

Cat Mountain Homeowners Association, Inc.
Board of Directors Meeting

Date: December 10, 2007

Time: 6:30 pm

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

1. **Call to Order:** 6:33 pm. Present at the meeting were Board Members Mr. Adkins, Mr. Joseph, Ms. Jastram, Mr. Johnson, Mr. Ma, Association Manager, Mr. Chargualaf.

Others in attendance included ECC Chair, Mr. Thomas, and Mr. Dully.

2. **Member Forum:** No new issues were presented.
3. **Approval of Minutes:** Draft minutes for review. No changes.
4. **Financial Report:** Discussion of Association's financial activities and status.
 - a. Mr. Adkins says books will look off until January of every year. Are we okay with that? Each month reserve fund should reimburse the operating account. Mr. Johnson says we should pay out of the Reserve Account so we don't have to do it this way. Example is the clubhouse back wall. This was an unscheduled Reserve Fund expenditure because it wasn't anticipated. Mr. Joseph says that money will ultimately come from the Reserve Fund and we need to make a contribution to the Reserve Fund, maybe pay an extra \$10K. Either way is fine with Mr. Joseph. If we take it out of the account, the reserve fund continues to accrue interest. Mr. Adkins wants it reconciled on a monthly basis so we know it's not throwing the operating budget out of whack. We can have a Reserve Fund tab on the spreadsheet, make it visual so you don't have to mess with bookkeeping. At the end of the year you rectify. This sets up for easy depreciation for taxes and leaves a good trail on an audit. Mr. Joseph would like to earn as much interest as possible on the Reserve fund with a running average of \$15-20K/per year. Mr. Ma says money market pays as much as a CD now. We'll owe Mr. Connell another \$15-20K on the pool. We've got about \$30k in reserve items this year.
 - b. Wall discussion with Jesse.

5. Manager's Report:

- a. Office computer—Jesse has it up and working and the cost was \$433. Mr. Joseph says that could almost buy us a new computer. How much do we want to pay for repair on an old computer. Mr. Adkins asks Jesse to let Mr. Joseph know whenever he has another problem with the computer. Jesse says there was a bad chip in the hard drive. The tech recovered the data from the hard drive and from the backup. Backup was on a CD. Mr. Joseph thinks that if we back this up every month, it doesn't matter about the computer and we won't have to pay the cost of diagnosing.
- b. Electrical system on the A/C—the tech said it was a breaker problem and we may have to replace one of the breakers on the outside. It's a 40 amp. Mr. Joseph--if one's gone bad, the other will probably go bad soon. They are original. Tech guy says it's running okay now, but if it happens again, it will likely be that one breaker.
- c. Mountain Villa Cove retaining wall—it's done, but needs to be cleaned up this week because it takes up several parking spaces.
- d. Association Dues Coupons-they are all mailed this morning.
- e. Twin Ledge Circle complaints-Mr. MacDougal said he'll make sure that both him and his contractor, Ed Sides, will go and talk with the homeowners about the issue. He spoke to the homeowners and everything is okay. He said he'll repair any damage that's been created on the common property.
- f. Referring accounts for legal collection-Mr. Adkins-if we refer these, we'll collect whatever legal fees we incur. We should charge at least \$25 or \$50 as a standard fee for our process of analyzing and referring to attorney. Mr. Ma-should be administrative fee. Mr. Joseph says we'd need to change our collection policy. Mr. Adkins wonders if it's worth doing. Mr. Ma-doesn't like to hit people midstream with this decision because it's not in the packets we just sent out. Mr. Johnson says we can announce it at the annual meeting. Mr. Johnson would like to know who these people with outstanding charges are and would appreciate having their name and addresses included. He'd like to see their names posted on the clubhouse as habitual deadbeats. Mr. Adkins would like to list people who can't rent the clubhouse or use the pool on the clubhouse wall. Mr. Joseph says that if people come down and want a list of the people who haven't paid, they can get it from the office. Mr. Chagualaf says that per legal collection it's about \$300 in fees.

