

Barton Creek West Homeowners Association, Inc.

Date: Tuesday, February 23, 2016

Place: CE-BAR Firehouse

Board Meeting Minutes

FINAL

1. Call to Order – President Gus Payne called the meeting to order at 6:30pm.
 - a. Board members in attendance: Gus Payne, Tom Luin, Wallace Harwood, Bob Twomey, Ram Bashyam, Juan Sandoval and Philip Oskoui. Quorum was established.
 - b. Residents in attendance: Paul Roush and David Brown.
 - c. Also in attendance: Property manager Carrie Martin and Jamie Richardson.
2. Approval of Board Meeting Minutes from January 26, 2016
The January meeting minutes were approved via email and posted to the BCW webpage upon approval.
3. Committee Reports and Action Item Updates
 - a. Community Access Committee – Tom Luin and Juan Sandoval
 - Tom provided a summary of the first Community Access committee meeting. At the 2nd meeting, Juan presented concerns from the sheriff's office perspective and then there was an open forum for questions and answers.
 - Juan Sandoval volunteered to chair this committee.
 - A draft trespassing letter revision was discussed for mailing post of suspected occurrence. The committee will review the letter and develop a procedure for how it will be applied and return it to the board for final approval.
 - b. Landscape – Gus Payne
 - LandCare was selected as the new landscaping vendor for the HOA after reviewing several proposals and meeting with landscapers in person.
 - The landscaper will be on site on Thursdays for the next few weeks and then it will switch to Mondays.
 - A1 Electric has ordered new light fixtures; Gus will email the board with an expected delivery date.
 - c. Mailbox Committee – Tom Luin
 - The mailbox removal process has begun and should be completed soon.
 - The concrete patching is also in progress and will be completed soon.
 - d. Pool Committee – Tom Luin
 - The big pool has six leaks. Five of them were inside the skimmers and one was a pinhole leak in the seam of the 2in. PVC pipe which has been replaced at no cost by Chris Menger and Co. On March 9th, American Leak Detection will be on site to address the 5 remaining skimmer leaks. This will consist of installing fiberglass patches in holes inside the skimmers.
 - The housing for the impeller pump has been replaced in the wading pool.
 - A few amendments need to be made to the lifeguard contract with Beth Darby; Tom will send the final contract to the board.
 - The small pool remodel proposal is still a work in progress
 - e. Social Committee – Philip Oskoui
 - Spring Fest / Easter Egg Hunt is scheduled for March 26th
 - *Philip Oskoui motioned to allocate \$1500 of the social budget to the Easter Egg Hunt event. Bob Twomey seconded the motion. The motion carried 7-0.*
 - Greenbelt invasive removal and clean up event is tentatively scheduled for May.

f. Greenbelt Committee – Wallace Harwood

- Brush collection was a success this past weekend with approximately 10% homeowner participation.
- Fallen trees were removed from the Greenbelt on Friday.
- The committee is working on putting together maps of the trails.
- The committee is considering possibly closing off the entrance at West Ridge to discourage access by non-homeowners.
- The next committee meeting is Tuesday, March 1st.

g. Communications Committee – Bob Twomey

- Bob provided a summary of the pilot testing results and reiterated that the test was focused on the email portion of the project only. The database has 70% of the HOA's email addresses and the goal is 95%.
- He is also interested in setting up a committee email address and a BCW website.
- *Bob Twomey motioned to allocate \$1300 of the communications budget to move forward with the email portion of the communications enhancement project. Tom Luin seconded the motion. The motion carried 7-0.*

4. Manager's Report – Carrie Martin

- a. The January 2016 financials were presented.

5. Executive Session

- a. Executive session began at 8:11pm.
b. Executive session ended at 8:27pm.

6. The board meeting reconvened, no further topics were addressed or actions were taken.

Gus Payne motioned to adjourn the meeting. Ram Bashyam seconded the motion. There being no further business, the meeting adjourned at 8:28pm.

The above meeting minutes were approved by the BCW HOA Board members via a series of electronic emails on February 29, 2016, per Tom Luin, secretary.

Note: The Board of Directors will go into Executive, if necessary, pursuant to the applicable section of the Texas Open Meetings Act, Texas Government Code, Chapter 551, on any matter than may come before the Board. No final action, decision, or vote will be taken by the Board on any subject or matter while in Executive Session. Any action, decision, or vote will be taken by the Board only during open meeting.

Action Items – February 23, 2016

	Description	Status
Bob	1) Send the email letter to the board for review	Open
Bob	2) Find out what it would cost to purchase the bcw.org domain	Open
Carrie	3) Find out how much was spent on the Easter event in the past and send to the board	Open
Carrie	4) Find out if the Goodwin email directory is currently complete and how to ensure it is consistently kept up to date (find out what the process is and how often it is updated)	Open
Carrie	5) Re-send the board a template of the manager's report to be presented at the annual meeting	Open
Carrie	6) Income Statement questions – three line items are showing a positive amount under actual expenses (Legal, Postage, Park/Greenbelt Maintenance)	Open
Carrie	7) Add line item for powerwashing sidewalks	Open
Carrie	8) Circleview ARC project – Let them know they need to resubmit their application because the original one is expired	Open
Carrie	9) Follow up on violation report (remove the two discussed in exec session)	Open
Carrie	10) Draft a letter to owner who is past due on violation fines only; send to the board for review	Open
Carrie	11) Reserve West Ridge middle school library for the annual meeting on April 26th	Open
Gus	12) Follow up with LandCare - the garbage can near 1 st mailbox at Trailhead and corner of Scenic Bluff needs to be emptied	Open
Gus	13) Send an email to the board regarding ETA on the light fixtures	Open
Nancy	14) Include powerwashing sidewalks in next year's budget	Open
Tom	15) Amend the lifeguard contract with Beth Darby	Open
All board	16) send updated bios to Gus ASAP	Open

Open action items from prior meetings

	Description	Status
Tom	1) Present initial proposal for small pool remodel	Open
Tom	2) Present revised playground shade proposal	Open
Tom	3) Verify accuracy of the deed title on parcel of land in question	Open