



The Creekwood Ranches Property Owners Association (CRPOA) Board of Directors meeting of 24 July 2013 was opened by the Board President, David Brown, at 7:01 pm.

Board members present were:

David Brown –	Acting President;	Unit I Representative
Carole Stegman -	Treasurer	At Large Member
Don Stutsman -	Secretary	
Paulette Standard -		Unit II Representative
Kathy Smith -		Unit III Representative
Donald Skrovan		Unit IV Representative
Cheryl Smith		At Large Member

Mr. Gurney King was present as a visitor.

Minutes of the previous Board meeting (4/3/2013) were read by the Treasurer and upon a motion by David Brown and second by Cheryl Smith; those minutes were approved by unanimous vote.

Carole Stegman, Treasurer presented the Board with the current Profit & Loss statement prepared by the Association bookkeeper

David Brown began by welcoming Mr. King to the meeting and commenting that only general business would be conducted while Mr. King was present and business requiring identification of individuals would be conducted in Executive Session.

David Brown invited Mr. King to address concerns he might have. Mr. King discussed Association dues and collection processes stating he believed the process of collecting Annual Assessments were too stiff. He explained he felt two delinquency notices were insufficient prior to taking legal action. He also stated he believed the Board should allow property owners failing to pay the Annual Assessment at least one year of delinquency prior to taking the legal action of filing liens on properties found delinquent. Mr. King read from the Association Bylaws, and stated he believed the application of late fees by addendum to the Bylaws is illegal. He stated he felt the application of a \$15.00 late fee and the filing of liens for delinquent accounts is too aggressive. He stated that he believed any increase of the annual assessment must be approved by a quorum of the CRPOA members. Secretary Stutsman explained the Board had approved and established a \$15.00 fee to be added to delinquent Association dues and was an administrative fee intended to cover added costs involved in the collection of the delinquent annual assessment. The Secretary also explained the document establishing the late fee was placed as an 'Addendum' with the Bylaws in order that all Association members would have knowledge of and access to the document via the association website. The Secretary commented that application of the administrative fee to delinquent accounts in no way changed the Bylaws nor was it an increase in the Annual Assessment as it is applied only to those members with delinquent accounts. Mr. King expressed his disagreement with the process and application of the fee and stated his belief the late fee was an increase in the assessment exceeding the authorized 10% assessment increase. Mr. King stated his belief that the Association Bylaws must be changed to reflect and allow for the addition of late fees and to formalize collections procedures.

Mr. King departed the Board meeting after being invited to get involved in Association management by stepping up to run for a position on the Board of Directors.

David Brown began a discussion covering Mr. King's suggestions and concerns. During discussion of dues collection, the suggestion to place a reminder notice at the entrance to the neighborhood informing the community that assessments are due by a certain date was made and accepted by the Board. Carole Stegman was tasked to order an appropriate notice sign. Carole Stegman provided information concerning the actual cost of collecting delinquent dues – at least \$5.71 in postage costs and since the work is primarily accomplished by the bookkeeper to

the Association, their charges would be increased at a minimum of \$25.00 monthly David Brown indicated his belief the current process for dues collection is appropriate and approved sending certified mail to delinquent members as a third attempt to collect annual assessments prior to initiating action on liens.

Discussion concerning recruiting new members for the Board of Directors was begun due to the fact the Secretary submitted a letter of resignation effective with the opening of the 2013 Annual Meeting. The Treasurer and unit III Representation also indicated their intention to not be members of the Board beyond the 2013 Annual Meeting. David Brown stated he would remain on the Board and assume the position of President should there be no volunteers for the position.

It was pointed out that Creekwood Ranches Bylaws makes the community a mandatory property owners association and that the volunteer Board must be maintained or a commercial management company would be required. The Treasurer had previously requested and received cost proposals from a local POA management company. The proposal indicated the cost of their fees to manage Creekwood Ranches in accordance with the Bylaws would be \$545.00 monthly.

The Board discussed this cost estimate (\$6540.00 annually) and determined this option would require at least a \$41.00 Annual Assessment increase to break even on the additional cost making a volunteer Board crucial.

Cheryl Smith suggested the formation of a 'Call Committee' which would involve appointed members of the Board calling CRPOA members to explain the Board functions and needs and to solicit POA members to take an active role in the community and run or volunteer for open Board positions.

The Secretary was tasked with preparing a letter for the President's signature informing the community of the need for increased owner participation.

David Brown initiated discussion of the upcoming Annual Meeting and the date was established at 26 October 2013. The location is yet to be set and Kathy Smith was tasked with checking with the owners of the Party Ranch (the site of the 2012 meeting) to determine if the location will be available to the Association. The timing for the meeting was set at 11:30 am sign-in;

12:00 noon meeting opening; and 1:00 pm lunch. Further discussion led to the children's Halloween Party and hayride. The hayride timing was set at 4:00 pm. Liability associated with the hayride was raised and following discussion the Board determined the hayride will proceed; however, a parent or legal guardian must complete a 'Hold Harmless' agreement for each child participating. Paulette Standard was tasked with contacting an attorney regarding such an agreement.

The Real Estate Liaison position held by Anne Kelly was discussed as Mrs. Kelly has submitted her resignation. Carole Stegman submitted to the Board, the final invoice from Ms. Kelly covering expenses involved with property transfers over the past year.

Carole Stegman suggested the Board ask the bookkeeping service used by the association to take on the additional responsibilities of handling all matters involved with the transfer of ownership of any property in Creekwood Ranches. The Board asked Carole Stegman to broach the subject with the bookkeeper as she has access to all information required in the process.

The Treasurer addressed current interest rates paid on CRPOA financial accounts and reported that USAA Savings Bank would pay a higher rate. David Brown motioned that Association funds be moved to USAA. The motion was seconded by Donald Skrovan and the motion carried by majority vote. Carole Stegman was tasked to look into moving Association funds.

There being no additional business to transact, Donald Skrovan motioned with a second from David Brown that the meeting be closed. The motion carried by unanimous vote and the meeting was closed at 9:25 pm.