



**Meeting Minutes**  
**Board of Directors of Creekwood Property Owners Association**  
**3 April 2013**

Members present included:

David Brown, Acting President and Unit I representative (via conference call)  
Don Stutsman, Secretary  
Carole Stegman, Treasurer and At Large Member  
Paulette Standard, Unit II representative  
Kathy Smith, Unit III representative  
Donald Skrovan, Unit IV representative  
Cheryl Smith, At Large Member

Don Stutsman, Board Secretary, opened the meeting at 7:08 pm.

Minutes of the January 2013 Board meeting were reviewed.

Carole Stegman, Association Treasurer, reviewed the current Association Financial Statement with members present.

Carole Stegman discussed the matter of developing a Welcome Package for new residents and progress since the last Board meeting. Carole Stegman and Kathy Smith are working jointly to obtain area maps. Donald Skrovan volunteered to obtain publications from the Bulverde-Spring Branch Chamber of Commerce which providing area information, school directories and emergency phone numbers.

Donald Skrovan motioned the Minutes of the January 2013 and financial statement Meeting be accepted as read, second by Paulette Standard. The minutes were accepted by unanimous vote of members present

David Brown, Association Vice-President, was present by conference call due to his being out of town on business.

David Brown accepted appointment as the Acting President, owing to the passing of Dr. Warren Otterson, Association President.

Discussion ensued concerning the application of late fees for those Annual Assessment accounts which become delinquent each year. Proposed was a late fee of \$15.00 for each annual assessment becoming delinquent effective 05/01/2013 and to be applied to each new assessment annually as they may become delinquent.

Don Stutsman, Association Secretary, presented to members present as well as David Brown by conference call, two form letters to be used by the association, the first to notify property owners of delinquent assessments and the Association's intent to pursue Property Liens for unpaid assessments. The second letter to notify property owners of the Association's having filed a lien on property(ies) having unpaid delinquent accounts and the procedures to have the lien(s) removed.

Also discussed was the reapplication of Transfer upon change of ownership of properties within Creekwood Ranches. The proposed fee would be in the amount of \$100.00 Fees payable by the purchaser at the time of Title Transfer. Carole Stegman motioned the late fee of \$15.00 and transfer fee of \$100.00 be accepted and second by Donald Skrovan. The matter was accepted by unanimous vote. Acting President Brown asked that an Addendum be prepared for the signature of those voting for approval of the late fees and transfer fees, that Addendum to be filed in Comal County, TX with the current By-Laws and Restrictions of Creekwood Ranches POA.

Carole Stegman discussed the fact the current landscape contractor has been charging a 5% fuel surcharge in addition to the contracted amount for services despite the fact the fuel surcharge is not in the contract. Discussion revolved around the need to obtain additional bids for landscape services prior to the renewal date of the present contract. Carole Stegman was tasked with the responsibility of seeking out the necessary bids.

Discussion was had regarding the need for accurate plat data concerning the properties within Creekwood Ranches. Carole Stegman stated Comal County informed her that a Plat(s) of the community are available for purchase through the county offices. Motion to purchase community plat(s) was made by Don Stutsman with a second by David Brown. The measure passed by unanimous vote. Carole Stegman was tasked with obtaining the necessary Plat documents for the Board files.

Carole Stegman addressed the minimal return on investment currently received from the institution holding the Association investments. David Brown motioned that Carole Stegman research the matter to attempt to locate better interest rates and report back to the Board. The motion was seconded by Don Skrovan and was accepted by unanimous vote.

There being no further business to transact, Cheryl Smith motioned the meeting be closed with a second from Kathy Smith. All approving, the meeting was closed at 8:35 pm.