

COLONY MEADOWS HOMEOWNERS ASSOCIATION

ANNUAL MEETING

August 25, 2009

Crossroads United Methodist Church

The meeting was called to order by Ricki Gavell from Turnkey Consulting, LLC at 6:00 p.m. She introduced herself and Debbie Campbell. It was determined that a quorum was present.

Ricki explained the function of a homeowners association and how it protects the value of homes and the neighborhood. She explained that Housing Resources had been paying for all expenses in the subdivision, but that once the HOA was turned over to the owners, the HOA would begin paying the bills.

Next she went over the proposed budget for 2009 and 2010. There were many questions and lots of discussion, particularly concerning proposed expenses for landscape maintenance and management services. It was explained that the services of Turnkey as far as the management company did not have to remain in the budget. Ricki explained the duties of the Board and that the HOA could self-manage if they wished. She also explained that the amounts in the budget, such as expenses for landscape maintenance, had been obtained by receiving bids for the items.

After discussion, a motion was made by Roberta Nix and seconded by Angelica Cuellar to vote on the 2009 budget as presented. A vote was taken and there were 12 votes in favor and 7 who voted no. The motion was passed to vote on the proposed budget. James Shoopman made a motion to approve only the proposed budget for 2009 and Matt Leiker seconded. The proposed 2009 budget was unanimously approved. Then there was also a motion and a second to approve the proposed 2010 budget. The motion was voted on but did not pass. The new Board of Directors will prepare a budget for 2010 and present it to the owners for approval prior to December 1, 2009.

Ricki opened up the floor to nominations for the Board of Directors. James Shoopman and Frank Moreno had already sent applications to be on the Board. Angela Rubalcaba was nominated from the floor and Cathy Branscum and Roberta Nix also volunteered. Ballots were passed out and after votes were counted, the new Board of Directors is Frank Moreno, Roberta Nix, Cathy Branscum and James Shoopman.

The new Board of Directors will have an orientation meeting with Turnkey and will elect officers.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Debbie C. Campbell
Acting Secretary

Colony Meadow II HOA

Board of Directors

Board Orientation Meeting Minutes

Thursday, September 3, 2009 6:30 pm

1. **Roll call/registration** - *Present- Roberta Nix, Frank Moreno, James Shoopman (Board members) and Ricki Gavell (TurnKey Consulting) Absent – Kathy Branscum (Board member)*
2. **Call to order** – *Meeting was called to order at 6:30 pm*
3. **New Business**
 - A. **Discussion of Homeowner's Associations**-*Training was provided for the Board members concerning the purpose of a homeowners association and the functions of Board of Directors. Discussion was held concerning rules and regulations, budgeting, communication and building a sense of community in the neighborhood. Written communication from homeowners regarding concerns or complaints will be required so that issues can be dealt with effectively. The Board positions and the corresponding responsibilities were discussed as well as the Boards fiduciary relationship with the members of the association*
 - B. **Discussion of needed governing documents.** *Ricki explained that there are eight policies that are required by law, and she provided the Board with drafts of the following policies: Dues Collection Policy, Dispute Resolution Policy and Conflict of interest Policy. The Board reviewed the drafts and after making desired changes, adopted the policies on Dues Collection and Conflict of Interest. The policy on Dispute Resolution will be reviewed at the next Board Meeting*
 - C **2009 Planning** - *The Board set several goals for the remainder of the year. Operating and reserve accounts need to be established and several more policies need to be developed as soon as possible. Communication with association members is of primary importance to the Board. An HOA email account will be established to facilitate communication. Ricki will take care of that. The Board will meet informally in September to walk the common areas to review landscaping needs.*
 - F **Election of Board Positions:**
 - President, Frank Moreno
 - Vice President, Roberta Nix
 - Secretary, James Shoopman
 - Treasurer, Kathy Branscum
 - H. **Set dates for annual meeting and Board meetings**
 - Board Meeting – *Board Meetings are open to all Homeowners. Prior to the meeting, Homeowners must request in writing if they wish to speak at the Board meeting (use the HOA email address).*
 - October 15, 2009 - 6:30pm – TurnKey Consulting
 - Budget and policy development
 - General Membership Meeting
 - November 12, 2009 - 6:30pm - Clifton Elementary School
 - Discussion of budget
- 4 **Adjournment** – *Meeting was adjourned at 8:00 pm*