

Draft – Not Yet Approved

Rosebrook Homeowners Association Annual Meeting  
Meeting Notes  
Saturday, May 11, 2013

Meeting Chair: Yvonne Wright  
Meeting Scribe: Yvonne Wright  
Board Members Present: Brent Conaway

Location: Rosebrook Playground, Whitehouse, Texas 75791

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- ❖ Meeting called to order at 10:06 pm by Yvonne Wright
  - Quorum is established with 25 members present
  
- ❖ First order of business, Approve Last Meeting Minutes
  - Review copy of meeting notes dated March 19, 2013
  - Motion to approve minutes made by Ann Baron, 408 Rosebrook
    - Seconded by Steve Symbalisy, 407 Rosebrook
      - Put to Vote
      - All approved
      - None opposed
      - Motion Carries
  
- ❖ Second order of business, Review and approve Landscape contract
  - 3 estimates were presented in addition to the Envirocare bid
    - The lowest estimate is from a vendor without a proven track record, the other 2 were much higher than Envirocare
  - Motion to approve the Envirocare contract was made by Bill Barron, 408 Rosebrook
    - Seconded by Sarah Kaiser, 211 Pinewood
    - Put to vote
    - All approved
    - None opposed
    - Motion Carries
  
- ❖ Third order of business, Review and Approve 2013 Budget
  - Review Proposed Budget
    - Budget includes known expenses with no additional allotments for maintenance or capital improvements.
    - Also includes increased fees for landscape and management
  - Motion to Approve budget with the expectation of no additional expenses made by Steve Symbalisy, 407 Rosebrook
    - Seconded by Scott McFadden, 308 Rosebrook
    - Put to vote
    - Majority approved
    - 3 opposed
    - Motion Carries

- ❖ Forth order of business, Review and Approve updates to Covenants & Restrictions
  - New Covenants presented at last meeting due to changes in State laws governing HOA's.
    - Changes and Updates are mostly legal procedures and wording, other changes include:
      - Voting status may not be rejected
      - Religious items and energy efficient upgrades may not be rejected
    - New covenants will be made available to all homeowners via the Conaway website, or by contacting Wright-Way directly.
  - Motion to approve new governing documents made by Scott McFadden, 308 Rosebrook
    - Seconded by Christopher Sigwald, 320 Rosebrook
    - Put to Vote
    - All approved
    - None opposed
    - Motion Carries
  - **ACTION: Receipt new covenants with County Clerk and update web links.**
  
- ❖ Fifth order of business, New Business
  - Neighborhood Representative
    - Crystal Beltran of 209 Rosebrook has volunteered to the neighborhood representative.
      - Communicate with other homeowners in regards to neighborhood needs and wants.
      - Communicate with Wright-Way and Conaway as the voice of the neighborhood.
      - Create a stepped plan for neighborhood improvement projects.
      - Organize community events.
  - **ACTION: Forward neighborhood roster and maintain open line of communication.**
  - Rosebrook Website
    - Tony Brown, 306 Rosebrook has volunteered to host a community website
      - [www.rosebrookhoa.com](http://www.rosebrookhoa.com)
      - Also agreed to aide in posting notices and communicating with the neighborhood with Crystal Beltran
  - Changing the due date for annual assessments.
    - Scott McFadden, 308 Rosebrook requested that a change in the DCR's of the due date of assessments from January 31<sup>st</sup> to March 31<sup>st</sup>. This will give families more time to make the payment after the holidays. Change to be effective January 1, 2014.
    - Wright-Way will set up meeting notices and hold a proxy vote to reduce the expenses of such meeting.
  - **ACTION: Hold Special Assessment Proxy Vote**
  - Crystal Beltran, 209 Rosebrook, stated that a tree from a vacant lot has fallen
    - Brent Conaway will investigate and remove
  - Tiffany McFadden, 308 Rosebrook, stated that the developers landscape crew broke a water line
    - Mr. Conaway inspected after the meeting and did not find any leaks.
    - If a break is found and is determined to have been caused by the landscapers, Conaway will take responsibility for the repairs.
  - Neighborhood Clean Up
    - Tiffany McFadden, 308 Rosebrook, volunteered to organize a community landscape clean up
    - Brent Conaway agreed to bring a trailer to haul off the common area landscape debris from a designated central location.
    - Mrs. McFadden will coordinate and schedule with Mr. Conaway

- City responsible for common areas
  - Steve Symbolisty, 407 Rosebrook, indicated that at one point the city of Whitehouse was once responsible for the utilities and maintenance of the commons areas.
  - Bill Baron and Brent Conaway also recalled this to be the case.
  - It is unknown what caused this change and when.
- **ACTION: Wright-Way will investigate further and determine if the City will take back this responsibility.**
- Bids for property management
  - The 2013 budget called for an increase in the property management fee for Wright-Way.
  - Jennifer Fulton, 315 Rosebrook, will be getting bids for the management services.
  - Suggestions included Gollob Morgan Peddy, CPAs or Gregory Real Estate.
    - Management services include:
      - ◆ Maintain all Homeowner records
      - ◆ Maintain all Association records
      - ◆ Maintain homeowner roster
      - ◆ Enforce the Covenants, Restrictions, and Bylaws of the Association
      - ◆ Ensure legal compliance in all actives
      - ◆ Maintain proper Surety Bond, Liability, and Errors & Omissions insurances
      - ◆ Assess and invoice dues
      - ◆ Assess and invoice all fees and fines as needed or required
      - ◆ Follow through with collection of all balances
      - ◆ Keep current all accounts payable
      - ◆ Negotiate service contracts
      - ◆ Negotiate and facility maintenance service requests as needed
      - ◆ Host a minimum of one annual membership meeting per year
      - ◆ Ensure proper meeting notification as required by the governing documents
      - ◆ Take meeting minutes and prepare record of actions from meetings
      - ◆ Prepare all documents as required for all meetings
      - ◆ Maintain and present to the membership accurate financial records including profit and loss statement and balance sheet
      - ◆ Create and abide by a fiscal yearly budget
      - ◆ Bi-Weekly drive through inspections of the neighborhood
      - ◆ Handle all homeowner complaints, maintenance requests, and covenant violations as needed
      - ◆ Preparation of Resale Transaction Summaries and Certificates for Title Policies
      - ◆ 24/7 availability for Emergency Services
    - Cost for Wright-Way Real Estate's Management Services
      - ◆ \$360.00 flat monthly rate
      - ◆ Attendance of additional meetings (in excess of 1 per year) at \$35 per hour, per Wright-Way representative
      - ◆ Association pays the direct cost of all printing, mailing, and legal fees

❖ Meeting adjourned at 12:45 by Yvonne Wright