

**Heritage Lakes
Board of Directors Meeting
Minutes from September 18, 2006**

Meeting was called to order at 6:30 p.m.

Attendance:

**Barbie Chandler, HOA Board President
Laurie Rilling, HOA Board Vice President
Roberta Bohnet, HOA Board Treasurer
Diane Rogers, HOA Board Secretary
Tony Petrone, HOA Board Member At Large
Linda Arquilla, SBB Management Company
Heritage Lakes Association Community Manager**

APPROVAL OF MINUTES OF August 14, 2006 MEETING

The Board reviewed the minutes from the August 14, 2006 Board meeting. It was decided that the minutes be amended to reflect the following changes: Item 2C bullet point 3 amended to read *Some board members feel that Heritage Lakes is a "limited access", not a "secured" community.* A motion was made to approve the minutes with the above change, seconded, approved

1. **LEGACY LINKS** – Darren Ford of Legacy Links presented an update on the ground care and maintenance:
 1. Gator Bags – have been installed on ten trees in the community. Although several trees were showing signs of stress due to the drought conditions, the trees were not in danger of dying. When they stress they naturally drop the leaves to keep the plant alive. Bags will remain – they are permanently installed. If the drought continues the need for additional gator bags will be assessed.
 2. Lake 1 off of Constitution – the severe slope design makes keeping this area watered and fertilized a challenge. Legacy Links is doing maximum watering in this area to ensure adequate watering.
 3. Seasonal coloring was being watered by hand, but the plants were not surviving the drought restrictions and were removed when it started to look bad.

4. Plants at the main entrance were stressing, but Darren feels they will survive.
5. Some of the Evergreen trees on the golf course look bad; Darren will assess their condition and install gator bags if viable.

2. FINANCIALS:

1. Line Item 5456 – Laurie Rilling asked about the classification of clubhouse cleaning costs. Community Social Event cleaning costs should be part of the Social Event budget. These expenses to be reclassified to Line item 5106.
2. Tony Petrone asked about the status of the 2007 budget planning. Roberta Bohnet will head up a finance committee to review actual vs. projected expenses and formulate a proposed 2007 budget. Board consensus is that budget should be compiled prior to year end so that information can be disseminated prior to year-end to residents, especially if new budget requires any increase in resident HOA assessments. Linda Arquilla will have SBB provide a trend history for the committee.
3. Tony Petrone expressed the need for an in depth review of the reserve study and the use of these funds to do repairs and replacements as designated in the study. Reserve funds are designated for specific items and should be used accordingly. Reserve funds are specifically set up for maintenance use, not saving.
4. Roberta Bohnet asked if a final cost was available for the 4th of July event. Some late reimbursement requests are being processed and Diane Rogers will review and determine total cost for event.

3. MANAGEMENT REPORT:

1. Additional Trash Can – an additional trashcan is needed for placement by the bridge on the golf course near Truman. SBB to purchase additional can identical to those already placed throughout community.
2. Clubhouse Ashtrays – one near cabana is already missing. Need to find way to permanently anchor to ground. Replacement to be purchased next year.
3. Concrete cracking around pool – Linda will follow-up and get additional bid.
4. Pool Closure – closing of the Lazy River set at October 15th.

5. Painting of clubhouse doors and building trim to be scheduled for after October 15th and closing of the Lazy River when there will be less resident traffic.
6. Draft Landscape Resolution – The resolution regarding enforcement of certain lawn maintenance provisions has been drafted. Paragraph 6, page 1 to be amended to read “Whereas, by unanimous consensus of the Board of Directors...”. Upon amendment by legal, the resolution will then be filed with Denton County and recorded. Motion made to approve and have recorded, motion seconded, approved. Final copy of resolution document to be circulated for Board signature after change has been made by legal.
7. Draft Pet Resolution – Draft resolution prepared by legal was reviewed. Legal recommends that complaining residents present, in affidavit form signed in the presence of a notary, a complaint replete with information underlying the complaints. The proof of evidence for pet nuisance complaints falls on the resident filing the complaint. Motion made to approve and have recorded, motion seconded, approved. Final copy of resolution document to be circulated for Board signature
8. Mortar Cracking at Clubhouse – Randy Rhodes of DR Resources quoted a cost of \$535 to repair cracked mortar. Lennar has no warranty on the clubhouse facility. SBB to contact the warranty department for the State of Texas on legal warranty of structure. Fox Foundation Company to be called to inspect and give opinion/report on whether damage and cracking is due to structural foundation damage. Motion to approve change, seconded, approved.
9. Soffit damage at rear of clubhouse has been repaired by DR Resources.
10. Seven “Please Clean Up After Your Dog” signs have been placed throughout the community to encourage residents to clean up after pets.
11. Website signage for placement at gates – being designed. SBB to verify color band on signage. Verbiage ACC Orders to be changed to Architectural Change Forms.
12. Two Mission Statements have been written for Heritage Lakes, one a community mission the other a board mission as follows:
 - a. Community Mission Statement – “Living Well and Playing Hard”
 - b. Board Mission Statement – “The Heritage Lakes Board of Directors is committed to promoting a friendly neighborhood environment by striving to maintain the aesthetic beauty and value of the neighborhood; by providing an interactive forum in which residents can share ideas and opinions; by enforcing the Covenants and Regulations in a fair and equitable manner; by making

informed decisions which represent the majority interest; and by focusing on keeping Heritage Lakes a safe, healthful, active and cohesive place to live.”

