Board of Directors Meeting minutes

January 29, 2025, 11:30 Zoom Meeting

Attending: Debbie Holmes, Kevin Howell, Burt Jones, Joel Allison, Dennis Goree, Kim Fon. Mike Hall was not in attendance

Burt welcomed everyone and thanked them for their time.

1. The Meeting Minutes from the 2024 Annual Meeting (March 2, 2024) were reviewed and approved on a motion by Joel Allison, Debbie Holmes seconded, motion passed without further discussion.

2. Report of Officers, Committees and Management:

   A. President: The Association learned of an existing building addition which was not approved by the ACC. After notification, the lot owner submitted a request for construction approval. The request was approved by the ACC with a variance.

   B. Vice President: Nothing additional to report.

   C. Secretary: Nothing additional to report.

   D. Treasurer: Nothing additional to report.

   E. ACC Chairperson: Lot 2 is the only ACC project that is currently active. It is 60% complete on the exterior, interior work to be completed, the foundation is at ~10.5 feet. The Clean Up bond will be returned at the time that the property is inspected at completion.

   F. POA Management: All dues and assessments were paid in full in 2024. The 2024 P & L was reviewed, Burt asked that "Reserve" be added to the description of all Dredging Fund line items. This will clarify that this is a reserve fund. The addition was made to the P & L and the 2025 Budget.

3. Unfinished Business:

   A. None

4. New Business:

A. Approval of 2025 Budget: Burt conducted a review of the Association's property management costs. This included requesting a proposal from two property management companies. One proposal was received and the other company declined due to our number of units being below their minimum size. The quote was significantly higher than what we currently pay our property manager Kim Fon. The Board discussed the proposal vs our current costs and decided that an increase in pay for our current Property Manager from $2500 to $3000 annually was appropriate. Joel Allison made a motion to approve the $500 annual increase, Debbie Holmes made the second, the motion passed unanimously

The mowing assessment will be for 14 mowings, all mowing excess dollars were used in 2024. The proposed 2025 Budget was updated. Debbie Holmes made a motion for approval, seconded by Kevin Howell, the 2025 Budget was approved without further discussion.

If there is an excess of $10,000 in the General Fund Checking account at the end of 2025, a General Fund Reserve CD will be created.

B. Board of Directors Nominations. There are three Board member positions open. Two members terms expiring and one resignation is pending. Burt will be stepping down as president. There is a need for new Board members. The board agrees that the President position would be best served by a full-time resident. There are currently 14 full-time resident lots.

C. Annual Dues, Dredging Assessment and Fee Schedule: Fee Schedule is unchanged. Dues for 2025 are as follows:

Improved lots with Dredging Reserve $400

Unimproved lots with mowing and Dredging Reserve $1240.00

D. Late payment of dues and assessments and remedies: No discussion

E. Next **Annual Meeting date and location. POA Zoom Meeting on February 27 at 9:30.**

5. Status of POA: POA is current both State and Federal.

6. Comments and Discussion: No further comments or discussion.

7. Adjournment: Joel moved to adjourn, Kevin seconded, Motion carried

Zoom Board Meeting

February 18, 2025

Attending: Debbie Holmes, Kevin Howell, Burt Jones, Joel Allison, Mike Hall, and Kim Fon, Property Manager.

Subject: Potential Change of Property Management Companies

Considering the following, the Board should explore a local management company with established services in the area:

1. The Association needs a Registered Agent that is located in Texas-Today it is the President's Address
2. Website Management and Maintenance-Today the President is maintaining the Website-Association Operating Documents are on the website
3. Election Electronic Ballots- Today paper ballots are collected
4. Neighborhood Drive Through – President and other Board Members currently look as they traverse the neighborhood
5. Not enough volunteers in the neighborhood to continue as is today
6. Still have to have a Board of Directors, 3 Board seats are open this year

Burt has scheduled a zoom meeting with a local property management company on Monday, February 24 at 1:30 Central

Each Board Member is encouraged to send specific questions to Burt to compile in one list for the call.

The Board recommends that the current process to invoice the Members' Dues and Mowing Assessment for 2025 be completed before transition to a new management company.

Reminder that the 2025 Annual POA Meeting will be zoom call on Thursday, February 27 at 9:30 Central.

Zoom Board Meeting

February 24, 2025

Executive Session:

Attending: Debbie Holmes, Kevin Howell, Burt Jones, Joel Allison, Mike Hall, Kim Fon, Property Manager. Also Attending is Tabitha Clark of JellyBird HOA

Subject: Introduction to JellyBird HOA Property Management

Each Board Member sent specific questions to Burt to compile in one list for the call. The questions and answers are as follows:

1. Where or in what institution will the association's funds be held?

The Operating Account is opened with Veritex Bank which is a Texas Bank and compatible with our software for the mobile app/website portal so that Homeowner payments are automatically credited to the HOA account. The Reserve accounts are opened at the financial institution of the Board's choice, and we are able to provide rate sheets as well.

Current Dredging CD will remain at American Bank until maturity, the Board will review for rates at that time.

