

**CAT MOUNTAIN HOMEOWNERS ASSOCIATION, INC**

**BOARD OF DIRECTORS MEETING**

**Date:** January 17, 2007

**Time:** 6:30 pm

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

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1. CALL TO ORDER: 6:39 pm. Present at the meeting were Mr. Adkins, Ms. Jastram, Mr. Johnson, Mr. Joseph, Mr. Oppenheimer, and Mr. Chargualaf.  
  
Others attending the meeting were Mr. and Ms. Lockhart, Mr. Ma, Mr. Sides, Mr. Tom Thomas, Ms. Brenda Warner, and Mr. Clark Watts.
2. MEMBER FORUM: No issues or questions were presented by members.
3. APPROVAL OF MINUTES: Draft minutes for review, correction, and approval.
  - a. Reviewed 12/11/06 minutes of Board of Directors Meeting. Mr. Johnson moved to approve, seconded by Ms. Jastram, motion passed unanimously.
4. FINANCIAL REPORT: Discussion of Association's financial activities and status.
  - a. QuickBooks Update: Mr. Johnson indicated that all bookkeeping was now being done by the new accountant, Ms. Brown. He advised that Ms. Brown and Ms. Rue will meet to ensure that all 2006 records are accurate and that final balances be used as a basis for 2007 records.
  - b. Dues Collection Services – Colonial Bank: Mr. Dully reported in a 1/8/07 email that Colonial transition is going smoothly. The Manager has had no recent problems with downloading or importing data into Quick Books. Mr. Joseph indicated that the Manager should transition the downloading tasks to Ms. Brown to eliminate duplication of work when Ms. Brown begins performing these tasks. The Manager indicated that he and Ms. Brown have settled on a procedure that works for them.
  - c. 2007 Budget: Mr. Johnson provided copies of the 2007 budget for approval. Mr. Oppenheimer requested that a number of entries be revised before approval. Mr. Johnson and Mr. Adkins will revise the budget and provide copies for final approval at the February meeting.
5. MANAGER'S REPORT: Discussion of Association projects, incidents, and owner issues.
  - a. The Manager reported that the locksmith who provided the tennis court locks cannot find the correct lock core to re-key the padlocks for existing keys. The Manager recommended that two new padlocks with chains and keys be purchased for the tennis courts. Mr. Joseph moved for the Association to purchase two padlocks, two chains, and 30 keys for the tennis court. Mr. Adkins seconded the motion and it passed unanimously. The Manager recommended that a news story be included in the next newsletter to inform owners of this change.
6. OLD BUSINESS:
  - a. Warner Landscaping Proposal Update: Mr. Joseph reported that a meeting with the affected owners was postponed because of inclement weather. He is

