

**OVERLOOK ESTATES
HOMEOWNERS' ASSOCIATION
P.O. BOX 200145
AUSTIN, TX. 78720
(512) 918-8100 Fax (512) 918-8121
Board of Directors Meeting Draft Minutes
February 15, 2019 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 3:30 p.m.

Establishment of a Quorum

The Board was represented by Paul Belangia and Cliff Hall. Rich Smith was not present
The management company, Preferred Association Management Company, was represented by Mark Haggberg

Minutes

The Board reviewed the December 21, 2018 meeting minutes

A motion was made by Cliff Hall and seconded by Paul Belangia to approve the December 21, 2018 meeting minutes. The motion carried unanimously.

Review Financials

The Board reviewed the January 31, 2019 Financial Reports.

New Business

Board asked manager to correct Julie's name in the files
Board asked manager to send a Homeowner list to Cliff Hall
Board requested manager send the Board the year end financials.
The Board discussed setting up a contact group for the Board on the website
The Board asked the manager to send them a copy of the welcome letter
The Board discussed better ways to communicate with the owners.
The Board discussed setting up Smartwebs for Architectural requests.

Adjournment

**A motion was made by Paul Belangia and seconded by Cliff Hall to adjourn open session at 4:12 p.m.
The motion carried unanimously.**

Executive Session:

Executive session was held before the open session
Executive session was called to order at 3:16 p.m.
Executive session was Adjourned at 3:30 p.m.
There were no motions in executive session