

# Tips for Online Meetings

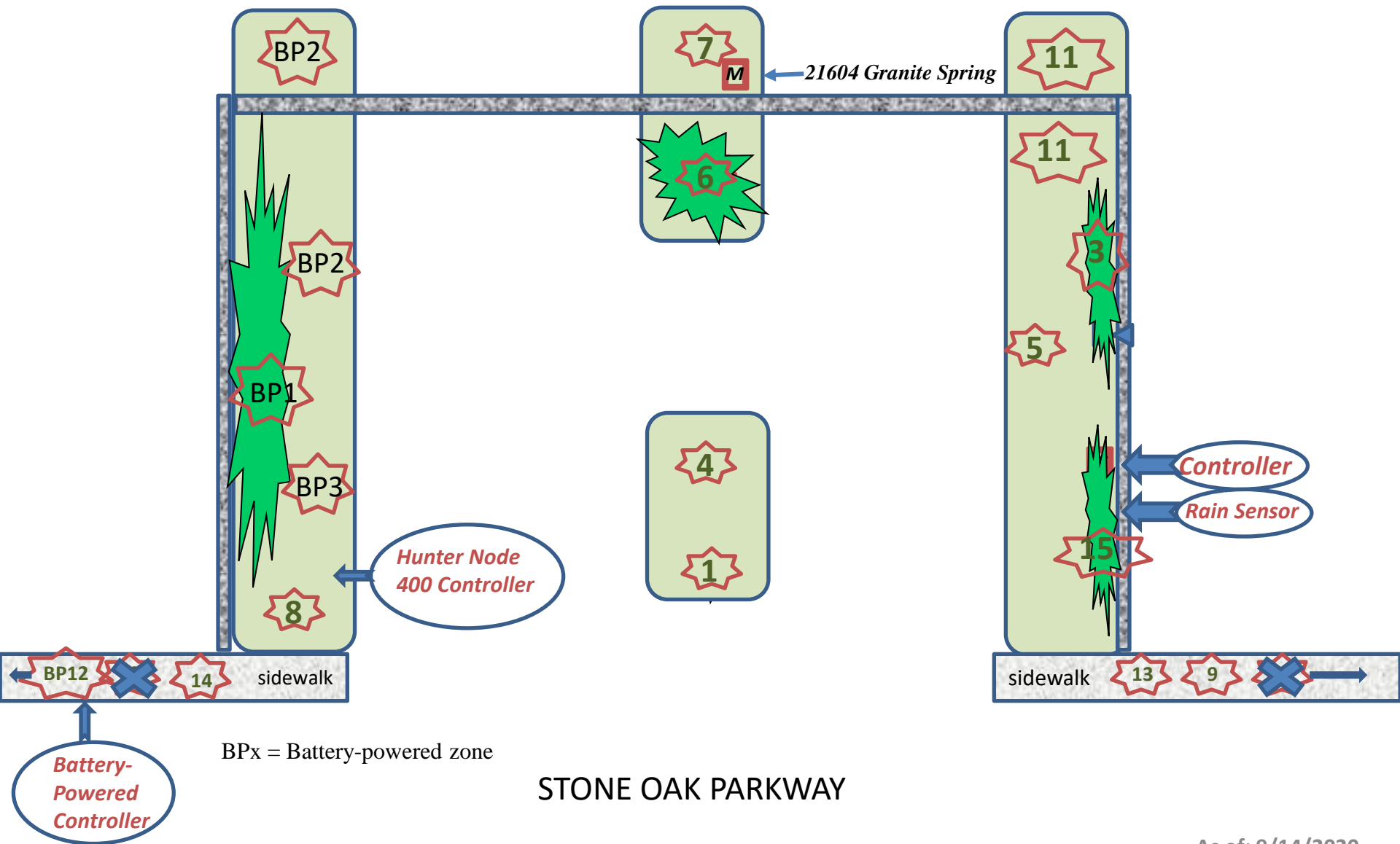
1. **Be on time.** If you arrive late, please don't interrupt the call.
2. **Mute yourself.** Background noise disrupts the meeting for everyone and might prevent us from hearing the information that we need.
3. **Communicate via chat.** Submit any questions or comments in the chat. The moderator will ask your question.
4. **Stick to the agenda.** Please try to stay focused on the current topic.
5. **No one-on-one side conversations.** All discussion is meant for everyone.
6. **Disconnect when complete.** You may need to walk away during the meeting. Please leave the chat. At the end of board meetings, the board will meet in executive session. Non board members are not privileged to observe this portion of the meeting and will be asked to leave.

