

**CAT MOUNTAIN HOMEOWNERS ASSOCIATION, INC**

**BOARD OF DIRECTORS MEETING**

**Date:** July 11, 2005

**Time:** 7:00p

**Location:** CMHOA Clubhouse, 6007 Mt Bonnell Rd, Austin, TX, 78731

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1. CALL TO ORDER: 7:00p. Present at the meeting were Mr. Browder, Mr. Grant, Mr. Joseph, Mr. Kline, Mr. Oppenheimer.  
  
Others attending the meeting were Mr. Adkins, Ms. Belmont, Mr. Harrison, Mr. Huth, Mr. Otto, Mr. Prestwood, Mr. Thomas, and Ms. Giacobazzi.
2. MEMBER FORUM: Mr. Oppenheimer introduced Mr. Harrison and Mr. Thomas, and asked that they be approved for the Environmental Control Committee. He also asked if members in attendance had any issues or questions that they would like the Board to consider. There were no issues or questions.
3. APPROVAL OF MINUTES: Draft minutes for review, correction, and approval.
  - a. Reviewed and corrected 6/20/05 minutes of Board of Directors Meeting. Mr. Grant moved to approve, seconded by Mr. Kline, motion passed unanimously.
4. FINANCIAL REPORT: Discussion of Association's financial activities and status.
  - a. The Manager explained that the monthly ledger was not available for review. Mr. Oppenheimer inquired about scheduling a meeting with Ms. Librach to review the QuickBooks software and get it installed on the office computer so the Association can begin to manage its own finances. Mr. Kline and Mr. Grant will advise of their schedules.
  - b. The Board discussed reinvesting the Reserve fund CD after it expires on 7/27/05. Mr. Grant moved to allow Mr. Oppenheimer to reinvest the CD at the best possible rate after 7/27/05. Mr. Browder seconded the motion and it passed unanimously.
5. MANAGER'S REPORT: Discussion of Association projects, incidents, and owner complaints.
  - a. The Manager provided a report of accounts receivable. Mr. Oppenheimer discussed the Association's existing late payment policy and his recommendations for changing the policy. Mr. Grant indicated that most owners pay once they have received a reminder. Mr. Oppenheimer suggested that the Manager inform owners who are 180 to 210 days past due that they need to pay by the 210<sup>th</sup> day or collection will be turned over to the Association's attorney. Mr. Kline asked whether those who are late should pay all or part of the amount in arrears. The Manager noted that owners can agree to a payment schedule to pay amount in arrears. Mr. Oppenheimer moved that the Manager notify owners who are 180 to 210 days past due and inform them that if payment in full is not received on 220<sup>th</sup> day then collection will be handled by the Association's attorney. Mr. Browder seconded the motion and it passed unanimously.
  - b. The Manager reported that the irrigation timer near the northern boundary of Mt. Villa Drive was repaired.

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- c. The Board discussed swimming pool use based on owner complaint and decided not to establish any additional policies for use of the pool.
  - d. The Board discussed a request to trim branches from trees in common area that are encroaching the home at 4615 Twin Valley Circle. The Manager stated that he would trim the tree branches.
  - e. The Manager discussed a request by the owner of 5846 Westslope Drive to have the owners of 5844 Westslope Drive trim vegetation to limit risk in the event of a fire. The Manager sent a letter to both owners.
  - f. The Board discussed a letter from the owner of 4501 Knap Hollow. Mr. Grant gave some history on the neighborhood watch program in the Association. Mr. Harrison indicated that the area of the Association that he lives in has implemented a neighborhood watch program successfully. Mr. Oppenheimer and Mr. Harrison both said that they would contact the owner to follow-up. Mr. Oppenheimer moved to include a "No Solicitation" sign at all entries into the Association. The motion was seconded by Mr. Browder. Mr. Browder, Mr. Joseph, Mr. Kline and Mr. Oppenheimer voted for the motion, and Mr. Grant voted against it.
  - g. The Board discussed the bids for common area cleanup by Tru-Green. Mr. Browder moved to approve the Tru-Green bid in the amount of \$1,260. Mr. Grant seconded the motion and it passed unanimously.
6. OLD BUSINESS:
- a. Playground Fencing: The Board discussed the bids for the chain link fence that will be constructed around the playground. Mr. Browder moved to approve the bid from South Austin Fence Company in the amount of \$1,920. Mr. Kline seconded the motion and it passed unanimously.
  - b. City Code/Electric Fence – 4804 Fern Hollow: Mr. Joseph summarized the new information that he obtained from the City of Austin regarding the electric fence around perimeter of 4804 Fern Hollow Lot. The City's completed its analysis and found that the fence does not violate code and that no enforcement action is necessary. The City advised the Board to ask the owner to post a sign indicating that the fence was electric. The Manager will measure to see if the fence is on the lot or in the common area and report any findings at the next meeting.
  - c. Beautification and Maintenance of Common Areas – Tru-Green Estimate and Policies of Other Associations: The Manager discussed this topic with Tru-Green and they identified areas where brush should be hauled away. The Manager will request estimates from some companies that haul brush and debris and report this information at the next meeting.
  - d. Change to CMHOA Communications Upgrade: Mr. Joseph indicated that the Association could reduce communication costs further by installing a pool emergency phone from Kings III. This phone would eliminate the need for a second phone line. Mr. Grant moved to have Mr. Joseph act on behalf of the Association to enter into an agreement with Kings III. Mr. Browder seconded the motion and it was approved unanimously.
  - e. Neighbor Complaints (see Mgr's Report) – 4605 & 4607 Lime Stone Circle: Mr. Joseph summarized the negotiations between the neighbors and announced that an agreement had been reached on the fence, which runs along the property line shared by the neighbors. As specified in email correspondence (7/11/05, 3:53p) between the two parties, the agreement includes a fence height of six feet and three, framed boat-wire panels that will be used to support climbing vegetation. The first panel (adjacent to fence/gate) will be six feet. The second panel will step down by three and

