

**OVERLOOK ESTATES
HOMEOWNERS' ASSOCIATION
P.O. BOX 200145
AUSTIN, TX. 78720
(512) 918-8100 Fax (512) 918-8121
Board of Directors Meeting Draft Minutes
December 21, 2018 3:30 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 3:33 p.m.

Establishment of a Quorum

The Board was represented by Rich Smith and Julie Hall. Jason Holmes was not present
The management company, Preferred Association Management Company, was represented by Mark Haggberg

Minutes

The Board reviewed the August 27, 2018 meeting minutes

A motion was made by Julie Hall and seconded by Rich Smith to approve the August 27, 2018 meeting minutes. The motion carried unanimously.

Review Financials

The Board reviewed the November 30, 2018 Financial Reports.

Budget Approval

The Board reviewed the 2019 Draft Budget

A motion was made by Rich Smith and seconded by Julie Hall to approve the 2019 Budget with an increase of \$832.00 for Social Events and an increase of \$1000.00 for Capital Contribution under income. The motion carried unanimously.

New Business

The Board asked the manager to have Julie set up to be able to see invoices
The Board asked the manager to check on the renewal date of the CD.
The Board asked the manager to save the 15th of January for the Annual Meeting

A motion was made by Rich Smith and seconded by Julie Hall to approve 4 gift cards for \$25.00 each for the volunteers for the social events. The motion carried unanimously.

Adjournment

The meeting adjourned to executive session at 4:11 p.m.
There were no motions in executive session
The meeting returned to open session and was adjourned at 4:29 p.m.
The next Meeting is the Annual Meeting scheduled for January 15 at the Cherry Creek Catfish House