Frisco Square HOA Executive Meeting Minutes

Subject	**Frisco Square HOA Meeting (Special)**	**Date**	**July 23, 2024**
Facilitator	April Bester (President)	**Time**	7:00pm
Location	Virtual (via Zoom)	**Scribe**	Nicole Rodgers (Secretary)
Attendees	April Bester (President), Barrett Jackson (VP), Nicole Rodgers (Secretary)		
Absent	David Cameron (Treasurer), Laticia Rouser (at-large)		

Key Points Discussed and Action Items

No.	Topic	Action Items
1.	Call to Order	AB called the meeting to order at 7:06pm
2.	Old Business	• Meeting minutes from 4/30/2024. BJ seconded. Approved. • Special Meeting minutes from 6/18/2024. NR seconded. Approved.

3.	Financials	NR reported as of 6/30/2024:
		• Operating Income YTD = 74,24.19 versus budget $74,438.92
		  ○ Income outstanding = $11,747.36
		  ○ 2 Homeowners have not paid dues = $5,357.24
		  ○ Sales Tax refund from 2023 is still pending = $6,390.12
		• Operating Expenses =$76,047.96 versus budget $87,309.68
		  ○ There are unexpected Legal fees which have not hit the expenses yet that will most likely breach the Professional Fees budget.
		  ○ Landscape Maintenance & Irrigation Repairs will most likely breach their budgets. Sales tax refund will help.
		  ○ Pulled over $26,256 from Restricted Reserves on 5/31 to the Operating funds to cover Champion Fire Suppression Repairs.

4.	New Business	• Next boarding meeting 8/20/2024
		• Annual Meeting is set for 9/10/2024, location TBD
		  ○ 2025 Budget will get approved at the General Meeting
		  ○ Board of Directors will approve the budget in advance of the General Meeting
		  ○ Budget is due to CMA by 10/7/2024
		• Elections (via Election Buddy) - 3 seats will be vacant (VP, Secretary, Member at Large) - NR is going to move over to Treasurer to replace DC. These are volunteer positions.
		  ○ If we can't fill the board and distribute the work, the HOA may need to consider hiring a management company (like CMA) to take on more of the day to day responsibility, which could cause an increase in annual HOA dues.
		  ○ Notice and instructions for Election Buddy will be provided to homeowners.
		• Architectural Committee - there are 2 vacancies - the board is looking for volunteers. There is no term length and this committee is separate from the board.

		○ ARC reviews building and landscape changes which the homeowner requests and pays for. Essentially the requests would change or update the aesthetics or building requirements of the HOA. ○ An example is a landscaping change like turf or a new front door or windows. • Fire Supression - Looking at new vendors, the HOA will not renew with Champion. ○ 2 vendors so far. • Landscaping - all projects for this year have been mostly completed. ○ Upcoming projects will be assessed for the 2025 budget and will be budget dependent. ■ Mulch, tree trimming, flower bed retaining walls, dead tree removal, shrub replacement ○ NR will be getting another landscape vendor quote. The company is a recommendation from CMA. We are happy with C&B and the job they're doing but another quote is financially prudent. • Opened the meeting up for comments. ○ Mike Campbell - confirmed elected positions are 2 years ○ Mike Campbell - watch for construction trucks and damage they do. Take pictures and report it. ○ Kevin Kotner asked who to report a landscape sprinkler leak to. Report it to the board email address and/or the HOA app. NR will have the landscaper fix it.
5.	Neighborhood	Please fix your screens if they're damaged and gutters. Homeowners are repsonsbile for their foundation repairs as well. • NR explained that gutters, downspouts and pop-up drains are the homeowners repsonsibiilties as they are all part of the external water drainage system to the home. Gutters are separated from downspouts in some cases. Popup drains are missing in a lot of places from the underground drains which collect debris and prevent rain water from dispersing into the proper places. All of this can cause the mulch and landscaping to be damaged. Later this year, the HOA will start sending out friendly reminders to Homeowners.
5.	Board Meetings	Next board meeting is July 23, 2024 at 6pm CST
6.	Adjournment	Meeting adjourned at 7:38pm

9/12/2024

Minutes approved x/x/x, prepared from notes taken 7/23/2024.

Nicole Rodgers

Nicole Rodgers, HOA Board Secretary