# Homeowners Forum

- This is the pre-Board meeting opportunity for HOA members to identify a concern, issue, or recommendation.
- The Forum is **not** a discussion period; it allows homeowners to identify topics that you desire the Board to address.
- Topics not identified prior to the Forum may require research before being addressed by the Board, and may need to be addressed later by e-mail or on the HOA website.
- A 3-minute limit is imposed for each homeowner verbally identifying one or more topics, sufficient time for a very brief description of the topic(s). Topics can also be identified during the Forum by GoToMeeting's chat feature.
- Once the Board meeting is called to order, homeowners may comment or ask questions through the chat function only.

# The Springs At Stone Oak

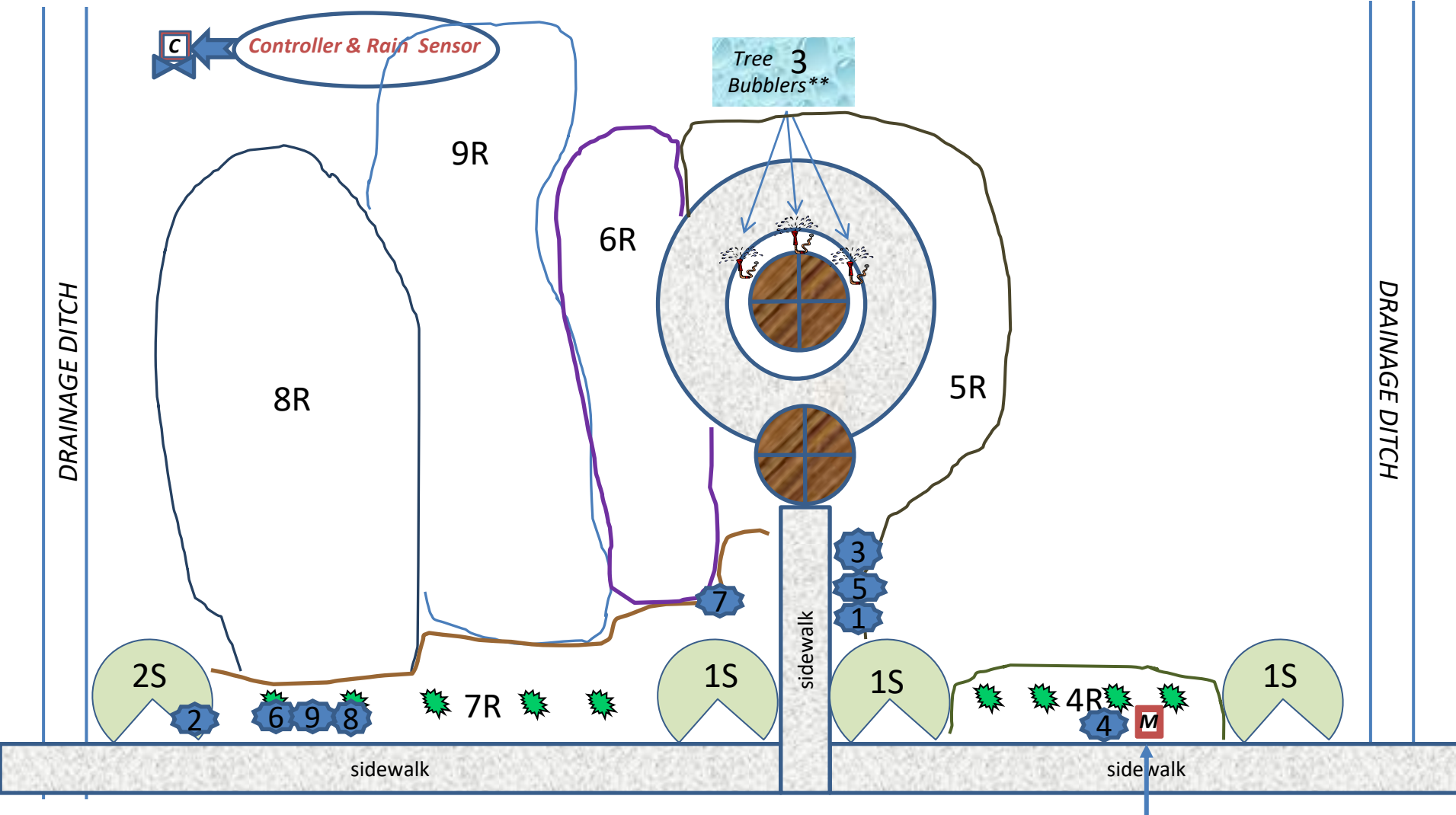
## Front Entrance Sprinkler Map – Year-Around & Stage 1 & 2 Restrictions