one-half inches. The third panel (closest to the street) will also step down by three and one-half inches. The top of each panel will be level and the adjustment for slope will be made at the bottom of each panel. Mr. Joseph urged the Board to approve this modification to the Warner's original landscaping plan, which was approved by the ECC on 4/17/01. Mr. Browder moved to approve the modification as specified in the email correspondence between the neighbors. Mr. Grant seconded the motion and it passed unanimously.

**7. COMMITTEE REPORTS: Status of committee activities**

- a. Environmental Control Committee: Mr. Grant moved to appoint Mr. Harrison and Mr. Thomas to the ECC. The motion was seconded by Mr. Kline and it passed unanimously. Mr. Otto stated that Mr. Briney, who currently serves on the ECC, was ill. Mr. Otto will ask Mr. Briney if he can continue in his role as an ECC member.
- b. Communications Committee: Mr. Joseph provided updates on the website, newsletter and member survey. All of these communications will be published and distributed to members by August 1<sup>st</sup>. Mr. Joseph asked the Board to review the newsletter and website before they are distributed to members. Mr. Joseph also indicated that Sara Blatt volunteered to be newsletter editor. Mr. Grant moved to approve Ms. Blatt as newsletter editor. Mr. Browder seconded the motion and it passed unanimously.
- c. Social/Activities Committee: Mr. Oppenheimer informed the Board that the Mr. and Mrs. David Jabour wanted to sponsor a wine-tasting event for Association members. The Board discussed scheduling of the event and decided to hold the event on Sunday, August 21 from 5-8p. Mr. Oppenheimer will work with the Jabours and members of the committee to coordinate the event.
- d. Welcome Committee: The committee met on June 22<sup>nd</sup> to outline the Association welcome process and discuss sponsorship of the welcome gifts. Several neighborhood businesses were identified and they will be asked to participate. The committee will meet again on July 13 to develop materials (e.g., a rate sheet) that can be used to solicit sponsorship and advertising for the newsletter and website.
- e. CCR Review Committee: Mr. Otto indicated that Mr. Lloyd and Mr. Thomas had agreed to serve on the committee. He also reported that the committee will first review and provide recommendations for revising the Association By-laws. The committee will then focus on reviewing and providing recommendations for revising the Association's Covenants, Conditions and Restrictions. Mr. Otto asked the Board to review the By-laws and provide their input. He also asked that a call for revisions be included in the Association's newsletter and on the website.

**8. NEW BUSINESS:**

- a. Association Transfer Fees: Mr. Oppenheimer asked that the transfer fees that are charged by the Association when owners buy and sell their homes be included on the Association's website.
- b. Notices of Lot Improvements: When lot improvements are proposed, Mr. Oppenheimer asked the Manager to notify neighbors who live within 200 feet of proposed improvements by certified mail return receipt requested. This policy is part of the Association's architectural guidelines and following it may reduce the number of complaints that are related to improvements.

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9. NEXT MEETING: August 1, 2005, 7:00p at the clubhouse.
10. ADJOURNMENT: Motion by Oppenheimer, seconded by Browder, motion passed unanimously. Meeting adjourned at 9:08p.

Minutes submitted by the Board of Directors' Secretary, Kurt Joseph.

THESE MINUTES HAVE BEEN APPROVED BY THE BOARD OF DIRECTORS.