

**Cat Mountain Homeowners Association, Inc.**  
**Board of Directors Meeting**

**Date:** May 14, 2007

**Time:** 6:30 pm

**Location:** CMHOA Clubhouse • 6007 Mt. Bonnell Road • Austin, TX 78731

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1. **Call to Order:** 6:34 pm. Present at the meeting were Mr. Adkins, Ms. Jastram, Mr. Joseph, Mr. Johnson, Mr. Ma, and Mr. Chargualaf.

Others attending the meeting were Tom Thomas and Doak Leggett with MDL Consulting, Inc.

2. **Member Forum:** No issues or questions were presented by members.

3. **Approval of Minutes:** Draft minutes for review, correction and approval.

Reviewed Minutes of the April 9, 2007 Board of Director Meeting. It was requested that no names be given when discussing outstanding dues and that instead, we use the address only. Mr. Johnson made a **motion** to approve the minutes as revised. This was seconded by Mr. Joseph and approved unanimously.

4. **Financial Report:** Delinquency Report: there are three accounts that are 120+ days late and thus qualified to be sent to collection. One is from a homeowner at 4839 Twin Valley Drive who says he has not agreed to pay homeowner dues. He says he does not remember signing anything at his closing to that effect. Another said the check is in the mail. And there is a third. Mr. Adkins will contact each of these homeowners in an attempt to head off the collection process for them.

Mr. Ma is concerned about the telephone bill. There is a charge that appears to be connected to a cancellation of a service. Mr. Chargualaf said the contract had expired. Mr. Joseph added that we renewed the DSL contract, but switched to a different long distance plan. It was thought that the charge of \$170 was for the emergency phone at the pool, but that charge turns out to be only \$30. Ms. Brown will drop off the details to Jesse so that we may assess whether this charge is incorrect.

With regard to the refrigerator and the hot water heater on the reserve study schedule, Mr. Joseph will research prices at several places for the refrigerator. Mr. Chargualaf will contact several contractors for bids on replacing the hot water heater, which must be installed to code by a licensed plumber. We will wait until after the swim season to do scheduled work on the swimming pool retaining wall. The retaining wall and the deck of the swimming pool are scheduled in the Reserve Study for repair and/or replacement. The board requested that the Manager secure estimates for a range of solutions. Work will not begin on the pool until the fall. Mr. Ma suggests getting qualified engineers to look at the structural problems and then once we have that information, we find contractors to do the work. As to waiting until after the swimming season to begin repairs, there appears to be no danger and it does not affect the integrity of the pool..

It was mentioned that one of our homeowners, Mr. Finley, is a concrete specialist.

A **motion** was made by Mr. Johnson to approve the financial report with the provision that the additional charge on the telephone bill is investigated. Mr. Joseph seconded the motion. The motion passed unanimously.

5. **Manager's Report:** Discussion of Association projects, incidents, and owner issues.

- a. Mr. Johnson requested that Mr. Chargualaf record a date that complaints come in as well as when action has been taken.
- b. A **motion** was made by Mr. Ma to approve the additional \$32.69 for the Mountain Villa Cove landscaping. Ms. Jastram seconded with unanimous approval.
- c. A rental fee was returned to the homeowner when the A/C was not functioning properly. The Association spent \$152 to service the A/C.
- d. The Manager reported a problem with rotted siding on the back of the Clubhouse. The electrical panels are attached to this rotted wood and Mr. Chargualaf has had to use wire to reinforce the electrical boxes. The Board performed a site inspection and noted the advanced condition of the wood rot and other problems. Mr. Chargualaf will seek bids for several to fix the siding and reseal the electrical panels. The City of Austin

would need to be notified so they could turn off the electricity while the work takes place. Mr. Adkins suggested that the water damage may be covered by insurance, and this will be investigated. It was noted that there is no guttering above the damaged areas and that we should install gutters there once the work is done.

- e. The Manager reported that the flower beds on Mount Bonnell Cove need to be replanted due to damage by deer. It was suggested that to keep future landscaping costs to a minimum, native plants which the deer will not ordinarily eat (lantana, creeping rosemary, and salvio) be planted in the Mt. Bonnell Cove flower beds.
- f. It was discussed that 4847 Twin Valley Drive has had a dumpster in the driveway far longer than was originally approved. A letter will be sent. Also, 6201 Mountain Villa Drive has taken far longer than approved to install the metal fence between the multiple columns that were erected last year. A letter will be sent. The enforcement policy notification was made in the May newsletter and will be enforced if the letters to these homeowners go answered.