# The Springs At Stone Oak

## Park Sprinkler Map – Year-Around & Stage 1 and 2 Restrictions



\*\*capped April 2014  
 S = Pop-up spray head  
 R = Rotary head

**5** Zone Valve

PEARL SPRING

21420 Pearl Spring

As of: 9/28/2020

Missing Bollard



Pearl Spring Culvert



Metal Bollard Example



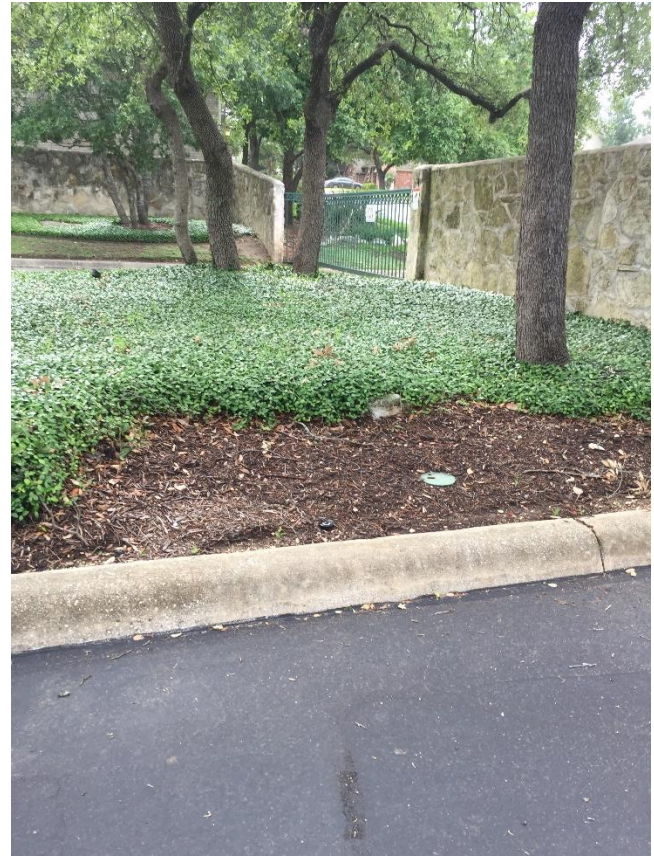














***Springs at Stone Oak HOA***  
***4<sup>th</sup> Quarter 2020***  
***Board of Directors Meeting***  
***November 18, 2020***

# Agenda

1. Call to Order, verify  $\geq 3$  Board members present (President)

2. Summary of Board actions taken without prior notice, including any actual or estimated expenditures (Secretary)

- o Approved the scheduling of the HOA's 4th Quarter Open Board Meeting for Wednesday, November 18, 2020, beginning at 6:00pm. Meeting will be conducted by the GoToMeeting service.

- o Approved the application of insecticide on the front entrance turf. (\$120)

- o Approved to have the 2015 HOA Reserve Analysis Study updated. (\$500)

- o Approved a contract for decorations (lights, wreaths) to be provided, installed, maintained, and removed for the 2020 Christmas holidays. (\$1350)

- o Approved the minutes for the 3rd quarter Board of Directors meeting conducted on September 9, 2020

- o Approved the repair to an irrigation system malfunction at the flower bed on the extreme west side of the community park. (\$460)



### 3. Review Financial Reports [President, Manager]

#### **Current Assets**

As of: 11/18/2020

– Reserve Fund CD 37 (matures 9/23/22)	\$25,518.77
– Reserve Fund CD 38 (matures 9/23/21)	25,544.34
– Reserve Fund CD 39 (matures 3/23/21)	25,373.28
– Reserve Fund savings account	<u>25,648.56</u>

