

Ridgeview Ranch HOA Board of Directors Meeting

6:00p.m., Wednesday, February 22, 2012 – CCMC Offices, Plano, Texas

In attendance:

Michele Drain, CCMC

Lisa Coppinger, HOA Vice President/acting Secretary

Tom Branch, HOA Treasurer

Guests:

Shannon Bayon – Homeowner Board Nominee

John Day – Homeowner Board Nominee

- I. **Call to order:** Vice President Lisa Coppinger called the meeting to order at 6:05p.m.

- II. **Approval of Minutes:** - Tom Branch made a motion to approve minutes from the December 7, 2011 meeting. Ms. Coppinger seconded the motion – motion passed.

- III. **Management Report:**
 - A. Financial – Michele Drain with CCMC included HOA financials in the board’s packet for review. No questions or comments were voiced.

- IV. **Old Business:**
 - A. New Ad revenue discount policy: With the move to an on-line news source for the community and new advertising rates and policies being developed along with this new initiative, Ms. Coppinger made a motion to strike this item from old business. Mr. Branch seconded the motion – motion passed.
 - B. Volunteer reimbursement policies: Ms. Drain amended committee charters to include the Ridgeview Ranch policy not to reimburse volunteers for damage to their personal property or other similar expenses incurred while performing volunteer duties. The board approved the changes as written.
 - C. Security installation at the west neighborhood pool: Security advisor Tod Perle has inspected the west pool property and would like to meet with the board to discuss his findings and suggestions before he provides a quote. Ms. Drain will schedule this for the next regular board meeting.

- V. **New Business:**
 - A. Annual meeting agenda review: Ms. Drain will send out last year’s presentation for editing next week. Board discussed the possibility of needing an additional administrator to assist with member sign-in. CCMC would like to include an 8 minute slide show detailing their services to the community in the presentation. Ms. Coppinger would like to award 3 or 4 volunteer appreciation certificates again this year. She would also like to implement an annual volunteer recognition program for all volunteers. Mr.

Branch plans to go into greater detail about the annual budget so that the homeowners are fully aware of the issues our community is facing financially. The meeting format will continue with a committee/member meet & greet at 6pm and meeting at 7pm.

- B. Open positions/voting: Homeowner proxies are currently being divided as evenly as possible among board directors. Upon voting, each director's vote is applied to their lot of proxies. The resulting vote is then announced. After discussing several issues with this method and several ways of voting the proxies, the board and management company agreed that directors will vote along with those in attendance and the result of the board vote will be applied to all proxies marked "board." The board has two open positions (Regina Richardson & Alice Fant who resigned in 2011) and two positions up for election in March (Ms. Chandler & Ms. Coppinger). With two interested volunteers present at the meeting, Mr. Branch made a motion to appoint John Day to replace Regina Richardson and serve out the remainder of her term. Ms. Coppinger seconded the motion – motion passed. Mr. Branch made a motion to appoint Shannon Bayon to replace Alice Fant and to serve out her term. Ms. Coppinger seconded the motion – motion passed.
- C. 2011 audit – need signature: HOA Treasurer, Mr. Branch signed the audit.
- D. Drip irrigation results – Drip irrigation was installed at one Manor entrance in November as a test while the other entrance was left to provide a basis for comparison. Last water bills for both the test site and comparison site are the same (minimum charge). The test site is currently being watered and comparison site is not being watered at all. We will continue the comparison for at least six months to get a more accurate example of the possible cost savings.
- E. 2708 Zoeller – homeowner reports that a perimeter Bradford Pear tree is dead and needs to be replaced. Board will take a look once the trees have bloomed to make a recommendation as to removal and/or replacement.
- F. Website hosting and administration – Mr. Branch is currently working on the new CMS site. He plans to get the hosting service set up with all accounts in the HOA's name and has begun populating a Word Press template with basic Ridgeview Ranch information. Ms. Coppinger will develop a flow chart for site navigation by the end of the week or early next week.
- G. Web advertising – Board voted to table this discussion until the preliminary site is ready. Ms. Coppinger brought up possible event sponsorship needs. Mr. Branch and Ms. Drain suggested that e-mail blasts might suffice for now.
- H. Volunteer policy – Ms. Coppinger drafted a Volunteer policy and submitted it to the board for review. Board agreed to table the policy for now and review again after the annual meeting
- I. Sponsorship policy – Ms. Coppinger drafted a Sponsorship program/policy and submitted it to the board for review. Board agreed to table the program/policy for now and review again after the annual meeting.

- J. Deco-seal – Ms. Drain presented a quote to repair the deco seal around the kiddie pool at the East pool. The board agreed to table the quote until after the annual meeting especially since we are opening the pool later this year.

- VI. **Executive Session** - The board reviewed current homeowner delinquencies. The board agreed to investigate judicial foreclosure proceedings on two owner accounts.

- VII. **Adjournment** – With no further business before the board, the meeting was adjourned at 7:35pm

Board minutes submitted by acting secretary Lisa Coppinger