The Board will proceed with making a plan after we hear the requirements from the city. We are currently waiting on a confirmation letter with a statement about who is responsible for the trees and how we will be required to proceed. The Board will table this issue until we have all the information. Bill McClure summarized a plan for moving forward that includes possibly replacing the trees but nothing was determined at this time.

Brad Cunningham made a motion to bid out the landscaping job to determine if we are getting the best price for the services we require annually and seasonally. Bill Fleming seconded this motion.

A discussion was lead by Cyndi White regarding the cost of putting up holiday lights and decorations on the entryway monuments. We are currently paying Pristine Landscaping \$500 annually to put up the decorations and lights and remove them in January. All of the décor owned by the HOA is currently being stored in the garage of Homeowner-Brandi Dill on Lookout Drive. Nancy Aspaas remarked that this storage situation was unacceptable moving forward due to the fact that it requires a significant commitment on the part of the homeowner and the HOA is not compensating them for this service. There was a discussion about possibly bidding out the job to a holiday décor company and Cyndi White stated that she would connect with some of the companies used by her other neighborhood HOA clients. She also stated, that at this late date, making a change for this year might not be possible. It was determined that we would move ahead with the current system of having Pristine decorate with what the HOA currently owns for the holiday season of 2017 and we would evaluate for next year after the decorations come down in January. We will not plan to store things in a homeowner's garage moving forward. Options for storage rental, hiring a private company or moving to fewer decorations were all discussed but no action plan was made at this time.

Brad Cunningham asked for clarification on the fees collected when a home changes owners. Cyndi White provided the following information; Transfer fees of \$395 are collected, \$195 goes to the HOA and \$200 goes to GloboLink. GloboLink prepares and provides all of the required paperwork and documentation for the transfer of ownership.

A brief discussion was held regarding the entryway cameras. Bill McClure volunteered to be in charge of regular check-ups to the cameras including battery changes, and downloading the SD cards. It was reviewed for the benefit of all in attendance that the SOP for a homeowners having access to any footage to assist with any crime follow-up should be as follows: Homeowner files police report, homeowner contacts GloboLink, GloboLink contact Bill McClure to get footage from dates in question. Additional signs stating that the neighborhood is under surveillance will be going up. Bill McClure will check in with homeowner Rick Snyder to determine which homeowners have already

been asked for permission to place a sign on their private property. Bill McClure will follow up with homeowners on Farrington Drive and Chisolm Drive.

Bill McClure stated that there was no addition new business to discuss.

Bill McClure led a discussion regarding the calendar of meetings for the upcoming year. It was determined that we will continue with quarterly meetings with the next one occurring on January 8, 2018. The executive session will be at 6:30 PM and the general session will begin at 7:30 PM at the location on Norwood Drive.

Motion to adjourn was made by Brad Cunningham at 8:37 PM and seconded by Bill McClure.

Minutes prepared by Nancy Aspaas 10/30/17