4. OLD BUSINESS/NEW BUSINESS

1. Virtual Town Hall – There were no questions posted to the Virtual Town Hall meeting site. A synopsis of the Boards accomplishments to date will be developed and placed on site to update residents.
2. Club Liaison – Diane Rogers, HOA Board Club Liaison presented several items for board review and consideration:
 - a. Club Coordination Resignation – the last day for the clubhouse coordinator was September 15th. The position has been posted and applications are being reviewed. Interviews to be scheduled by SBB with follow-up interviews conducted by Board.
 - b. Clubhouse Staffing Needs – After discussion it was decided by the board to hire 2 full-time (30-35 hour/week) staff for the clubhouse to provide continuity and better serve the needs of the community. This would decrease and limit the need for temporary and part-time help and ensure that the staff covering the facility is knowledgeable of events, rules and resident needs.
 - c. Temporary Clubhouse Hours – Until permanent staff is employed, temporary clubhouse hours have been posted and reservations will be limited until such time as staff is hired and trained.
 - d. Bulletin Board Signage (Directory Box) – a proposal for permanent signage at each exit gate was proposed. These signs would be permanent structures with Plexiglas doors with locks. Signage would be freestanding or built into a brick structure. Linda to obtain bid for having signage built in to a brick enclosure.
 - e. Clubhouse Traffic Survey – Club Liaison proposed implementing two traffic surveys for the clubhouse. One in the winter months and another at the beginning of the summer season (May 1st). Each survey to last 30-days with all traffic use recorded. Results of the survey will help determine the optimal resident use of the facility as well as determine the

- hourly paid staffing needs for the facility. Winter survey to be implemented after new staff is hired and trained.
- f. Club Liaison - Report from first meeting with Club Coordinator and Community Manager presented as part of board packet for review, including action item list.
 - g. Proposal made to purchase Santa Suit for \$169.98, as well as Beard and Wig package for \$69.98. Motion made to purchase, seconded and approved.
 - h. Mail out of website information – Club Liaison proposed that a USPS mailout be made to all community residents informing them of new website and newsletter in electronic form. Communication committee can develop a Postcard format. Motion made to develop and mail notices, seconded and approved. Communication Committee to work on postcards for mail out.
3. SBB Management Weekly update format – Laurie Rilling provided sample update/action list format for tracking of action items through conception to completion. Objective is to keep list with current status and completion status. Diane Rogers to use new format as action item list in board minutes and send to Linda for her use in updating Board on status of Board meeting action items and community action items.
 4. Children at Play – No Outlet Signage – a resident on Constitution wants to purchase signage and be reimbursed by the HOA. All official street signage must be city approved. It is the consensus of the Board not to reimburse for signage purchased by residents. Board suggests that resident may purchase at his/her own expense portable “Children At Play” signs to put out when their children are playing.
 5. Red fire lane curbs in front of clubhouse have worn off. Proposal made to have curbs repainted. Motioned, seconded, approved. SBB to implement.
 6. Clubhouse toilets are not functioning properly and keep running, SBB to have fixed.
 7. Bridge on 7th hole of golf course – paint is chipping and needs to be painted. This work is noted and will be addressed once the weather is cooler.

5. **COMMITTEE REPORTS** - Committees need to establish and prioritize goals. Suggestion was made to ask each committee to develop a mission statement.
1. Pool Committee – Roberta Bohnet, Liaison – Report submitted.
 - a. Resident ID Tags – Board would like a proposal to present to the community.
 - b. Committee is working diligently on pool signage. Committee would like to take down redundant signs and relocate signs as necessary. Motioned, seconded and approved.
 - c. Discussion on email address for committee members through the website. The board decision is that no direct email addresses for committee members to be established at this time.
 2. ACC Committee – Barbie Chandler, Liaison – Report submitted.
 - a. : A new member, David Pettingill has joined the committee.
 - b. Design guidelines should be complete and ready for Board review by the October Board meeting.
 3. Social Committee – Diane Rogers, Liaison – Report submitted.
 - a. Garage Sale a success.
 - b. Halloween Party scheduled for October 28th
 - c. Fall Fest scheduled for November 11th
 - d. Holiday Party scheduled for December 9th
 4. Golf Committee – Tony Petrone, Liaison – Report submitted.
 5. Safety/Crime Watch – Laurie Rilling, Liaison – Report submitted. Temporary Post Orders submitted for Board Review. A motion was made to accept the temporary post orders, seconded and approved after clarification of the following:
 - a. Item VI.C. - Remove underline/bold from the word scheduled
 - b. Item X.B.2 – parcel deliveries – not to be left at gatehouse - issue of liability for guards and security of packages
 - c. Item X.E.4– Guests – TAL - Temporary Access List – visitors on TAL for one day only unless otherwise approved by resident.
 - d. Item X.K – Buyers, Brokers, Realtors, and Appraisers - potential buyers should be allowed to enter community, access personnel to clarify and allow entry with copy of license and proof of identity. Non-residents need to be signed in, with license recorded or held until visitor leaves, along with written notation vehicle license number.

- e. Item XII.C.1 – True Emergency Situations - Are access personnel certified to respond to resident emergencies?
 - f. Access personnel currently leave station to open pool. Board consensus to have pool unlocked for use during shift change at 8 o'clock to eliminate need for leaving gate unattended for this task.
 - g. Gate opening during day – Roberta Bohnet, Liaison and Dudley Wilson, Committee Chair to go before City Council to discuss keeping gate closed and unattended during the day when necessary for patrol. They are trying to set meeting date with the city, possibly within the next 3 weeks.
6. Nominating Committee – Roberta Bohnet, Liaison
- a. Committee being formed, several volunteers
 - b. Committee Liaison to compose email and send to board for approval and dissemination to community advising of committee formation and purpose and requesting of community volunteers.

Meeting Adjourned at 10 p.m.

Next Board Meeting scheduled for Monday, October 16th at 6:30 p.m.