- rescheduling this meeting and hopes to resolve the last issue so that the parties can sign the agreement and the work can be completed.
- b. 2007 Annual Meeting Planning: Mr. Adkins reported that Mr. Thomas has agreed to serve as the election judge for the 2007 election. Mr. Adkins briefed the candidates about the election process during the annual meeting. The Board completed a random selection process during the meeting to determine the order of candidate names on the ballot. The order is as follows, Kurt Joseph, Catherine Lockhart, Clark Watts, and Andrew Ma. Each candidate was given an opportunity to introduce his/herself and provide some background information. Mr. Johnson moved to appropriate a budget of \$500 for the annual meeting. Mr. Joseph seconded the motion and it passed unanimously.
  - c. Joyan Proposal Update: Mr. Sides submitted a revised preliminary plan based on his meeting with Mr. Jeff Stewart, a consultant who was retained by the Board at the recommendation of the Association attorney. Mr. Oppenheimer discussed the history of the Joyan proposal. Mr. Joseph asked if the discussion should focus only on the appeal of the ECC's unanimous decision to reject the original preliminary plan submitted by Ms. Joyan. Mr. Adkins asked if the revised preliminary plan would go back to the ECC for a vote if the Board granted the Joyan appeal. Mr. Oppenheimer indicated that he didn't think so, and Mr. Joseph, Mr. Adkins, and Ms. Jastram noted that they thought the revised plans should be reviewed and approved by the ECC before Ms. Joyan can proceed with the construction work. Mr. Thomas discussed the proposed height of the construction in the plan and noted that it was taller than city code permitted. Mr. Oppenheimer indicated that the city already approved a permit for the construction. Mr. Thomas also asked if the revised plan was preliminary or final. He reviewed the plan and indicated it was preliminary. Mr. Adkins moved to override the unanimous vote of the ECC to reject the original preliminary proposal, and approve the revised preliminary proposal and architectural drawings for review by ECC no later than 1/31/07. Mr. Johnson seconded the motion and it passed 4-1 with Mr. Oppenheimer opposed.
7. COMMITTEE REPORTS: Status of committee activities
- a. Environmental Control Committee: Mr. Oppenheimer asked Mr. Thomas if the provisional approval of an improvement plan for repair of a home on a Twin Valley Circle lot has reached final approval. Mr. Thomas noted that the ECC has not heard from this owner in a few months. Mr. Oppenheimer said he would contact the owner. Mr. Oppenheimer also requested status for the construction of a fence at 6201 Mtn. Villa Drive. When contacted in November, the owner stated that he lost his contractor and that the fence would be completed in the next 60 days. Mr. Thomas advised that the owner is still looking for a contractor. Mr. Oppenheimer said he would contact the owner.
  - b. Reserve Committee: Mr. Joseph reported that the clubhouse carpet was replaced and that new tile was installed in December. Mr. Oppenheimer was recognized for his efforts in leading this project. Mr. Joseph mentioned that the hot water heater and refrigerator were also part of the 2006 reserve plan and will need to be replaced. He noted that repair of the retaining wall near the pool is the only project that is scheduled for completion in 2007. Mr. Oppenheimer stated that the ByLaws calls for two separate funds- one for the Reserve Fund and one for the General Fund. He suggested that the Reserve

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- Fund account include check-writing authority on a limited basis to pay for items included in the reserve study
- c. Communications Committee: The committee is preparing to publish the Winter edition of the newsletter.
  - d. Social/Activities Committee: No report
  - e. Welcome Committee: Ms. Jastram reported that the committee revised a letter to solicit merchants on Balcones and Far West for welcome basket items. The committee is planning to include items from local merchants, as well as fresh baked goods and Association materials (rules checklist, etc) to welcome new owners. Ms. Jastram asked the Communications committee for information on advertising rates that could be used to negotiate with merchants who support the Association's Welcome Committee activities.
  - f. External Affairs: Ms. Jastram reported that the Austin City Council voted unanimously at their 1/11/06 meeting to approve the 2222 ramp from Lakewood drive.
8. NEW BUSINESS:
- a. D/O Insurance Renewal: The Manager indicated that the Directors & Officers Liability Insurance must be renewed by 4/07/07. Mr. Joseph will get at least two quotes for this insurance and provide these at the next meeting.
  - b. TUPCA Bill: Mr. Adkins briefly discussed the TUPCA (Texas Uniformed Planned Community Act) bill and noted that it will affect the Association if passed by the Texas legislature. Ms. Jastram indicated that she had contacted the Association's attorney about the bill.
  - c. Manager's Salary: The Board met in closed session to discuss the Manager's performance in 2006. Mr. Oppenheimer indicated that the 2007 budget includes a 3.08% increase in base salary to \$50,000 effective January 1, 2007. Ms. Jastram moved to increase Manager's current salary 3.08% to \$50,000, seconded by Mr. Adkins. The motion passed unanimously.
9. NEXT MEETING: February 12, 2007, 6:30 pm at the clubhouse.
10. ADJOURNMENT: Motion by Ms. Jastram, seconded by Mr. Johnson, motion passed unanimously. Meeting adjourned at 8:51 pm.

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

THESE MINUTES HAVE BEEN APPROVED BY THE BOARD OF DIRECTORS.