



Meridian HOA  
Board of Directors Meeting  
8/15/18  
7:00 PM  
Bethany Lutheran Church  
3701 West Slaughter Lane  
Room 102

### **MINUTES**

Attendees: Dawn Bowes, Vito DelGatto, Vince Heinz, Jason Verrette, Rob Gura  
Karen Vaughn – Goodwin Management  
Matt Moore – Blue Quail Consulting

- I. Call to Order – Meeting was called to Order at 7:01 PM
- II. Review and Approve Minutes from July Board Meeting

Jason Verette made a motion to approve the minutes as submitted in the Board Packet. Rob Gura seconded the motion. Motion passed unanimously.

- III. Resident Forum – The Resident Forum began at 7:09 PM

The Board heard from the following residents:

- Dawn Bowes, President – Mrs. Bowes gave a brief description of the roles and responsibilities of a Homeowners Association and its Board of Directors.
- John Hall – Mr. Hall expressed concerns regarding Board Interactions with residents, specifically to the email he sent the Board of Directors regarding an incident with Jason Verrette. Mr. Hall also discussed homeowner comments and discussions on Social Media and his concern regarding lack of response by the Board on issues raised by Social Media.
- Angela Newman – Mrs. Newman expressed similar concerns as Mr. Hall regarding Board Interactions, specifically to the email she sent to the Board of Directors regarding an incident with Mr. Verrette.
- Andy Skelton – Mr. Skelton discussed the need for a good line of communication from the Board to the Residents in order to keep misinformation from being spread to Residents regarding Board Actions, specifically on Social Media. Mr. Skelton expressed that he had a personal conversation with Mr. Verette and appreciated the information he was given.
- Jennifer Ferrante – Mrs. Ferrante requested the Board look at camera systems at the entrances and exits to the Community and requested the Board look into feasibility and pricing, possibly through the Neighborhood Watch Committee.



- Nan Higgins – Mrs. Higgins requested the Board look into ways the Community could address Speeding issues and traffic safety in the Community, especially around the School Site.
- Sarah Sullivan – Mrs. Sullivan expressed safety concerns with the crosswalks to the School, she also expressed concern with the Board not responding to issues raised by residents in online forums and Social Media. She requested the Board look into having the missing irrigation valve box covers and meter box lids replaced on Meridian Park Blvd between Jaborandi and Espina. Mrs. Sullivan also expressed concern regarding the response she received on an email she sent to Zach with Goodwin Management regarding nails in the road.
- Karen Vaughn, Goodwin Management – Mrs. Vaughn responded to some of the concerns regarding Social Media Issues, Board Contact, Management Company Contact and Board Communications. She also elaborated on the Role of the Board of Directors in the Community and how individual residents can assist the Association on issues that may be City, County or State Related.
- Ellen Stenski – Mrs. Stenski raised the issues of security camera systems at the entrances and the amenity center.
- John Green – Mr. Green discussed Communications from the Board of Directors, expressed concerns that the Board respect and address any issues or Board allegations raised on social media, and that the Board should leverage social media as a communication tool.

The Resident Forum ended at 7:33 PM.

#### IV. Financial Review/Discussion

##### A. Current Financials

The Board discussed the July Financials for the Association and the upcoming Budget process. Vito DelGatto pointed out that the cash balance of the Association is about half Reserve funds, as the Association owns and maintains not only the Amenity Center, Landscaping, Irrigation and Signage, but also all the Water Quality Facilities within the Development.

The Board discussed needing to have an official Reserve Study done to fully understand the reserve necessities for the neighborhood.

Rob Gura discussed that the budget will need to be created by the beginning of October, Karen Vaughn said Goodwin needs approved budgets by mid-October in order to put them in their system and send out the first assessment bills for 2019 in early December.

#### V. Old Business

##### A. Status of Pool Maintenance Contract Bid Process and Possibly Approve New Contract



Karen Vaughn stated that she had not received the redlined bid specs from Mr. DelGatto, the Board Liaison for the Pool Committee, by July 25<sup>th</sup>, so the bids specifications has not been sent out yet. The Board thought this had been completed and will resend the redline bid specification, so the Contract can be bid for the next meeting.

- B. Discuss Scope of Work and Status of Bid to Rebuild Dumpster Enclosure, Pool Equipment Screening Fence and Privacy Fence by Parking Lot at Amenity Center. Possibly approve a bid.

The Board reviewed the bid from Viking Fence and discussed other bids provided by Vito DelGatto, but his contractors cannot provide proof of insurance. After discussion Vince Heinz made a motion to approve the Viking Bid, seconded by Dawn Bowes. The Motion Passed 4-1 with Vito DelGatto voting nay.

- C. Updates on Pool Filter Replacement Project

Karen Vaughn reported the Pool Filter Replacement Project was completed and the filters were working well.

- D. Updates on Landscape Maintenance Contract Transition from Austin Eagle to Freshscapes

Karen Vaughn reported that the formal transition from Austin Eagle to Freshscapes will occur on September 1<sup>st</sup>, but Freshscapes has already been doing supplemental work in the neighborhood.

- E. Updates on Mason Assessment of Common Area Wall at Espina and Meridian Park Blvd.

Karen Vaughn reported that two different masons had looked at the wall, but no formal bids for repair have been submitted. Matt Moore agreed to send Karen Vaughn the name of a contractor who builds post-tension walls and can also give a bid. Vito DelGatto stated he had looked at the wall, agreed it needed to be repaired, but feels, in his opinion, it is currently stable and not in imminent danger of falling over.