<b>Total Reserve Funds</b>	<b>\$102,084.95</b>
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– Operational Funds (checking account)	<u>\$26,126.77</u>
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<b>Total Current Assets</b>	<b>\$128,211.72</b>
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#### **Delinquent Accounts**

4 Delinquencies, 1 Payment Plan	<b>\$1,107.82</b>
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### 3. Review Improvement Requests & Violation Reports [President, Manager]

#### **Improvement Requests since 9/8/2020**

- |                   |          |
|-------------------|----------|
| ○ Landscaping     | Approved |
| ○ Solar screens   | Approved |
| ○ Patio & Pergola | Approved |

#### **CCR Violations – Not Cured (Not Corrected)**

- Vehicle Parking
- Architectural – Exterior Painting
- Architectural – Fence
- Fencing - Stain





## 4. Unfinished Business [President]

### o Common Areas repair/maintenance items

- Low voltage lighting, front entrance (wiring redesign)
  - wiring installed on pavement directly over entrance & exit gate vehicle sensing loops are no longer secured and at risk of rendering lighting system unusable. Estimated repair = \$7,000 - \$10,000
- Metal railings at park, Pearl Spring, Crystal Spring culverts (
  - Paint chipping & bubbling on refurbishment project completed October 2019
- Inoperable SO Parkway Irrigation System Zones (3)
  - Irrigation system wiring & components damaged by cable installation contractor in 2019. Of 6 irrigation zones along parkway adjacent to mortar wall, 1 zone closest to Walgreens and 2 zones closest to neighboring subdivision inoperable or using battery-powered controller

## 5. New Business [President]

**2021 Budget** – developed using this sequence:

1. allocate funds for Reserve Fund,  

2. allocate funds for *fixed nondiscretionary* expenses,  

3. determine allocation of funds for *non-fixed nondiscretionary* expenses based on recent Actuals,  

4. determine allocation of funds for *discretionary* expenses based on recent Actuals,  

5. determine income assessment amount based on anticipated expenses + Reserve Fund balance vs Ideal Ending Reserves



# 2021 Reserve Fund Allocation

YEAR	BEG BAL	DEPOSIT	INTEREST	WITHDRAW	END BAL	IDEAL RESERVE	% IDEAL
2001	6,236	5,800	536	0	12,136	31,159 <sup>6</sup>	39%
2002	12,136	0	308	-6,092 <sup>1</sup>	6,352	41,323 <sup>6</sup>	15%
2003	6,352	23,000	150	0	29,194	51,360 <sup>6</sup>	57%
2004	29,194	11,000	341	0	40,535	62,360 <sup>6</sup>	65%
2005	40,535	8,900	1,271	0	50,706	73,628 <sup>6</sup>	69%
2006	50,706	8,000 <sup>5</sup>	2,662	0	70,368	44,146 <sup>7</sup>	159%
2007	70,368	9,000 <sup>5</sup>	3,017	-8,433 <sup>2</sup>	62,926	53,030 <sup>7</sup>	119%
2008	62,926	0	1,849	0	64,775	62,330 <sup>7</sup>	104%
2009	64,775	0	554	0	65,329	79,054 <sup>8</sup>	83%
2010	65,329	17,150	132	-19,150 <sup>3</sup>	63,461	87,198 <sup>8</sup>	73%
2011	63,461	0	54	-4,494 <sup>4</sup>	58,353	99,139 <sup>8</sup>	59%
2012	58,353	7,548	45	0	65,946	111,623 <sup>8</sup>	59%
2013	65,946	10,000	31	0	75,977	124,668 <sup>8</sup>	61%
2014	75,977	13,329	26	-13,329 <sup>9</sup>	76,003	121,109 <sup>8</sup>	62%
2015	76,003	12,000	150	0	88,153	134,902 <sup>8</sup>	65%
2016	88,153	6,000	600	-29,675 <sup>10</sup>	65,078	100,101 <sup>11</sup>	65%
2017	65,078	13,000	760	0 <sup>12</sup>	78,991	111,055 <sup>11</sup>	71%
2018	78,991	0	0	0 <sup>13</sup>	78,991	118,871 <sup>11</sup>	67%
2019	78,991	13,560	414	0	92,965	124,366 <sup>11</sup>	75%
2020	92,965	13,000	1,016	-5,000 <sup>14</sup>	101,981	129,907 <sup>11</sup>	78%
2021	101,981	15,000	500		117,481	122,854 <sup>15</sup>	96%

