

Beverly Oaks Association

Board of Directors Meeting

DRAFT April 21, 2009

I. Call to Order

The board of directors meeting was called to order by Robert Bauer at 1:00 PM at 580 Decker Drive, Suite 250, Irving, Texas. Directors present included: Robert Bauer, Rodney Lehman, Randy Ranew. Directors absent: Suzanne Ewing, Brenda Madison. Others present: Joe Sandifer, Precision Property, Inc.

II. Financial report (Overview)

- A. As of March 31, 2009, the cash accounts status is:
 - \$27,559.67 in the operating account
 - \$26,062.43 in the reserve accounts

- B. As of March 31, 2009, the most significant negative variances are:
 - \$3,571.03 in delinquent dues

III. Business of the Board

Communications

The importance of clear communications to the owners was discussed in detail. It was agreed, in principle, the advance notice on all future actions will be published on the website and other communication vehicles as deemed appropriate. It is also agreed that a temporary sign should be placed in the entry when significant new information is added to the website (for the next few months).

Action: R. Bauer to launch the website and solicit bid on signage.

Garage Sale/Newsletter

Concerns over the limited time to prepare for the May 16th garage sale were noted. R. Lehman suggested that information from CitySpectrum be used in the newsletter and he brought a copy of the April edition.

It was agreed by consensus that the community would be setup for one-way traffic on the weekend of the garage sale.

Action: S. Ewing to advise board members by email of plans. R. Bauer to order new "sale" signs. R. Ranew to set up barricades and signage for traffic flow.

Paint Schedule

Two proposed painting schedules running out to the year 2020 were discussed. The cycle history and the merits of five-year paint cycles versus seven-year paint cycles were discussed in detail. Many of the homes have been painted on an extended cycle (some as much as 8 years). The general feeling was that with the improved paint products, the use of stock paints (Benjamin Moore), and good job supervision, that a seven-year cycle has been proven reasonable in the homes that have currently aged to eight years.

The board explored a number of options for the committee to consider when soliciting bids.

- Soliciting both combined an independent bids for the paint and carpentry work;
- exploring one or three-year proposals;
- exploring a labor only, or a labor/paint proposal format;
- exploring a committee repair specifications versus a vendor repair specification;
- exploring a price per linear foot contract versus pay per house price.

It was agreed by consensus that the 23 homes that have not been painted in the last 6-8 years would be bid for 2009. The 10 year schedule was tabled until the next meeting to allow all board members a chance to study the proposal.

Action: R. Ranew/J Sandifer to solicit bids.

Lawn Maintenance

The importance of careful oversight of the landscaping crews was discussed. It was noted that currently no one is in contact with "Coy". It was agreed by consensus that to provide greater focus on lawn maintenance, that landscape repair and improvement should be handled as a separate project.

R. Lehman volunteered to work on a committee with R. Ranew to oversee landscape maintenance. Landscape maintenance includes mowing, trimming, fertilization, flowerbeds and irrigation.

Discussions on landscape repair and improvement were tabled until the next meeting. Landscape repair and improvement includes shrub replacement, tree maintenance, entry and cul-de-sac.

Action: R. Ranew/J Lehman to contact the landscape supervisor and begin meeting with him weekly starting April 23, 2009.

Traffic / Visitor Parking

R. Ranew updated the board on the status of the alley blockage.

There was a lengthy discussion about visitor parking and visitor parking access.

It was generally agreed that there were chronic violators and that they should be addressed by certified letter to the owner of record.

There were concerns expressed about the irregularities in enforcement over the years, the lack of clarity of a parking policy, and nepotism. It was also generally agreed that three elements are needed: 1) an unambiguous parking rule, 2) clear signage, 3) and the use of personalized certified letters sent to the owner of record.

It was also agreed that visitor parking accessed from private drives should be improved.