- F. Association and Board Communications

The Board discussed at length effective ways for communications to Members. All the Board Members agreed that there should be a hybrid approach with email, online presence and specific social media platforms in order to effectively communicate with the Members. In the short term, the Board agreed to use the Goodwin site as a document reservoir for all minutes and official Board Communications to the Members. Once these documents are placed on the Goodwin Site, notifications of the documents can be sent out via the Association email list and on Nextdoor.



The Board discussed the use of the [meridianhoabod@gmail.com](mailto:meridianhoabod@gmail.com) address. They agreed to investigate ways to use this address as a primary reservoir of all resident ideas, praise, concerns and questions. The Board will investigate through the Communication Committee, how to make sure all messages are automatically forwarded to the entire board out of this address, so no messages are missed.

The Board discussed a formal HOA site or a formal HOA Facebook Page, as the existing Facebook page is intended only for Social Events in the Community. The question arose on who on the Board would establish and manage this page. It was agreed that the Communications Committee will investigate this issue further.

The Board discussed how Board Members should respond to questions, comments and concerns raised on Social Media. It was agreed that a response or interaction from an individual Board Member on social media did not constitute a Board decision or Board opinion.

The Board feels that a long-term Communication Plan should be worked up by a formal Communication Committee, approved by the Board and implemented. Dawn Bowes will serve as the Board Liaison for the Communications Committee and will turn Communications Issues over to the Committee and make recommendations back to the Board at a future meeting.

- G. Association Committees, Current and Future, Assign Board Members to oversee specific Committees

Karen Vaughn distributed some information on Committee Charters and Guidelines.

The Committee reviewed the Committee Interest List in the Board Packet. The Following Board Members will serve as liaisons to specific Committees:

- Dawn Bowes – Architectural Control Committee and the Communications/Welcome Committee
- Jason Verrette – Social Committee
- Vince Heinz – Trails/Lakes Committee
- Vito DelGatto – Landscape Committee and Pool Committee
- Rob Gura – Neighborhood Watch/Security Committee

Dawn Bowes will send the updated Committee Volunteer List out to the Board with specific Committee Assignments.

- H. Discussion and possible action on Board Task List from last meeting.

The Board went through the Task List and Updated it with completed items. The list will be updated with August Meeting Board Tasks and distributed.

- I. Assess and Delegate projects from Maintenance and Capital Project List.



The Board went through the Maintenance and Capital Project List, updated the list, discussed timing of projects and assigned certain projects to specific Committees.

From the discussion, the following action items were decided:

- The Pool Committee will investigate adding a large fan to the Pavilion Building.
- Karen Vaughn will get a cost from Cothrans locks to change out the storage room locks from keyed locks to push button code locks.
- Karen Vaughn will talk to a security consultant and have them come out to look at feasibility and budget numbers for adding camera systems at the entrance/exits and around the pool area.
- Vito DelGatto made a motion to approve a \$500 budget to have a lending library installed outside the pool fence, the motion was 2nded by Dawn Bowes and passed unanimously.
- The Board directed Karen Vaughn to have her maintenance staff to remove the plastic caution barriers off the metal pond entrance gates, as they are damaged and falling off. Once removed, the Board will decide after removal if they need to be replaced with a similar product or a different product.

J. Other Business to Come Before the Board

No other Old Business came before the Board.

VI. New Business

A. Review List of Possible Association Attorneys choose legal counsel for Association.

Karen Vaughn has received information from one firm, and requested information from several other firms. She will send options to the Board of Directors for several different firms with price options.

B. Status of Pest Control Contract for Amenity Center Bid Process and Possibly Approve New Contract.

Karen Vaughn will have her contractor do spot treatments monthly on the Amenity Center and surrounding areas, the cost is minimal for this service. The Board instructed her to proceed at this time and will revisit a formal contract if needed in the future.

C. Discuss Speeding Issues along Meridian Park Blvd and Cherisse Drive

The Board discussed speeding issues within the Community, specifically along Meridian Park Blvd, Espina Drive and Cherisse Drive. The following action items were discussed:

- Vito DelGatto or Matt Moore will discuss with the City of Austin the procedure and cost to install speed awareness signs along these streets at the Association's expense.



- The Board will also report speeding issues to 311 in order to increase police presence in the community.
- Under a motion from Dawn Bowes, a 2<sup>nd</sup> by Rob Gura, and a unanimous vote, the Board approved an expenditure of \$1500 for the Association to purchase four Crosswalk Caution Signs that can be placed within the crosswalks in the streets. Dawn Bowes will communicate with the Baldwin PTA to devise a plan to have the PTA place the signs out in the mornings and afternoons during school drop off and pick up.

#### VII. Executive Session

Executive Session was called to order at 9:02 PM

- A. Delinquencies
- B. Legal Matters
- C. Personnel Issues/Board Conduct

Executive Session was adjourned at 9:15 PM

#### VIII. Actions from Executive Session

No formal actions were taken from discussions held in Executive Session.

#### IX. Future Board Meeting Dates

The Board set the next Board Meeting for October 2<sup>nd</sup> and discussed having Board Meetings the first Tuesday of every other Month.

#### X. Adjourn

The Meeting was adjourned at 9:19 PM