2. What name(s) will be on the account?

The account will be listed in the HOA's legal name per your governing documents.

3. Who will have access to this account for writing checks and making withdrawals?

Our Financial Services Team will have access to the account for payments of invoices and with Board approval they are also be able to make transfers between the accounts as well. All transactions are also included in the monthly financial packet for Board review and the bank statements are included in the financial packets as well for full transparency.

Community Manager will approve bills for payment, will review with Board if needed.

4. In what type(s) of account will the funds be deposited?

The Operating account will receive all deposits, and it is a Checking account.

5. Will the operations and reserve funds be held in separate accounts or will they be commingled?

The Operating and Reserve Accounts are separate.

6. Who in our HOA will JellyBird accept directions and instructions from?

This is a case-by-case basis depending on each HOA and how you would like to have directions handled. Some HOA's provide a single point of contact but all Board Members will have access to call, email and correspond with the assigned Community Coordinator. Decisions/Votes will be a majority Board decision as required in your governing documents.

7. We anticipate holding only one election per year. Is the $59 per month Election Option assessed for every month or only the month in which the elections are held?

The online voting is billed monthly at $59 and is used to meet the quorum requirement at the annual meeting and the election of Board Members but is also used to poll/survey the community on topics such as what type of events or items the Homeowners would like to see in the community and anything else. It can also be used to vote for Yard of the Month or Holiday Decorating contests and much more. This online voting platform really helps to build community within your Association.

Tabitha mentioned that the Community Essentials Package might be a btter fit, more later in the call.

8. Does JellyBird offer a Windows app or only mobile apps?

The mobile app can be downloaded by Apple/IOS or Android phones or tablets and there is also a website that Homeowners and Board Members can login to as well.

9. Is an HOA website included or only the app?

Yes, the mobile app and website portal are included at no additional cost.

10. What kind of insurance is included?

Insurance policy premiums are an additional cost, and we will provide quotes/renewal quotes for the Board to review and approve which carrier they would accept the quote from.

Current Insurance Policies expires in August. Current Broker is Higginbotham™ Lisa Kayser, 361-561-3910, 500 N. Shoreline Suite 1200, Corpus Christi, TX 78401

11. What kind of legal services are included?

Our legal support team works with your assigned Community Coordinator as needed with questions related to your governing documents as well as assistance when the Board approves a file to go to the attorney's office to ensure all steps are completed. They also review the governing documents upon transition prior to our commencement of services to esnure all resolutions have been filed so the HOA is in compliance with Texas Legislative Law changes, and we have all the templates, and the only additional cost is the filings fees to file the signed and resolutions with the county.

If Legal services are needed for restriction enforcement, there is a cost that will be addressed at the time of services.

12. What is the purpose of the electronic data storage option?

All files, documents and data are stored electronically instead of our previous box storage option. We also upload all documents and community information to the documents section of the website/mobile app so that they are accessible by the Board and Homeowners. Any items that include private homeowner details will only be accessible by the Board. The Homeowners will have access to their specific property information only and the Board will have access to all property details.

13. What is the community text message option?

This allows us to send text messages instead of just emails and is completely optional and can be added at any time.

Review Community Essentials Package

14. We would like to keep our existing lot mowing contractor, what steps need to be taken?

Yes, absolutely, and we have most likely worked with this vendor already and if not, we will reach out to them and gather their contact information or obtain this from the Board during the transition process.

Community Essentials Package: $55 per month in addition to the Monthly Fee of $395.

What's Included:

First Class Letters, Certified Letters, Printing Services, E-Courtesy Notices, Vendor Invoice Processing, ACC Improvement Processing, New Homeowner Welcome Packets, Hand Delivery Processing, Reservation Administration, Electronic Voting in App, Electronic Data Storage

This is a better, cheaper option for the Association as the Electronic Voting is $59 a month stand alone.

Tax Filings are not included in any of the packages, they can suggest a CPA for creation of forms.

1: Motion to approve the Community Essentials Package with JellyBird as the new Management Company and Package was made by Joel Allison, Seconded by Kevin Howell. The motion carried unanimously without further discussion.

Items for Annual Meeting.

2: Review of Revised Budget. Revised budget includes approximate numbers for the JellyBird transition. Increased dues amount by $50 to $250, Dredging reserve will remain $200, Improved lots will be billed $450. Increased mowing by $10 per lot, per mowing, for 14 mowings, plus the dues and dredging. Unimproved lots will be billed, $1430.

Motion to approve the revised budget was made by Mike Hall, seconded by Debbie Holmes. The motion carried without further discussion.

The Board recommends that the current process to invoice the Members' Dues and Mowing Assessment for 2025 be completed before transition to a new management company.

The individual property bills will be sent out right after the POA meeting on Feb 27, 2025. The invoices will be due in full by March 31, 2025. In order to expedite the transition to JellyBird all dues payments and assessments are due by March 31, 2025. After that date any open invoices will be assessed a $50 late charge in addition to the 12% interest compounded monthly which is normally charged on late payments.

Having no other business to discuss, the motion was made to adjourn the meeting by Mike Hall, Second by Burt Jones, everyone logged off!