

**Board of Directors Meeting Minutes
Emerald Forest Homeowners Association
January 19, 2012**

President John Gibson called the regular board meeting to order at 6:34pm.

Members Present: John Gibson, John Woods, Charles "Mack" Scanlan, Jose Vazquez, Cynthia Boyer, Jim Boyer, Sandra Nash, Suzan Reed, and Randy Clark, Tennis Committee Chair.

President's Report:

Newly elected board president John Gibson greeted the board and provided a brief background on himself and what he hopes to accomplish as board president. John presented his written goals for 2012 and asked that each board member submit their own.

A motion was made and seconded to accept the agenda for the meeting as well as verification and acceptance of the minutes for the meeting of December 8, 2011.

John presented the 2012 EFHA calendar and asked for additional input. The calendar was reviewed and accepted by the board.

There is currently no one serving as Social Committee chair. Interested parties should contact John Gibson to discuss taking over the planning of social events for the neighborhood.

The city has been leaving large tree stumps at the park during the renovation project. Cynthia has called several times requesting cleanup. John and Cynthia will both contact the city again in an effort to get the downed trees and stumps removed.

A contractor has been selected for the city's creek improvement project, however, an issue has come up with one homeowner and that is creating delays. John will speak with her again and try to address her environmental concerns. John also plans to write to surrounding neighbors who may be affected by noise and construction vehicles while the work is going on.

John Gibson and John Woods will be contacting homeowners to get the needed signatures for filing Architectural Control and Deed Restriction documents. This project will be managed per section as filing deadlines come due.

The board discussed a recent burglary in the neighborhood and reviewed a request from the homeowner for forgiveness or reduction of dues in light of this incident. After a discussion the board determined that we are unable to waive the dues, but will offer a payment plan option.

John recently attended a City of College Station workshop for amending the city ordinance concerning recreational vehicles. The proposed change as it affects Emerald Forest would prohibit RVs from being parked in driveways for more than 72 hours in a 30 day period. RVs are allowed to be parked in rear yards provided they are screened from public view by fencing. The board supports this proposal.

Several board members met with a represent from the Internal Revenue Service for an audit of EFHA non-profit tax filing status. All requested documents were organized and made available for review. The board went over the key points that were raised during the meeting pertaining to policies and procedures currently in place. The auditor will alert us to any recommended changes we might want to consider.

Several homeowners have expressed concerns about speed limits on Emerald Parkway and Appomattox. This is monitored and enforced by the city. In special needs cases, such as a homeowner with a deaf child, the city will provide caution signs to make drivers more aware.

The recent office manager has resigned and the board is seeking candidates for that position. Interested parties should contact John Gibson or any board member for more information or to apply.

Tennis Committee:

Randy Clark reported that the lights at the tennis courts have begun working again, but this seems to be part of the process of going out. He still wants to replace the bulbs as soon as it is feasible.

Rules and Security:

Mack Scanlan reported that things are quiet and well managed in this area. He has spoken with various neighbors and was pleased to hear that most people are happy with the way things are being handled. There is a desire to attract more young families to the neighborhood.

Swimming Pool/Clubhouse:

Suzan Reed reported that the pool is as it should be, no concerns.

Grounds:

Cynthia Boyer reported on a 2011 water useage audit performed by the city which compares monthly water consumption over the past 3 years. All known leaks have been repaired. The ground has been dry and shifting, which can cause pipes to break and leak. The Boyers will try

to monitor water use monthly going forward in an effort to catch problems sooner. We currently have a \$1500 credit on our utility bill due to the leak. The city suggested possibly adding rain sensors to the fences.

Two homeowners along Emerald Parkway declined to have their fences stained when the main project was under way. John Gibson will be in contact with these homeowners about the advantages of getting this done so the fence along the Parkway will be uniform. He will include a cost estimate.

Manager's Report:

The manager's collection report shows that only three properties remain owing on their annual dues, for a total of \$1,186.00.

Treasury:

Jose Vazquez provided the final treasurer's report for 2011 and the proposed budget for 2012.

The board discussed areas where the budget may need to be adjusted in order to fund increased utility costs. Several areas will come under more indepth review before final allowances are approved. Among the areas to be evaluated further are security patrol, scheduling of lifeguards, and tennis budgets.

The board approved a motion to grant an allowance of \$700 to be added to the leftover tennis budget from 2011 in order to provide replacement light bulbs for the tennis courts. Tennis chair Randy Clark will seek updated bids for resurfacing the courts so that adequate reserves can be set aside to fund that expense.

The board approved an operating budget for 2012 in the amount of \$146,900, with the caveat that line items may be amended as deemed appropriate and approved by the board.

Discussion of Vendor Bids:

The board approved the bid from Green Teams to continue providing landscaping and grounds maintenance at the same cost as 2011.

Renewal of the security patrol contract was tabled pending further evaluation of the terms of this service. International Security will continue operating under the current agreement until modified.

Acceptance of a bid for pool maintenance was also tabled pending further research and discussion. Xtreme Clean will continue operating under the current agreement until modified.

The board agreed to continue using the same accounting firm with a standing fee of \$1,400.00 per year.

The next regular board meeting will be held March 15, 2012.

The meeting was adjourned at 9:00 pm.

Respectfully submitted,

Sandra Nash
EFHA Board Secretary