

**Heritage Lakes  
Board of Directors Meeting  
Minutes from March 20, 2006**

**Meeting was called to order at 6:35 pm**

**Attendance: Diane Rogers, Tony Petrone, Roberta Bohnet, Laurie Rilling, and Barbie Chandler. Matt Moore represented SBB Management Company.**

**APPROVAL OF MINUTES OF FEBRUARY 20, 2006 MEETING**

The Board reviewed the minutes from the February 20, 2006 Board meeting.

**ASSOCIATION FINANCIALS**

Roberta Bohnet reviewed the variances in several categories:

- 1) GL 5106 Homeowner Functions over budget by \$306.86
  - Broadway Babies in February was budgeted at \$150, but new vendor had price increase to \$225
  - Casino Night – event was cancelled but \$11.05 was spent by committee on decorations prior to event cancellation
  - New Year's Eve – Invoice was finally received from Night Janitorial for cleaning of clubhouse and from the Porter Service for repositioning of furniture after the event for \$162.38 and \$58.43 respectively.
- 2) GL 5304 Golf Course Electric – Tony Petrone asked for clarification of what specifically is charged in this category – the fountains along the golf course, the fountain on the lake on Victory are operated and billed under Golf Course Electric.
- 3) Electric – the negative activity in electricity reflects the tax refund from CoServ, which was received due to the efforts of Brandi Ringler at SBB to recover taxes billed over the last 4 years.
- 4) Electric – Matt clarified that the street lights in Heritage Lakes are paid for and maintained by CoServ and not Heritage Lakes
- 5) GL 5176 Legal Fees – primarily due to invoices received for the cost of drafting and recording documents necessary for the transition to HOA control.

- 6) GL 5181 Petty Cash – replacement of funds due to clubhouse theft. The \$149 in cash stolen will be repaid by the security service. The balance of approximately \$50 was for cash already paid for which we have the receipts.
- 7) GL 5454 Clubhouse Supplies –Roberta asked about the amount paid for such items as toilet paper, trashcan liners, etc. Matt Moore will provide her with a copy of the invoice. Roberta would like to research a less expensive source.
- 8) GL 5306 Golf Course Water – budget was determined prior to learning that meters were not reading property, numbers will always be over budgeted amount.

## **COMMITTEE REPORTS**

1. **ACC COMMITTEE** – Diane Rogers reported that the ACC Committee would have its first official meeting on Tuesday, March 21<sup>st</sup>. Three residents have volunteered to serve on the committee, they are Todd Morrison, Sally Adams and Debi Meuret. A binder with all the appropriate guidelines has been developed and will be given to each member of the committee. The guidelines include CC&R regulations pertaining to architectural changes, amendments to the CC&R's, as well as guidelines for trampolines, sheds, fences staining and basketball goals. The draft of the new design guideline document is also included and will be worked on by the committee as they become more familiar with the process. The goal is to have this document refined and finalized and eventually recorded and posted on the community website.
2. **COMMUNICATIONS COMMITTEE** - Barbie Chandler handed out guidelines for board review and feedback. This committee met again on Sunday, March 19<sup>th</sup>. Diane Rogers will type up the meeting notes and they will be distributed when finalized.
3. **SOCIAL COMMITTEE** –This committee is already active. Diane Rogers, assisted by Roberta Bohnet, is developing guidelines, which will include not only event planning, but also procedures for purchasing and inventory of non-disposable items. A meeting of this committee is being scheduled for the week of March 27<sup>th</sup>.
4. **SAFETY/CRIME WATCH COMMITTEE** - Laurie Rilling spoke with Brandie Koch and she is still willing to serve on the committee. Laurie is in

the process of contacting the original members to determine how many of them still want to be on the committee. Laurie will schedule a meeting of this committee to include any original members and new volunteers. The original committee had been working on post orders for access control personnel. Barbie Chandler offered to try to obtain samples from other communities to use as a guideline.

5. **POOL COMMITTEE** – Roberta Bohnet is still in the process of recruiting volunteers. Darlene Yoquelet, Suzanne Trenton, Alvin Huerta, and Shirley Wrye are interested in serving on the committee. Roberta will schedule a meeting.
6. **GOLF COMMITTEE** – Tony Petrone reported that this committee has already met, has developed guidelines and is meeting again on March 25<sup>th</sup>. Among the items they are addressing is the installation of pegs with chains around the putting green to keep it from becoming a playground. They are researching safety and cost options. The committee will work with Legacy Links on the scope of work currently being performed as well as the cost. The committee is also working on the removal of golf balls from the lakes. They have a contractor who will remove them at no cost and will pay us \$.25 per usable ball recovered. The committee members are Bob Smolik, Dwayne Neagle, Jackie Rajwani, Danny Carr and Randy Rogers.

## **MANAGEMENT REPORT**

1. **Financial Review** – There is over \$291,139.27 listed as reserves. This money is currently in several money market accounts. It is the recommendation of SBB Management that the Board look at reinvesting this money in a laddered CD and Money Market Program. Matt Moore will work with Roberta Bohnet on reinvesting options. Tony Petrone indicated he feels not more than \$100K should be invested in any one institution and all funds must be FDIC insured. Matt Moore will bring recommendation to the next board meeting
2. **Collection Policy** – The document as been sent to the Attorney to be recorded. Once recorded it will be mailed to all residents. The day it is mailed the policy will go into effect.

