

**CAT MOUNTAIN HOMEOWNERS ASSOCIATION, INC.**  
**MEETING OF THE BOARD OF DIRECTORS**

**Date:** July 8, 2013

**Time:** 6:30 pm

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

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1. CALL TO ORDER: 6:26 p.m. Present at the meeting: Directors Mr. Harter, Mr. Harrison, Mr. Grant, Mr. Dully, and Mr. Blanchard; Manager Jesse Chargualaf; and homeowners David and Kim Kizer.

2. MEMBER FORUM:

Mr. and Mrs. Kizer requested guidance as to whom to submit proposals involving repainting a house and undertaking landscaping modifications. They were advised that the submission should be made to the Environmental Control Committee, whose Chair is Mr. Blanchard.

3. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS: Regular Meetings of May 13, 2013 and June 10, 2013.

Mr. Grant moved that the minutes of the regular meetings of May 13, 2013, be approved with certain corrections; Mr. Blanchard seconded the motion; the motion was adopted unanimously. Mr. Grant moved that the minutes of the regular meetings of June 10, 2013, be approved with certain corrections; Mr. Dully seconded the motion; the motion was adopted unanimously

4. FINANCIAL REPORT

- a. June 2013 financial statements: Reviewed. The Directors discussed the amounts for general repair, building and grounds maintenance, and clubhouse maintenance which were running ahead of budget to date. The Treasurer provided information from the general ledger that: the general repair costs reflected the costs of removal of fences the costs of which the Directors had approved earlier but were not included in the budget; the building and grounds maintenance costs reflected Common Area tree trimming and removal costs which were not part of the program of addressing potential wildfire hazard, but which were necessary to prevent abrasion or other damage such as falling limbs to structures and were not classified to Landscaping-Other; and the clubhouse maintenance expenses included costs related to the air conditioning system and electrical repairs, a portion of which qualify to be capitalized. The Directors noted that the classifications were rational and that other categories, such as Landscaping-Other were substantially below budget, so on balance the results were reasonable. The Treasurer reported that there were no other items in the current financials of note, and the results are generally in line with the budget taking into account the differential between annualized amounts for certain items in the budget and the actual incurrence of the costs during the year. Mr.

Grant moved for acceptance of the financial report; Mr. Dully seconded the motion; the motion was adopted unanimously.

- b. Review delinquent accounts: Reviewed. The Directors decided that no action was required at the current time as no additional accounts, not already referred for collection under the Association's Collection Guidelines, were outstanding as of the date of the meeting. As of May 31, 2013, the amount of the outstanding accounts was \$4,050; and as of June 7, 2013, the Manager reported that the amount had been reduced to \$2,385.
- c. Review of 2011–2012 Electric Bills. The Manager presented an analysis of the electric bills for 2011 and 2012 which included the billing parameters. The Directors discussed that the billing demand in certain months in late 2011 and early 2012 appeared to be substantially disproportionate to the comparable month in the other year. After discussion, Mr. Blanchard agreed to coordinate with the Manager in developing the issues for discussion with Austin Energy.

5. MANAGER'S REPORT: Reviewed.

(See also Items 6.a, 6.b, and 6.d under "Old Business")

- a. (Ref Manager's Report item 3): The Directors discussed the emergency acquisition of a new computer for the Clubhouse office. Motion by Mr. Dully to approve the expenditure of \$571.37 for a new computer for the office; Mr. Harrison seconded the motion; the motion was unanimously adopted.
- b. (Ref Manager's Report item 6.b): The Directors requested the Manager to impress on Austin Energy the need to remove the dead cotton wood tree in the Common Area adjacent to 4704 Hickory Hollow that might pose a danger to that entity's power lines.
- c. (Ref Manager's Report item 6.c): The Directors directed the Manager to have Proscape, the Association's landscaping contractor, remove at the boundary of the Common Area the dead trees which have fallen down on 5918 NW Place. If the owner of 5918 NW Place has any complaints to make regarding his neighbor's properties, he should put them in writing to the Board of Directors.

Other than the above and Items discussed in 6.a, 6.b, and 6.d below under "Old Business," no other matters in the Manager's Report required discussion by the Directors.

6. OLD BUSINESS

- a. Update on air conditioner electrical inspection and maintenance. The Manager reported that the electrician from Efficient Air Conditioning has obtained the permit for the electrical repairs to the Clubhouse. The work will be coordinated with the City of Austin, so that electricity can be disconnected to allow the work to proceed, and for the code inspection to be conducted following the work which is expected to be completed by the end of July.

- b. Update on Common Area clean-up to address potential wildfire hazard. The Manager reported that Proscap, the Association's landscaping contractor, had been hauling dead branches and other materials for four days that had been removed from the area to the north side of the tennis courts and the second foot bridge to the Clubhouse.
- c. Discussion and potential action on periodic covenant violations. Not addressed.
- d. Update on plan to remodel the Clubhouse office. The Directors discussed the plans. Ms. Charlene Casillas will be investigating the availability of reasonably priced fire resistant file cabinets in the consignment market.
- e. Traffic on Twin Valley Dr. The Directors discussed the situation regarding the area adjacent to the bend west of Twin Valley Cove and agreed that the situation on this City street is as it has generally always been and that no action appeared to be warranted.
- f. Further discussion of legal resources for the Association. No update.

7. NEW BUSINESS: N/A

8. COMMITTEE REPORTS:

- a. Environmental Control Committee: The Chair of the Committee, Mr. Blanchard, provided a report of the activities of the ECC during the past month.
- b. Communication Committee: Mr. Harter indicated that a draft of a new newsletter is in process. Ms. Charlene Casillas provided an outline of the expected content of the newsletter.
- c. Social/Activities Committee: The Chair of the Social Committee, Ms. Charlene Casillas, submitted a report discussing the Committee's activities during the past month and upcoming events.
- d. Welcome Committee: The Directors discussed the report conveyed to the meeting from the out-going committee Chair. Mr. Grant moved that rather than trying to solicit gifts and premiums from local businesses, the Committee should offer modest baked goods and that the Association should reimburse them a modest amount, such as \$5.00 to \$10.00, for the ingredients; Mr. Harrison seconded the motion; the motion was unanimously adopted. Committee: See Item 6.a above under "Old Business."

9. NEXT REGULAR MEETING – August 12, 2013.

10. ADJOURNMENT: The meeting adjourned at 7:27 p.m.