Mr. Joseph says we should list out the fees separately from the association fees. We need to know how much Ms. Arnold is charging to do late fees so we can have those numbers. Mr. Chargualaf says that on her invoice, she itemizes what she's charging for. Mr. Joseph says we should look at these and put them in the right bucket. Mr Adkins says we need to do a regular review of all the legal fees so we know what we're getting billed for. Mr. Adkins-where do we show where this income is? Mr. Ma says that we do have \$930.66 in legal reimbursement. But we didn't have any for last month. Mr. Ma makes a motion to refer the following accounts receivable to collection, #'s 224, 227, 234. Mr. Joseph seconds the motion. The motion passes unanimously.

6. Old Business

- a. Preparation for Annual Meeting-letter went out for the nomination. Mr. Joseph needs to line up an election judge. The next big milestone is the candidate filings where they have until January 5 to turn in their nomination forms and then we'll do the ballot mailing on the 16th. We'll meet here again on the 14th. It's a simple ballot to mail out. 30 days before the meeting is January 21st. Mr. Joseph will put some materials together in the next month and pass them to the board for comment and ready for mail out on the 16th. Mr. Ma will work up a budget to present at that board meeting. Discussion of budget changes and setting aside a separate session for that purpose. Items for discussion: newsletter, verizon, inflation raises, etc. Mr. Joseph suggests having a special session at the end of the next meeting in January on the 14th.
- b. Verizon Lease Proposal Update-Mr. Adkins-we do have a new lease proposal that accepted all the modifications that we asked for. We have an additional site plan that gives us more specific information that helps us locate where everything would be. We have an artists rendering of the wall that will surround the equipment. Two areas—one for light pole and one for the power. A 10 x 10 area and a 20 x 30 area. They're going to have a meeting of all involved in this particular proposal where they poll all the people in the meeting and poll them if they really want to do this, is the economics make sense, technically will this do what we expect it to do. They're in pretty far, but not on the dotted line—nor are we. We need to make two decisions in general terms. Assuming that this goes through, Mr. Adkins would like a straw vote if people want to do this if the deal is

acceptable to everyone at the table. If we decide yes, we need to look at how much we're going to exercise our prerogative to do this without involvement of the membership. If it's in the best interest of the association, we have a legal right to go ahead and decide to do it. Do we need to get everyone bought in and happy or do we do this and explain later. Mr. Joseph speaks for all when he says he wants this lease to be solvent and that they follow through on everything they say they will do. Two channels of information: the lawyers and the engineers. In the lease, it's a chain link fence and in the drawings, it's a rock wall. We need to make sure all is spelled out. Noise is an issue. Mr. Joseph is worried about the Parkers and he wants to know what their take is on this. We need to present this to Parker. The board did a straw poll and it was conditionally acceptable to all.

- c. 2008 budget planning-we've already taken care of that.
- d. Security Camera Proposal-Mr. Ma-Costco has a 4-camera system for \$300. It uses a hard drive that could be checked by remote. Discussion of the positive aspects of this particular system. Mr. Ma makes a motion to spend \$300 plus tax for the purchase of this security system for the clubhouse exterior and interior. Mr. Johnson seconds the motion. Motion passes unanimously.

7. Committee Reports

- a. ECC
 - 1. 4607 Twin Valley. Macdougall phase 2 and 3 are approved.
 - 2. Westslope Drive-extra lot proposed landscaping approved.
 - 3. 4607 requests a 6-month extension for siding repairs and painting due to weather and family problems. Approved.
- b. Reserve Committee-nothing to report
- c. Communications Committee-advertising bartered for welcome basket pet packages.
- d. Social/Activities Committee-The Jabours will gift the assn beverages at cost for the holiday party and El Arroyo is signed on for the food. We'll barter advertising for the food. They're prepared to feed 100 people.
- e. Welcome Committee-nothing to report.

8. New Business

- a. ANC Membership Renewal-Motion passed to renew membership for \$35/year unanimously.
- b. Revised Clubhouse rules—Discussion of the proposed changes, additions, etc.

9. **Next Meeting** – January 14, 2008

10. Adjournment at 8:58 pm