

RiverChase HOA

<http://www.riverchasehoawylie.com>

<https://www.facebook.com/#!/pages/Riverchase-Homeowners-Association-Wylie-Texas/414432818633409?fref=ts>

Board of Directors Meeting Minutes Monday, February 13, 2017

I. **CALL TO ORDER** – Meeting called to order at 5:50 p.m.

In attendance

Name	Position on Board	Contact Info
Mary Saunders	Board President	marysaunders@avaya.com
Patrick Lynch	Board Vice President	pdlynch@hotmail.com
Victoria Hines	Board Secretary	VHines1913@aol.com
Christy Bolin	Board Treasurer	christybolin@verizon.net
Richard Vaughn	Board Member at Large	rv6049@gmail.com
LeAnne LaDew	PMG Representative	lladew@principal-mgmt.com
UNABLE TO ATTEND		
Committee Chairs		
Lisa Beckman	Communications Committee Chair	lisa.riverchase@yahoo.com
Donna Horn	Pool Committee Chair	dannahorn1323@gmail.com
Gena Lynch	Social/Welcome Committee Chair	glynych323@gmail.com
Patrick Lynch	Landscape Committee Chair	pdlynch@hotmail.com
Aleksandra Rolfson	Decorations Chair	
John Sanders	ACC Committee Chair	jms_rvrchs@verizon.net
Richard Vaughn	Gate Committee Chair	Rv6049@gmail.com

II. **OWNER OPEN FORUM** – Mary Saunders opened the meeting explaining that the HOA board is legally required to allow residents to explain the circumstances that lead to the variance in roof colors. Board members and residents discussed options and solutions. Richard Vaughn thanked the residents for coming and the open forum concluded.

III. **TABLED APPROVAL OF MINUTES (January 2017)**

Secretary Victoria Hines was not present at the beginning of the meeting and will provide January minutes at the March meeting. February minutes were recorded by Board President and will be transcribed by HOA Secretary upon receipt of recording.

IV. **APPROVAL OF PAYMENT TO GERMANIA INSURANCE FOR CLAIM**

LeAnne provided update. Per the insurance company, the amount is so insignificant that it might be a better option to pay the cost of repair instead of filing a claim against the insurance. The payment would be \$622.32 (total repair cost minus the \$250.00 deductible).

Richard Vaughn motioned to approve the payment of \$622.32 to Germania Insurance. Motion was seconded by Christy Bolin. Motion carried.

V. **TABLE TREASURERS REPORT**

No financials were available due to early date of HOA board meeting. Financials to be provided by email on 2.17.17. Discussed fees and HOA board goals.

- A. New Reports from PMG.
- B. Reporting to see the management fees collected by PMG collected monthly, delinquency fees, handling fees, addendum fees, resale fees, etc. How much money PMG is making on a monthly basis from our HOA? Discussed the availability of auto draft for payment of dues. There is a form for residents to set up direct debit for HOA dues per LeAnne.
- C. Strongroom (invoice approval system from Associa on Call). Mary suggested that HOA President and Treasurer have access to check/approve invoices as a failsafe in case errors are not caught on the front end by PMG. LeAnne shared that if Mary and Christy have approval access, it takes away LeAnne's approval access. The system will need to be checked daily to ensure payment.
- D. There is a form for residents to set up direct debit for HOA dues to cut down on residents questioning whether or not they have paid their assessments.

VI. COMMITTEE REPORTS

- A. **Landscape – Sprinklers/Greenbelt:** New proposal coming from Cannon Landscape and Cititurf will provide a bid. No proposals were submitted at the time of the meeting. Current contractor did come out and get rid of the wood after receipt of 30 day notice. Discussed options to resolve greenbelt situation. Bryce Greene can provide a \$6,000 conceptual design, but the work product cannot be used for the final design. The more detailed design (\$17,700) effort for both options, topographical survey, and work product would yield drawings that are approximately 50% of what is needed for a final greenbelt design. City of Wylie denies culpability of the current greenbelt situation caused by the widening of Country Club from 2 lanes to a 6 lanes. Bryce Green and Ministry Consultants will oversee the development of new plans for this project. *Richard Vaughn motioned to approve the payment of \$17,700 to acquire an engineer's report to start the greenbelt repairs process. Motion was seconded by Patrick Lynch. Motion carried.*
- B. **ACC** – John Sanders lead further roof variance discussion to include an open violation option on file until the roof was brought into compliance. LeAnne will check with PMG to see if there can be an alert on the file or an open violation without a fine. Principal Contact information will be removed from the ACC form. Will also update the form at PMG Customer Service.
- C. **Decorations** – No update on decorations inventory. Some decorations are falling apart. Will get an update from our new Decorations Chair - Aleksandra Rolfson.
- D. **Social/Welcome Committee** – Resale report showing new homeowners. Regular cadence of reporting. Reporting can take up to 30 days and includes all transactions.
- E. **Pool Committee**– Pool Security and Porter service needs to be completed by next meeting. Discussed sharing service with other neighborhoods since we all go through PMG. Previous porter service showed fixed costs in addition to excessive materials costs. Discussed the pool cleaning contract status and uniformed security service post orders – the scope of work expectations. Richard requested more pool cards.
- F. **Gate Committee** – Discussion of condition and next steps need to proceed including asking the City of Wylie to take over the maintenance of the streets if we take down the gates, getting a larger company to come in and repair. Board just spent several thousand dollars to fix the safety loops on the gates (\$15K to replace the boards; \$10 to fix one gate). The control board is not responding. LeAnne is still waiting on quotes for welding/gate work.

VII. OLD BUSINESS

- A. **Drainage Bid – City of Wylie Violation** – See committee report above.
- B. **Gate Repairs** – See committee report above.
- C. **Remotes for Entry Gates** – Discussed status of remotes for gates. We cannot force new residents to purchase a remote. No way for PMG to track. Discussed ways to let the community know when the remotes are available. Will order 50 remotes and give them to Richard Vaughn.
- D. **Rental Property Restrictions** – Mary will resend the Rental Property Restrictions documents for review so that we can determine required steps for next annual meeting.

VIII. NEW BUSINESS

- A. New Reports from PMG. See above in Treasurer’s report.
- B. Reporting to see the management fees collected by PMG collected monthly, delinquency fees, handling fees, addendum fees, resale fees, etc. Specifically, the board would like a report showing how much money PMG is making on a monthly basis from our HOA.
- C. Discussed renting out the pool. There is a form on the website. Discussed the logistics of renting out the pool and notifying the residents that the pool is reserved. Discussion also included possibly paying a fee to have more than 2 people.
- D. Mary discussed PUP – Pop Up Parties for the residents to bring about more community connection. Possibly have a quarterly PUP. PMG now out sources printing (Optimal) and would charge to put an announcement in the quarterly mailing.
- E. Update on establishment of HOA credit card. Need to correct the form to show that the total card limit is \$5,000, with a \$2,500 transaction limit.

IX. EXECUTIVE SESSION

Discussed the variance for out of compliance roofs. LeAnne will check on the cost of the attorney preparing the variance. HOA board will review the documents prior to final acceptance.

Tabled Updates from Manning & Meyers

ADJOURNMENT *Victoria Hines motioned to close the board meeting at 7:30 pm
Patrick Lynch seconded; Motion carried.*

March Meeting – Monday, March 20, 2017 @ 5:30. Location TBD

Signatures: HOA President, Mary Saunders _____

HOA Secretary, Victoria Hines _____