

Beverly Oaks Association  
Board of Directors Meeting  
April 29, 2009 9PM

I. Call to Order

The board of directors meeting was called to order by Robert Bauer at 9:05 PM at 580 Decker Drive, Suite 250, Irving, Texas. Directors present included: Robert Bauer, Rodney Lehman, Brenda Madison. Randy Ranew absent, one board spot vacant. Others present: Joe Sandifer, Precision Property, Inc. Roy Wilson, homeowner. The resignation of Ewing from the board was announced.

II. Minutes for the April 6 and April 21 board meeting where handed out and approved.

III. Financial report (Overview)

- A. As of March 31, 2009, the cash accounts status is:
- \$27,559.67 in the operating account
  - \$26,062.43 in the reserve accounts
- B. Sandier reports most 2<sup>nd</sup> qtr payments were in. 4 accounts were very past due and he will follow up with a letter and try to set up payment arrangements. A discussion on reporting of delinquent accounts and collections protocol was undertaken. Sandifer agreed to develop a more simplified method of reporting the outstanding accounts as there continues to be confusion about the existing report. We agreed that the Association would take a more active role in trying to collect dues before sending them off to an attorney. This included sending certified letters to the most serious delinquent accounts and trying to contact them by phone. And sending letters to the less delinquent accounts to make it clear that they were delinquent. Four homeowners were identified as seriously delinquent - 2 had received letters from the Association attorney and Sandifer was in discussion with them. Two others have not been contacted and Sandifer needed to send certified letters. Rodney agreed to personally contact one member to try and resolve the payment plan they set up (it was a little short).
- C. Sandifer said he had not mailed the letter to 123 Brentwood had not gone out but he would get it out in the next few days.

IV. Business of the Board

Calendar of board meetings tentatively set and it was agreed we would publish it to the homeowners for their participation if desired.

May 21	1 PM	General meeting
June 6	7 AM	Garage Sale and BBQ/Block Party (4:30 PM)
June 18	7 PM	Board Meeting and General Meeting: Painting color change
July 29	1 PM	Board Meeting and General Meeting: Architectural Control
August 26	7 PM	Board Meeting and General Meeting: Bylaws
September 17	7 PM	Board Meeting and General Meeting: Traffic Solutions
August		<b>Painting Project (1901 – 1919 Wilshire)</b>
September		<b>Landscaping Project</b>
October 3	7 AM	Garage Sale and BBQ/Block Party (6:00 PM)
December 9	1 PM	Board Meeting year summary and budget for 2010
January 12	7 PM	Annual Meeting
January 26	7 PM	Annual Meeting (if a second meeting is required)

Garage Sale. A discussed about the requirements for the garage sale now that Ewing was not on the board was discussed. It was agreed to move the date from May 16 to June 6. Sandifer agreed to get the permit, form the city, the board approved and Bauer agreed to get the signs and get ads on craigslist, Madison agreed to purchase the meat and utensils, Ranew agreed to arrange the cookout, Lehman agreed to do the newsletter.

Management Contract. An executive session was held with Sandifer stepping out as we discussed the goals and objectives of the Managing Agent and looked at proposed language for a new contract. It was agreed on the importance of making the contract "task" oriented and assigning specific accountability to the Managing agent to handle taxes, setting the annual meeting, using RFPs to secure bids, etc. The board agreed in principle to the draft contract which included a term extension until 12-31-2010. Revisions to the Precision Management contract were discussed and agreed upon.

Insurance policy. Insurance policy and amounts were discussed and information from Sherry Brown, our agent was discussed. - 1) that we could not have blanket property coverage, 2) that every item had to be itemized and 3) as most of the assets in the Association's care were on private property we needed to identify the owner. Given the risk associated with the roadway and walls, the inadequacy of the insurance was discussed and questions about her recommendations, and uncertain ownership of the roadways, it was decided that additional information was needed. It was agreed to shift the current \$40,000 coverage to \$12,000 for the entry, \$26,000 for the alley walls and \$2,000 for the garage in the interim.

Traffic. Visitor Parking Policy or lack thereof was discussed. It was agreed that the most significant problems where chronic offenders. It was also agreed that a policy was needed to not leave any ambiguity in the event of a court challenge. It was agreed that parking would be prohibited limited to "visitors" and prohibited from 2AM - 6 AM unless a visitor had a parking pass. There was some discussion on how to administer a parking pass and Sandifer agreed to handle the parking passes in a responsive fashion. It was agreed that the policy needs to be communicated to the owners by web, newsletter, and by signs on the property.

Audit. The board voted unanimously to approve Sandier having an audit completed for 2008 at a price of \$1,100.

Board Vacancy. Wilson was ask to take the vacated spot on the board. Wilson requested that John Ward be asked if he was still interested in serving on the board since he was nominated at the annual meeting and had the next high number of votes.

Association Records. Bauer suggested the association hire a document storage company to store the association documents. After discussion both for and against, it was decided no decision would be made until a price was obtained.

Tree Removal: Sandier told us that he had gotten a couple estimates on the removal of a tree that fallen in the visitor parking spaces on Brentwood Court. Moore Tree Care wants \$435 for tree removal of the part on the ground, another \$230 to remove the complete tree for a total of \$851. Davie Tree quoted \$395 to cut the tree down and additional \$125 for the stump. Bauer said he thought the tree was on the personal property and would be home owners responsibility. Sandier is to contact the homeowner and have her contact her insurance company. Bauer agreed to check the city plats.

V. Adjournment

Meeting adjourned at 11:30 PM

Minutes Prepared by Brenda Madison