

**CAT MOUNTAIN HOMEOWNERS ASSOCIATION, INC**

**BOARD OF DIRECTORS MEETING**

**Date:** August 01, 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. Grant, Mr. Joseph, Mr. Kline, Mr. Oppenheimer, and Mr. Chargualaf. Mr. Browder was absent.

Others attending the meeting were Mr. Adkins, Mr. Harrison, Mr. Hopper, Ms. Jastram, Mr. Otto, Mr. Prestwood, and Mr. Thomas.

2. MEMBER FORUM: The Board celebrated the Manager's birthday, which is on 8/02/05. No issues or questions were presented by members.
3. APPROVAL OF MINUTES: Draft minutes for review, correction, and approval.
  - a. Reviewed and corrected 7/11/05 minutes of Board of Directors Meeting. Mr. Grant moved to approve, seconded by Mr. Joseph, motion passed unanimously.
4. FINANCIAL REPORT: Discussion of Association's financial activities and status.
  - a. Reserve Fund CD: The Board discussed reinvesting the Reserve fund CD (term expired on 7/27/05). Mr. Oppenheimer indicated that Corus Bank currently offers the best rate. Mr. Joseph inquired about transferring approximately \$20K to the Reserve Fund to get the jumbo CD rate, which is 0.05% better than the rate for amounts below \$100K. Mr. Grant moved to increase the Reserve CD from \$80K to \$100K. The motion was seconded by Mr. Joseph and it passed unanimously. Mr. Oppenheimer will set up an account with Corus Bank.
  - b. Status of Bookkeeping Transition: Mr. Oppenheimer read a letter from Ms. Librach regarding problems when using QuickBooks with Apple products. The Board discussed the letter and the current Apple system, which was donated by Mr. and Mrs. Adkins. Mr. Adkins stated that the Board should do what is best based on the recommendations of Ms. Librach. Mr. Grant suggested buying a PC-based system to replace the Apple system because those using QuickBooks for the accounting conversion are more comfortable with the former. Mr. Grant moved to purchase a PC-based system for \$1,200 or less. Mr. Kline seconded the motion and it passed unanimously.
  - c. May/June Balance Sheet and Income Statement: Mr. Grant asked about the liability insurance payment and the Manager explained that the accountant needed to adjust the ledger by voiding a check. The Manager will work with the accountant to ensure that this adjustment is made. Mr. Oppenheimer asked if the HOA has asked for bids from different insurance agencies to find the best policy (i.e., price and coverage). Mr. Grant suggested that the HOA should do this well in advance of the premium due date so that the information can be examined and a good decision can be made. Mr. Oppenheimer will request bids from other insurance companies to see if the Association is getting the best policy. Mr. Grant asked about capital improvements and expenses for HOA properties; namely, the pool, other

- recreational structures, and buildings. The Manager will check with the accountant to see if any repairs to these entities can be capitalized rather than recorded as expenses.
5. **MANAGER'S REPORT:** Discussion of Association projects, incidents, and owner complaints.
    - a. The Manager reported that Strand Brothers completed a check of the A/C system and found that a circuit outside of the building had been turned off by an electrical surge during a storm. Per the Board's motion on 6/20/05, The Manager signed a maintenance agreement with Strand Brothers to check the system twice a year. Mr. Grant moved to refund clubhouse rental fee of \$25 to Mr. Mattay, who was affected by the A/C problem. The motion was seconded by Mr. Joseph and it passed unanimously.
    - b. The Board reviewed Tru-Green proposals to replace dead vegetation in Common Areas. Mr. Oppenheimer recommended that vegetation should be replaced in the Fall when the temperatures are lower and the vegetation has a better chance of surviving.
    - c. The Board reviewed several proposals for removing dead brush in the Common Area near Mountain Villa Cove and Twin Valley Circle. Mr. Kline moved to approve Armadillo Hauling, who bid to remove three loads of brush as \$420 per load. Mr. Joseph seconded the motion and it passed unanimously.
    - d. The Board discussed Mr. Allen's (5900 Westslope Drive) concern about unmowed back yard and possible fire hazard due to crowded trees between his house and the Wilson's (5902 Westslope Drive). The Board asked the Manager to continue working with both parties and ask for complaint in writing if the issues can't be resolved.
    - e. The Board discussed Ms. Rutishauser's (6101 Mountain Villa Cove) to trim trees in the Common Area behind her deck to restore some of her view. Mr. Kline noted that the Association gets an estimate from Tru-Green and then asks the owner to pay the cost of the work. Mr. Oppenheimer suggested that the Rutishauser's contractor be allowed to perform the work. Mr. Grant indicated that the contractor should have sufficient credentials (e.g., certified arborist on staff, etc). The Manager will contact the Rutishausers to obtain this information.
  6. **OLD BUSINESS:**
    - a. City Code/Electric Fence – 4804 Fern Hollow: The Manager measured the location of the electric fence and reported that it is on the lot line. The Manager will write a letter to the owners asking them to post warning signs about the electric fence near the lot line where the fence is located.
    - b. Review of Dues Collection Policy: The Board discussed the recommendations that were developed by Mr. Oppenheimer. Mr. Grant submitted a set of recommendations that satisfied two constraints that are specified within the CCR: (1) fees in arrears be charged interest at 10% per annum; and, (2) fees are not delinquent until 30 days in arrears. Mr. Joseph suggested combining the two proposals and agreed to do so before the next Board meeting. Mr. Oppenheimer stressed his thought that the Board needed to finalize a dues collection policy at the next meeting.
  7. **COMMITTEE REPORTS:** Status of committee activities
    - a. Environmental Control Committee: Mr. Harrison reported that the improvement plans for 6111 Mountain Villa Circle were approved after several discrepancies were discussed with the ECC and eliminated. The ECC also

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- approved all but the offstreet parking and bull-wire fence proposed in the improvement plan for 4808 Twin Valley Drive.
- Mr. Briney resigned from the ECC for health-related reasons. Mr. Kline moved to appoint Ms. Jastram to the ECC. The motion was seconded by Mr. Grant and it passed unanimously. With the ECC fully staffed, Mr. Grant moved to change ECC quorum from two back to three. Mr. Kline seconded the motion and it passed unanimously.
- b. Communications Committee: Mr. Joseph announced that the newsletter, website and survey would be published on 8/03/05. Color copies of the newsletter will be printed free of charge by Adkins Communications.
  - c. Social/Activities Committee: Committee members are busy planning the wine-tasting event, which is scheduled for 8/21/05 from 5-8p. Wine will be donated by David and Sylvia Jabour, and a food menu is being prepared. Mr. Browder has agreed to provide an hour of guitar music during the event.
  - d. Welcome Committee: The committee is continuing work to secure donations for welcome baskets. The committee also developed materials (e.g., a rate sheet) for use in soliciting sponsorship and advertising for the newsletter and website.
  - e. CCR Review Committee: Mr. Otto once again asked the Board to review the By-laws and provide their input. He also thanked the Board for including information about By-law revisions in the Association's newsletter, on the website, and in the member survey.
8. NEW BUSINESS:
- a. Clubhouse Sign: The Manager summarized a request from Ms. Perris (4713 Twin Valley Drive) to install lighting that would make the clubhouse sign more conspicuous. The Board asked the Manager to get estimates for the installation of lighting.
9. NEXT MEETING: September 6, 2005, 7:00p at the clubhouse.
10. ADJOURNMENT: Motion by Grant, seconded by Kline, motion passed unanimously. Meeting adjourned at 9:04p.

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

THESE MINUTES HAVE BEEN APPROVED BY THE BOARD OF DIRECTORS.