

**OVERLOOK ESTATES  
HOMEOWNERS' ASSOCIATION  
P.O. BOX 200145  
AUSTIN, TX. 78720  
(512) 918-8100 Fax (512) 918-8121  
Board of Directors Meeting Draft Minutes  
August 27, 2018 3:00 p.m.  
Preferred Association Management Company Offices  
1101 Arrow Point Drive #101  
Cedar Park, TX. 78613  
Meeting Minutes**

**Call to Order**

The meeting was called to order at 3:01 p.m.

**Establishment of a Quorum**

The Board was represented by Rich Smith and Jason Holmes

Julie Hall was not present

The management company, Preferred Association Management Company, was represented by Mark Haggberg

**Minutes**

The Board reviewed the May 15, 2018 meeting minutes

**A motion was made by Jason Holmes and seconded by Rich Smith to approve the May 15, 2018 meeting minutes. The motion carried unanimously.**

**Review Financials**

The Board reviewed the July 31, 2018 Financial Reports.

**Raising of Assessments**

There was a discussion of raising assessments at the fall Board Meeting to cover rising expenses such as Landscaping. This item was tabled for the November meeting when the budget is approved.

The Board asked the manager to send out the Landscape Contract to the Board.

The Board asked the manager to review the Reserves and present a small report on what reserves are required

The Board asked the manager to present a small list on what the management company does for the community to present to owners who are asking about funding of the budget.

**Homeowners Forum**

There was a discussion about the drainage ditch near 1023 Overlook. It was determined that this would be a city and developer issues.

There was a question on about who will be doing the National Night out. This is still open for a volunteer to host.

Rich asked that he be set up to view the invoices and compliance issues.

**Adjournment**

The meeting adjourned to executive session at 4:01 p.m.

There were no motions in executive session

The meeting returned to open session and was adjourned at 4:15 p.m.

The next Meeting is scheduled for November 2018 at PAMco