

Rosebrook Homeowners Association, Inc.
Board of Directors
Meeting Minutes

DATE: August 19, 2014

TIME: 6:00 p.m.

LOCATION: Conaway Homes, 101 Business Park Drive, Whitehouse, Texas

ATTENDEES: Brent Conaway, Phillip Fields, Mark Massey.
Carrie Montgomery and Chris Brewer representing RCPM.

Homeowner Present: One

The meeting was called to order at 6:06 p.m.

Financial:

The Board reviewed the July financial report. Brent Conaway motioned to approve and Mark Massey seconded and all were in favor.

Policies:

RCPM presented two (2) policies, a Payment Application Policy and Records Retention Policy that should have been established Jan. 1, 2012 in accordance with State Law. The policies were tabled at this time until the CC&R and By-law documents are approved and recorded with Smith County.

Insurance:

There was discussion regarding whether or not the association had Directors and Officers insurance for the two homeowners that are on the Board. RCPM will obtain bids for the insurance coverage and present at the next Board Meeting.

Landscape:

RCPM informed the board that they met with Enviro Care and completed a landscape walk. There are numerous items that this company is not completing as part of their contract. RCPM will continue to monitor them. RCPM is also in the process of receiving additional bids for landscaping.

CC&R's and By-Laws:

RCPM reported that the CC&R's for the association were not valid because they need to be approved by the homeowners and this was not done. RCPM discussed this with an association attorney, Matthew Thigpen. Mr. Thigpen stated that the documents should be voided and new documents should be developed.

Mrs. Brewer will assist Mr. Thigpen in developing new documents to be presented to the membership for review and approval. RCPM will conduct a Special Meeting in September to have the documents approved.

Lease/Tenant Registry:

RCPM presented a lease/rent letter and tenant registration form to the Board for review and approval to have it implemented for Rosebrook for those owners who are leasing out their homes. This will enable the association to be able to ensure that the tenants have all the proper documents for living in a homeowners association.

The Board approved to have this information placed on the website.

Association Committees:

RCPM presented a Committee list with short job duties on it and a sign up form. A request was made to place this on the website in order to have homeowner involvement. The Board approved this to be placed on the website.

Architectural Control Information:

RCPM presented the architectural control process forms that their other communities utilize. RCPM requested permission to have this information placed on the website. The Board approved these forms.

Executive Session:

The Board reviewed one delinquent owner and determined to wait until the new documents were completed prior to the moving forward with legal action.

The meeting adjourned at 6:45 p.m.

Signature:  Mark Massey  Phil Fields
Date Approved: _____