It was decided by consensus that owners with visitor parking access from their driveway be notified that the association will tow if visitor parking is blocked – effectively, residents are not the park in the driveway space adjacent to the visitor parking slips.

Finalization of a parking actions was tabled until the April 29th board meeting.

Action: J. Sandifer to draft a certified letter for residents with visitor parking access from their driveway to be review at the April 29th board meeting.

Insurance

The property damage limits on the policy were discussed – specifically that the entry gate coverage was too high (\$32,000) and the community fence coverage was too low (\$10,000).

It was decided additional information was needed to affect a decision: 1) can the coverage be combined (universal) rather than specified for each area, 2) how much is the association paying per thousand dollars of insurance, 3) what is a realistic value for the property covered.

Action: R. Ranew to measure the linear footage of the fence. J. Sandifer to contact the insurer on the consolidation and rate questions and secure “proof of insurance” for the board books.

Federal Income Tax 2008/Audit

J. Sandifer reported that the income tax are currently being processed David DeVolt.

Sandifer also reported that DeVolt quoted \$1,100 to perform an audit. Further discussion on the audit was tabled until the April 29th board meeting.

Action: None

Architectural Control

J. Sandifer reported 3 homes are not in compliance with architectural standards. 123 Brentwood had a window air conditioner, 105 Brentwood had a hanging gutter, and 1918 Wilshire had multiple paint colors on the garage door.

There was a lengthy discussion about architectural control. The practical realities of enforcement and the limitations of the current covenant restrictions documents were noted. It was agreed (in principle) that a combined program that offered incentives for compliance and fines for lack of compliance would be the easiest to implement, would be the easiest to sell to the owners, and would have the highest degree of success.

It was agreed by consensus to “go the next step” and outline a plan for the incentive program.

It was also decided by consensus that the resident of 123 would be advised that the window unit is in violation of architectural control, and that no action would be taken on 105 Brentwood or 1918 Wilshire.

Action: R. Bauer to draft subsidy/incentive plan. J. Sandifer to draft a letter for the resident at 123 Brentwood by letter for review at the next meeting.

2023 Garage

Discussion about back dues on the garages at 2023 Wilshire was tabled and will be picked up at a future time. It was agreed, by consensus, to give the current occupants 2 more weekends to vacate.

Action: The Joe Sandifer to send letter to S. Hillier (121), J. Ward(1610), and B. Norris (123) requesting that they vacate the 2023 garages by May11, 2009

IV. Next Meetings of the Board

- A. Meeting to be held on April 29th at 9:00 PM at 580 Decker Drive, Suite 250, Irving, Texas.

Agenda

- 1) Approval of the April 6, and April 21, 2009 Meeting Minutes
- 2) Schedule Board Meetings for Publication to Residents
- 3) Financial Report/Management Report
- 4) Business of the Board
 - Action Plan for Delinquencies
 - Review Final Garage Sale Plan
 - Review of letter for 123 Brentwood
 - Management Contract
 - Budget
 - Review / Modify Insurance Policy / Workman Comp
 - Review ACC Subsidy/Incentive Plan
 - Visitor Parking Policy
 - Update on Paint Program
 - Update on Lawn Care
 - Bank Signatures
 - Audit
 - Calendar
- 5) New Business

- B. Meeting to be held on _____ (TBA) at 580 Decker Drive, Suite 250, Irving, Texas.

Tentative Agenda

- 1) Approval of the April 29, 2009 Meeting Minutes
- 6) Financial Report/Management Report
- 2) Business of the Board
 - Action Plan for Delinquencies
 - Traffic / Gates
 - Landscape Improvements
 - ACC Subsidy/Incentive Plan
 - C&R Documents Updates
 - Garage Ownership / Usage
 - Update on Paint Program
 - Update on Lawn Care
 - Resident List
 - 2023 Garage
- 3) New Business

V. Adjournment

Meeting adjourned at 3:27 PM

Minutes Prepared by Robert Bauer on April 21, 2009