

**CAT MOUNTAIN HOMEOWNERS ASSOCIATION, INC**

**BOARD OF DIRECTORS MEETING**

**Date:** December 11, 2006

**Time:** 6:30p

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

---

---

1. CALL TO ORDER: 6:29p. Present at the meeting were Mr. Adkins, Ms. Jastram, Mr. Johnson, Mr. Joseph, Mr. Oppenheimer, and Mr. Chargualaf.  
  
Others attending the meeting were Mr. Dully, Mr. Harrison, Ms. Joyan, Mr. Sides, Mr. Tom Thomas, and Mr. Mark Thomas.
2. MEMBER FORUM: No issues or questions were presented by members.
3. APPROVAL OF MINUTES: Draft minutes for review, correction, and approval.
  - a. Reviewed 11/13/06 minutes of Board of Directors Meeting. Mr. Adkins moved to approve, seconded by Mr. Jastram, motion passed unanimously.
4. FINANCIAL REPORT: Discussion of Association's financial activities and status.
  - a. QuickBooks Update: Ms. Jastram asked what was included in Miscellaneous Income on the P/L statement. She also asked about Office Supplies charges and Building and Grounds – Materials & Supplies charges for November. Mr. Oppenheimer asked about the accuracy of the reporting period shown on the P/L statement (i.e., 12/1-12/9). He also instructed the Manager to set up a separate income/expense category for the Reserve Fund so that all reserve items would be included on the P/L statement. Mr. Oppenheimer also noted that the Payroll Tax amount for the previous month was in error. Mr. Adkins asked about reconciliation of the 2006 books. Mr. Thomas noted that Ms. Brown was not contracted to do this. The Manager stated that the Board hadn't approved final reconciliation for 2006 by Bounds et al. Mr. Johnson will call Ms. Rue of Bounds et al. and ask about this issue.
  - b. Dues Collection Services – Colonial Bank: Mr. Dully reported that the transition to the new system was going smoothly and that 2007 payments are being posted as they come in. He also discussed possible manual work for Ms. Brown if the Colonial system does not post advance payments automatically. Mr. Joseph summarized his meeting with Mr. Johnson and the Manager about the Manager's bookkeeping duties after the Colonial Bank and bookkeeping transition are completed in January. The Board briefly discussed the Manager's responsibility regarding signature of checks. Mr. Johnson and the Manager will determine how to handle this best. Also, the Manager was instructed to order new checks from a company in New Braunfels.
  - c. 2007 Budget: Mr. Johnson will provide copies of the 2007 budget for approval at the January meeting.
5. MANAGER'S REPORT: Discussion of Association projects, incidents, and owner issues.
  - a. The Manager requested the Board's advice on tennis court vandalism; specifically, how to refurbish the gate and locks. The Board discussed briefly and asked the Manager to use chain and a padlock to lock the gate rather

## APPROVED COPY

than hiring a welder to reset the gate and locks. The latter alternative was cost-prohibitive.

### 6. OLD BUSINESS:

- a. Warner Landscaping Proposal Update: Mr. Joseph reported that he and Mr. Johnson met with the affected parties and crafted a letter that included conditions for approval of the Warner's proposal. To date, the Warners and Snyders have accepted the conditions, and the ThomasClarks are reviewing it. Mr. Joseph recommended that the Board ask the Warners to sign a maintenance agreement if the work is completed. Ms. Jastram advised that she had the following concerns with the plan and approval conditions: 1) the Mountain Laurel screening could be too small to screen view of houses for passersby; 2) neighbors across both Twin Valley and Mountain Villa Drive need to approve; 3) rock wall could be affected if some trees are removed; and, 4) as it refers to Mountain Laurel screening, what is the definition of "well-established". Mr. Joseph noted that the affected parties accepted the Mountain Laurel screening as it was described in the conditions, and that no stumps would be removed from the area so the rock wall would not be disturbed. Mr. Adkins, Mr. Johnson, and Mr. Oppenheimer all indicated their support for the agreement. Mr. Dully recalled that the Board requested Mr. Joseph to negotiate an agreement with the affected parties and that the proposed agreement represented a workable solution to the issue. Mr. Johnson moved to approve the proposed agreement pending the ThomasClarke's approval. Mr. Adkins seconded the motion and it passed 4-1 with Ms. Jastram opposing.
- b. 2007 Annual Meeting Planning: Mr. Adkins reviewed the revised Annual Meeting materials and asked for additional feedback. The Board briefly discussed and Mr. Joseph moved to include the materials as CMHOA Election Policy. Mr. Johnson seconded the motion, and it passed unanimously.

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

- a. Environmental Control Committee: Mr. Harrison reported several items that the committee worked on during the past month. They approved the preliminary plan for new construction at 6110 Mountain Villa Circle. They are awaiting the final plan, which will address the drainage issue on the south side of the lot, and vegetative screening to minimize the visual impact of a large retaining wall. Mr. Harrison indicated that the owners at 5922 Lookout Mountain Drive received and signed for the letter that requested them to install lattice around the sides of their deck. Finally, Ms. Joyan and Mr. Sides provided the Board with materials and information for the improvement plan for 4509 Twin Valley Drive. Mr. Sides responded to several of the issues that were identified by the ECC. Mr. Oppenheimer noted that the ECC voted 5-0 against the improvement plan and that the Board would need to contact the Association attorney because it had received a letter from Ms. Joyan's attorney. Several Board members asked questions for clarification on some of the issues and Mr. Oppenheimer advised Ms. Joyan that he would contact her after he spoke with the Association attorney.
- b. Reserve Committee: Mr. Oppenheimer indicated that the carpet replacement and tile installation at the clubhouse would start on 12/18. Mr. Oppenheimer also asked the Board to consider purchasing new tables and chairs for the clubhouse because these items were worn and damaged. Mr. Joseph indicated the Reserve Fund annually sets aside funds for each item in the fund. The set-aside for the Furniture Lighting Occasional category was \$941

## APPROVED COPY

- for 2006. Mr. Joseph moved that \$941 be approved for purchase of tables and chairs for the clubhouse. Mr. Johnson seconded the motion and it passed unanimously. Mr. Joseph noted that the Reserve Study will need to be updated to reflect this expenditure.
- c. Communications Committee: The committee published and distributed the Fall edition of the newsletter.
  - d. Social/Activities Committee: The Holiday Party went smoothly and all who attended had a good time. The clubhouse was decorated festively, and Macaroni Grill and Twin Liquors sponsored the event. The Board thanks these sponsors and the many volunteers who helped make the party a success. Also, the Holiday Food Drive was highlighted during the party as Michael Guerra, COO of the Capital Area Food Bank, spoke to attendees and thanked them for their contributions.
  - e. Welcome Committee: No report.
8. NEW BUSINESS:
- a. President's Awards: The Board met in closed session to discuss nominations for the 2006 President's Awards. Eight nominees were approved by the Board. These awards will be distributed at the 2007 Annual Meeting.
9. NEXT MEETING: January 15, 2007, 6:30p at the clubhouse.
10. ADJOURNMENT: Motion by Mr. Johnson, seconded by Ms. Jastram, motion passed unanimously. Meeting adjourned at 8:38p.

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

THESE MINUTES HAVE BEEN APPROVED BY THE BOARD OF DIRECTORS.