

**OVERLOOK ESTATES  
HOMEOWNERS' ASSOCIATION  
P.O. BOX 200145  
AUSTIN, TX. 78720  
(512) 918-8100 Fax (512) 918-8121**

**Annual Meeting Minutes  
Tuesday January 14, 2014  
7:00PM  
Leander Public Library  
1011 S. Bagdad Rd.  
Leander, TX. 78641**

**Meeting Minutes**

**Call To Order**

The meeting was called to order at 7:47 P.M.

**Establishment of a Quorum**

The Board was represented by Bob Cantwell and Jerry Meade. Kevin Kieper was absent. The management company, Preferred Association Management Company, was represented by Doug Plas. A quorum was established with 60% of the homeowners represented in person or by proxy. Next year's annual meeting will exercise the option provided in Section 5 of the Bylaws pertaining to establishing a quorum.

“if the required quorum is not present, additional meetings may be called subject to the same notice requirements and the required quorum at each subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting.”

**Homeowners Forum**

Homeowners in attendance commented on the following items:

- Does the house that is under construction meet the ARC requirements?

**Review/ Approve Meeting Minutes**

The Meeting Minutes from the 2013 Annual Meeting held January 15, 2013 were reviewed.

Motion to Approve the Meeting Minutes: David DiBonito

Motion 2<sup>nd</sup>.: Mark Anderson

Motion Carried: Unanimously

**Review/Approve Financial Statements**

The Financial Statements including the Balance Sheet and Profit and Loss Statement were reviewed with the owners in attendance. All statements were for the period ending December 31, 2013. Doug Plas reviewed the financial statements with the owners.

**President's Report**

Bob Cantwell reported that the Board held regularly scheduled meetings each quarter. The transition over to the management company was smooth. The Board reviewed multiple Architectural Review requests. Three of those requests were for new home construction. One of the projects commenced construction prior to approval and the Board had to initiate legal action to gain compliance. Bob also stated that this Board tried to be responsive to homeowners needs. He also thanked all committee volunteers for helping make Overlook Estates a better place to live.

### **Nomination of Board Members**

Doug Plas explained that the Board consists of three (3) positions and that each position has a one (1) year term. The floor was opened to nominations. David DiBonito, David Dauber and Bob Cantwell each nominated themselves. As there were no further nominations the floor was closed to nominations and all three individuals were elected by acclamation.

David DiBonito, David Dauber and Bob Cantwell will each serve a one (1) year term expiring in 2015. An Organization Meeting will be held prior to the first Board of Directors Meeting for the Board to elect the Officers of the Association. In accordance with the Governing Documents of the Association, each newly elected Board Member shall be added to the Bank Signature Cards and the former Board Members shall have their names removed.

### **New Business**

- A Firwise Committee report was distributed to the owners in attendance. It is attached to these meeting minutes.

### **Adjournment**

Motion to adjourn the meeting; Bob Cantwell

Motion 2<sup>nd</sup>: Jerry Meade

Motion Carried:

Meeting Adjourned at 9:56 P.M.