## 5. New Business [President]

### Board of Directors 2021 Project Candidates (alphabetical)

- Add/replace foundation soil beneath and around perimeter of 4 park picnic table concrete pads
- Landscaping refresh. Identify sections to be refreshed/replaced over next 4-5 years. [Begin at park, then towards front entrance each succeeding year? Redesign w/drought resistant flora & drip irrigation in flower beds or convert some/all beds to turf and/or ground cover?]
- Obtain street analysis and paving cost estimate from certified asphalt paving company, including replacement of 9 drainage ditch bollard posts [total repaving anticipated in 2022-2027]
- Power wash park sidewalks and curb
- Repaint metal railings at park, Pearl Spring, and Crystal Spring drainage culverts (sand, prime, paint w/suitable exterior paint)
- Replenish playground “kiddie” mulch (engineered wood fiber, EWF) [cost to HOA in 2017 = \$2,472.43 for 60 cubic yards, 12” depth + \$500 installation]
- *Purchase and reinstall toddler and adolescent swing sets at park*
- *Replace 3 BBQ grills at park*

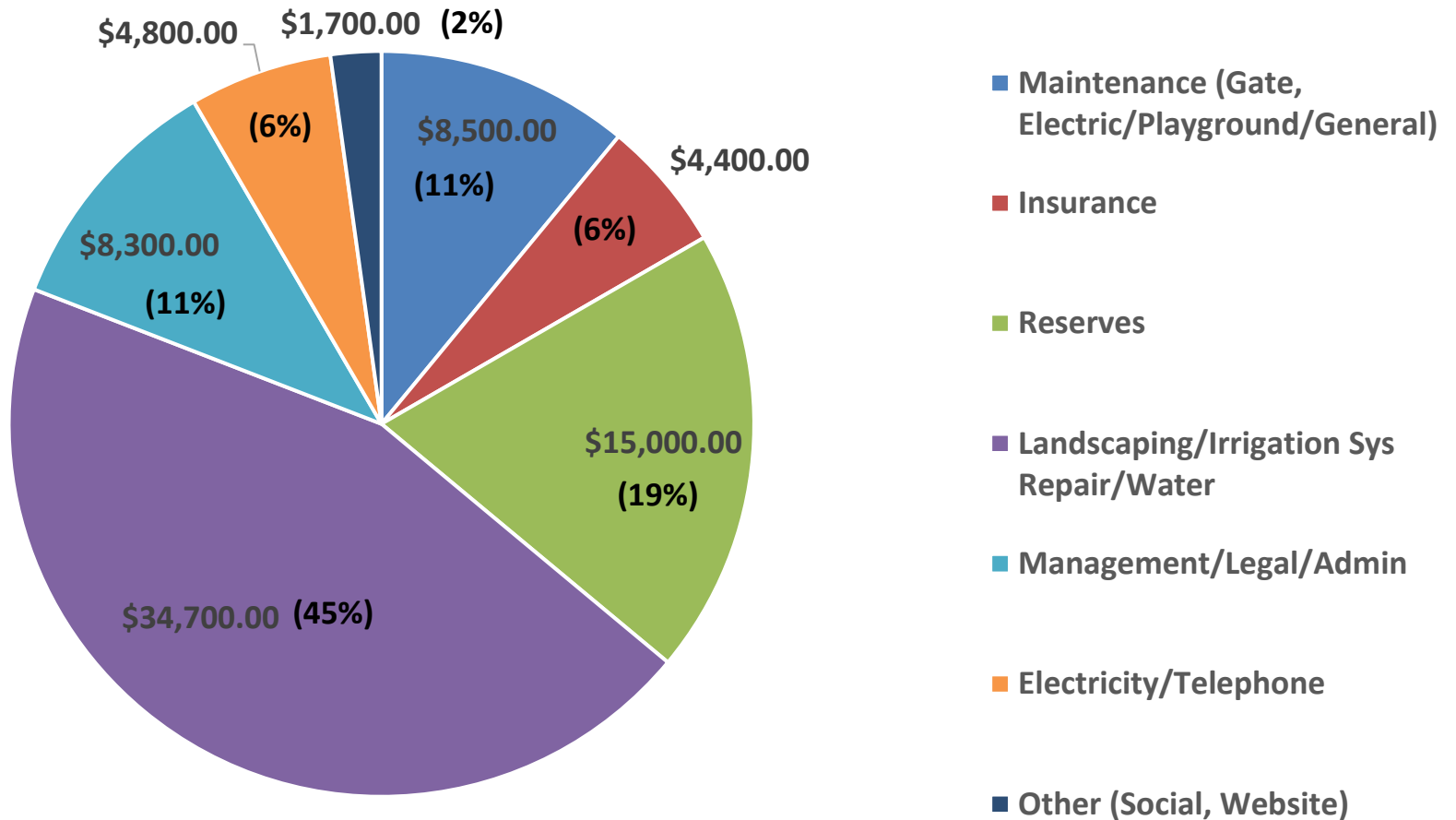
*Supported by Reserve funds*

Account	Proposed 2021	2020 Budget	2020 <i>Actual*</i>	2017-2019 Avg Actual	Notes (2021 In BOLD Type)
<b>Expenses</b>					
<b>Accounting Fees</b>					
Accounting Fees-Other	500	500	850	385	includes \$500 for Reserve Analysis Study update (2020)
<b>Total for Accounting Fees</b>	<b>500</b>	<b>500</b>	<b>850</b>	<b>385</b>	
<b>Committee Expenses</b>					
Social Committee	1,500	500	1,350	191	Christmas holiday decoration contractor (2020 & <b>2021</b> )
<b>Total for Committee Expenses</b>	<b>1,500</b>	<b>500</b>	<b>1,350</b>	<b>191</b>	
<b>General Maintenance</b>					
Electrical Supplies/Repairs	1,000	2,000	720	1,304	
Gate Cards/Remotes					Access Gate Remotes purchased by HOA, reimbursed by Springs homeowners when remotes are purchased