## 6. **Old Business**

- a. Liability Insurance Renewal: Mr. Joseph reported that under the proposal from Barclay Insurance, the net effect is an increase the amounts and types of coverage at an \$800 per year savings from previous years. The total premium amount of \$9,604 will be paid out in a 25 percent initial payment and nine monthly payments (there is no financing cost or other penalty for this payment option). Mr. Joseph also noted that the Barclay agency is much more responsive than our previous agent. He also noted that even with premium decreases, we retain the same underwriter as we did previously.

Mr. Ma made a **motion** to approve the \$9,604 for Liability Property Coverage including the Umbrella Policy, with 25% down and 9 monthly no-interest installments. The motion was seconded by Mr. Johnson and unanimously approved.

- b. Mr. Doak Leggett from MDL Consulting, Inc., returned the questionnaire the Board presented to Verizon at the previous meeting in April. As a supplement, he brought a specimen land-lease agreement. Verizon zoning and permitting people noted a problem with the first location. Other more suitable locations were discussed and will be further addressed by Verizon technical personnel and Verizon/MDL will present another detailed proposal at the next meeting.

Regarding the question of co-locating and subletting, Leggett suggested his opinion that the best way to such matters while retaining maximum control by the association, co-locating companies would lease land space from the association and pole or tower space from Verizon

Mr. Joseph asked for a photo-simulation from several different vantage points as part of the next presentation.

## 7. **Committee Reports:** Status of Committee Activities

### **ECC Report**

- a. ECC Chairman Tom Thomas said there had been no business on May 7, 2007. The ECC met with the expectation of two homeowners who needed to respond to Committee requests by May 7. The homeowner at 4401 Jessamine Hollow did not show. The homeowner at 4607 Limestone Circle sent a proposal form with a sample of paint, but provided no finish date. Mr. Chargualaf wrote him a letter on May 10 saying that the Committee will not approve the project without a finish date provided by the owner. There has been no response as of yet.

Mr. Thomas noted that only two members of the ECC showed up at that meeting. Mr. Adkins suggested another possible candidate for the ECC as there seems to be a problem getting the entire group to show up for meetings. Mr. Thomas will attempt to measure commitment by other members to participate in future Committee work and meetings. Mr. Adkins suggested the possibility of adopting guidelines for attendance requirements similar to those imposed on the Board. Mr. Thomas indicated his desire to poll the other Committee members before any action, and the Board concurred.

## **Communications Committee**

- b. The May Newsletter is out. We had \$450 in advertising for that issue. Ms. Jastram noted that we asked all the homeowners in the newsletter to contact her with an update of their phone numbers and emails addresses, but had only heard from six homeowners. Although grateful that the six responded, she would like to hear from a considerably greater number of homeowners so we can update our roster and be able to contact homeowners in case of emergency. She also noted that most of the homeowners she's asked have agreed to receive their newsletter via email, as the Board is attempting to reduce the cost of printing and postage.

## **Social Committee**

Mr. Joseph noted that he will soon be asking the Board to approve an event in August. He received notification from the City of Austin on National Night Out and would like to coordinate the two events if possible. He suggested a summer movie series at the tennis courts for the kids. Mr. Ma said he would donate a screen for the event. Ms. Jastram suggested that she and Ms. Lockhart are interested in having an event that introduces new homeowners to the community. Mr. Adkins suggested that we could combine that effort with the summer event and serve both purposes.

## **Welcome Committee**

Ms. Jastram reports that she and Ms. Lockhart have been delivering Welcome Baskets to new homeowners and enjoying meeting our newest neighbors. Mr. Ma will now have time to contact businesses for items to donate to the Welcome Basket.

## **Reserve Committee**

Mr. Joseph has received the updated Reserve Study software. Mr. Joseph volunteered get the bids for replacing the Clubhouse refrigerator; Mr. Chargualaf will get the bids for the water heater; Mr. Ma will work with the Manager to get proposals and bids for the pool deck and retaining wall work. Mr. Joseph will schedule a time for the full Reserve Committee (Mr. Joseph, Mr. Grant, and Mr. Ma) to updating and produce the 2007 report. Mr. Adkins asked specifically to report on the impact of the Clubhouse's rotted back wall will impact the reserve funds and scheduled repairs and replacements.

## **8. New Business**

Mr. Ma has been studying options for local and out-of-state banking for the Association. He wants to consolidate all our accounts into one place in order to create a relationship and have a responsive banker if and when problems might occur. He pointed out that with online banks, you such service is generally not available. Mr. Ma is continuing his visitations and other analysis and will give a more comprehensive report and recommendation at the next meeting.

**Next Meeting Date:** Monday, June 11, 2007, at 6:30 pm.

**Adjournment: Motion** to adjourn made by Mr. Joseph and seconded by Mr. Ma passing unanimously. Meeting adjourned at 8:30 pm.

Minutes submitted by the Board of Directors Secretary, Ms. Laine Jastram. These Minutes must be approved by the Board of Directors.

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