3. **Clubhouse Rental Request** – A request was received from John Eaton with Alter Church requesting to rent the clubhouse every Sunday from 10 a.m. to 12:45 p.m. for Church Services. The Board discussed this issue and agreed unanimously to deny the request. Board members do not want to limit the use of the facility by residents on a continuous basis, nor set a precedence of leasing on a continuous basis
4. **Fitness Room Mirror** – The damaged mirror has been repaired and half the cost billed to the resident.
5. **Fitness Room Water/Cups** – Matt Moore presented pricing options for cups for the fitness room water. The board decided that flat-bottomed cups were more practical. The option of putting in water vending machines was discussed.
6. **Pool Opening** – Diane Rogers suggested that the Cinco de Mayo event scheduled for Friday, May 5<sup>th</sup> be used as the kick-off for the pool opening. Pool rules could be announced at that event. The Board agreed. Matt Moore informed the Board of the revisions the City of Frisco has made to the residential pool guidelines as they relate to fencing. The new regulation does not allow for a bar within 45” of the bottom of the fence. It has not been determined if the already existing fences will need to be changed to conform to the new regulations. The new law may prevent our ability to get an operating permit. Matt will know in a couple of days. Pool permit inspection to be scheduled within next 15 to 30 days Matt Moore will follow this issue and notify the Board as necessary.
7. **Swipe Cards** – Matt Moore indicated they are still waiting for bid from DFW Security Solutions.
8. **Beavers** – The traps have been placed, but no beavers have been trapped to date. The guards check the traps as part of their daily routine. There is a dam built in the lake on Victory, but no beaver sighting. The Lakes has trapped 5 or 6 beavers to date.

## OLD BUSINESS/NEW BUSINESS

1. Golf Course Watering/Common Area Watering – currently being done on a minimal basis. Greens have been cut back as far as Legacy Links feels is safe.
2. Lake Debris - With the rains there was a large accumulation of reeds and trash in waterways. Matt Moore advised that we hire the porter service to remove the reeds and unnatural trash from along the lake shorelines. A motion was made that the removal of debris be contracted with the porter service. A unanimous consent was heard by the Board.
3. Fence Repair – Matt Moore is working with Mark Bogard from the Frisco Fire Department on replacement/repair of the back fence that the fire department removed for access to an accident in the Colony.
4. Transition Repairs
  - a. Street Repair – contractor will be in the week of March 20<sup>th</sup> and 27<sup>th</sup> to do repairs.
  - b. Clubhouse – repairs to begin within 3 weeks. Clubhouse will need to be shut down for carpet replacement, the goal is to have the installation scheduled for a Monday, if not, the clubhouse should only have to be closed one day. –The Board decided that SBB Management Company would have a temporary staff member on duty while repairs are done. Roberta Bohnet inquired about safety and moving of clubhouse equipment/decorations. Matt Moore indicated that the painters would be responsible for moving and replacing the equipment and that the painters are insured.
  - c. Fitness Room – discussion was held on the possible use of impact flooring for the fitness room rather than carpeting. Matt Moore to research price difference and warranties.
5. Clubhouse Hours – Diane Rogers and Roberta Bohnet are still researching. No report at this time.
6. Banners – Discussion was held on the effectiveness of the banners to inform residents of events. This item was moved to the Communication Committee for further research.
7. Clubhouse Email Policy – Matt Moore presented a proposed email policy. Changes were suggested and Matt Moore will revise based on Board input.

The Resident Forum email currently being sent out was discussed. It was determined that this should be done on a regular schedule and guidelines for content should be developed.

8. Newsletter – Omissions and errors in the newsletter discussed, Calendar does not always agree with written content. Barbie Chandler discussed the results of the resident survey, which indicated the majority of resident would prefer the newsletter in email/web format delivery. The Communications Committee is working on guidelines for control of editorial content as well as newsletter format. The conversion to on-line version is scheduled to begin with June issue. Only 20 hard copies to be printed and kept at clubhouse for those residents who prefer a printed copy.
9. Water Restrictions – Matt Moore has been meeting with the City on the issue of water rationing. If there is no substantial rainfall the city is considering Stage 4 restrictions with absolutely no outdoor watering. The Board decided table this discuss until the April Board meeting in case of severe water restrictions. Water Restrictions could impact the of summer color choices or installation. Matt Moore will keep the board advised of any changes in water restrictions.
10. Residential Pool Fencing Changes – The City of Frisco has revised the residential pool guidelines and fencing requirements. Fencing around pools needs to be 48” high with no horizontal crossbar within 45” of fence base. The fencing currently at Heritage Lakes has a horizontal crossbar access at 44”. These fences may need to be modified. The residences that back onto the common area lakes will be affected by this change in regulation. The Architectural Committee will need to research alternate fencing design specifications if it becomes necessary for residents to change their existing fencing when putting in a new pool.
11. Exit Gate Signs/Reflectors – the main gate exit gate signs were not replaced after fence repairs. Matt Moore will follow-up and have the signs reinstalled.

The meeting was adjourned at 9:35 p.m.  
The next scheduled board meeting is April 17, 2006.