Gate Maintenance	2,500	1,000	23,068	3,926	<b>Includes annual gate maintenance contract (\$820);</b> installed entrance controller & safety components (2020)
General Maintenance - Other	2,500	0	2,405	2,045	<b>Includes 2021 power wash park sidewalks &amp; curb</b>
General Maintenance Contingency	0	2,500	0	730	
Monuments/Sign Repairs	0	0	726	1,460	
Signage	0	500	0		
<b>Total for General Maintenance</b>	<b>6,000</b>	<b>6,000</b>	<b>26,919</b>	<b>9,465</b>	
<b>Insurance</b>					
Directors & Officers	1,200	1,200	1,104	1,550	
General Liability & Property	2,300	2,200	2,275	1,865	
Umbrella	600	600	550	191	Initiated 2019
Workers Compensation	300	280	280	280	Initiated 2017
<b>Total for Insurance</b>	<b>4,400</b>	<b>4,280</b>	<b>4,209</b>	<b>3,886</b>	
<b>Internet</b>					
Website Fees	199	180	199	187	Hosting + unique website address increased to \$199 effective 2020
<b>Total for Internet</b>	<b>199</b>	<b>180</b>	<b>199</b>	<b>187</b>	
<b>Landscaping</b>					
Landscape Lighting/Bulbs	200	500	0	1,304	
Landscape/Flowers Improvements	5,000	2,500	0	0	<b>redesign park flower beds</b>
Landscape Maintenance Contract	17,000	16,760	15,425	11,801	includes \$110/month irrigation system audit/inspection (Sep 2020 - <b>2021</b> )
Irrigation System Maintenance	2,000	2,000	4,500	1,100	2020 includes \$1400 for 7 monthly audits, Jan-Jul (\$200/audit)
Landscape Other	3,500	2,500	3,198		<b>2021 includes core aeration, mulch, compost</b>
Tree Trimming	0	2,000	11,691	3,897	Reflects December 2019 \$11,691 tree trimming contract, paid in January 2020; no tree trimming <2019
<b>Total for Landscaping</b>	<b>27,700</b>	<b>26,260</b>	<b>34,814</b>	<b>18,102</b>	
<b>Legal and Professional Fees</b>					
Attorney/Legal Services - General	1,500	1,200	750	908	
<b>Total for Legal &amp; Professional Fees</b>	<b>1,500</b>	<b>1,200</b>	<b>750</b>	<b>908</b>	

Account	Proposed 2021	2020 Budget	2020 Actual*	2017-2019 Avg Actual	Notes (2021 In BOLD Type)
<b>Management Fees</b>					
Management Fees - Other	6,000	6,000	6,000	6,000	
<b>Total for Management Fees</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
<b>Other Exprnses</b>					
Duplication/Printing	100	150	0	0	
General Reserves-Operating	15,000	10,000	8,000	8,860	2020 - \$3,000 entrance gate controller, \$2,000 masonry wall repairs
Meeting Expenses	0	160	0	0	
Postage	100	100	0	0	
<b>Total for Other Expenses</b>	<b>15,200</b>	<b>10,410</b>	<b>8,000</b>	<b>8,860</b>	
<b>Recreation Expenses</b>					
Playground Improvements/Repairs	2,500	2,000	0	9,075	Includes 2017 \$22,124 playground equipment replacement; <b>2021 - replenish Engineered Wood Fiber</b>
<b>Total for Recreation Expenses</b>	<b>2,500</b>	<b>2,000</b>	<b>0</b>	<b>9,075</b>	
<b>Taxes</b>					
Franchise Taxes	100	100	0	25	includes income and property taxes
<b>Total for Taxes</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>25</b>	
<b>Utilities</b>					
Electricity	4,000	4,620	3,650	3,793	<b>5-8% CPS Energy rate increase anticipated August/September 2021</b>
Gate Telephone	800	1,608	730	1,532	
Water	7,000	8,200	4,200	7,601	Supports 1/2" of water on all irrigated areas at each session; <b>no 2021 rate increase</b>
<b>Total for Utilities</b>	<b>11,800</b>	<b>14,428</b>	<b>8,580</b>	<b>12,926</b>	
<b>TOTAL FOR EXPENSES</b>	<b>77,399</b>	<b>71,858</b>	<b>91,671</b>	<b>70,010</b>	
<b>NET CASH IN (OUT)</b>	<b>1</b>	<b>1,930</b>	<b>-28,014</b>	<b>9,210</b>	
<b>LEGEND:</b>					
Non-discretionary category - Cost Fixed					
Non-discretionary category - Cost Not Fixed					
Discretionary category					



## 2021 Budget Allocation



Total Expenses = \$77,400

Account	Proposed	2020	2020	2017-2019	Notes (2021 In BOLD Type)
	2021	Budget	Actual*	Avg Actual	
<b>Income</b>					
<b>Association Fee Income</b>					
Association Late Fee Income	0	0	829	474	
Homeowner Assessment Income	77,400	73,788	62,828	78,746	Increase assessments from 2020's \$858 to \$900 in 2021 x86 = +\$3,612
<b>Total for Association Fee Income</b>	<b>77,400</b>	<b>73,788</b>	<b>63,657</b>	<b>79,220</b>	
<b>Epay Convenience Fee</b>		0			Collected amount reimbursed to Management
<b>Late Fee Income</b>					
Late Fee Income - Interest	0	0	9		
Late Fee Income - Other	0	160	119		
<b>Total for Late Fee Income</b>	<b>0</b>	<b>160</b>	<b>127</b>	<b>0</b>	
<b>Other Income</b>					
Gate Remote Income	0	0			Gate Remote Income reimbursement for gate remotes procured by HOA via Management
<b>Total for Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FOR INCOME</b>	<b>77,400</b>	<b>73,788</b>	<b>63,657</b>	<b>79,220</b>	

## 5. New Business [President]

- o Consideration for approval: HOA 2021 Budget and Assessment Amount

## 4. New Business [President]

- o Consideration for approval: Appointment of homeowner to Board of Directors to fill unexpired term of office for vacant position (term expires at 2022 Annual Member Meeting):

- o Jim Vorlop has volunteered to be appointed and serve the remainder of the unexpired term.

- o Election of Jim Vorlop by Board of Directors to an HOA Officer position

- o Both the appointment to the Board and election to an HOA Officer position are required to be done in an Open Board meeting only.

# Agenda

6. Association Manager comments
7. Executive Session (**Board members and Management only**)
  - o Status of delinquent accounts and violations (Manager)
8. Adjournment



