

**OVERLOOK ESTATES  
HOMEOWNERS' ASSOCIATION  
P.O. BOX 200145  
AUSTIN, TX. 78720  
(512) 918-8100 Fax (512) 918-8121  
Board of Directors Meeting Minutes  
Tuesday September 17, 2013  
7:00PM  
Leander Public Library  
1011 S. Bagdad Rd.  
Leander, TX. 78641**

**Meeting Minutes**

**Call To Order**

The meeting was called to order at 7:00 P.M.

**Establishment of a Quorum**

The Board was represented by Bob Cantwell, Jerry Meade and Kevin Kieper. The management company, Preferred Association Management Company, was represented by Doug Plas. A list of the homeowners in attendance is attached to these meeting minutes as Exhibit A.

**Homeowners Forum**

Homeowners in attendance commented on the following items:

- Are moving pods permitted?
- Various violations observed, are they being addressed?
- Provided input to the xeriscape policy

**Review/ Approve Meeting Minutes**

The Meeting Minutes from the June 18, 2013 were reviewed. One correction noted, under Committee Updates, National Night Out is listed as being held in October, when it is held in August. In 2014 it will be held in October

Motion to Approve the Meeting Minutes with the change to National Night Out : Kevin Kieper  
Motion 2<sup>nd</sup>.: Jerry Meade  
Motion Carried: Unanimously

**Review/Approve Financial Statements**

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

Motion to Accept the Financial Statements: Bob Cantwell  
Motion 2<sup>nd</sup>.: Kevin Kieper  
Motion Carried: Unanimously

**Review/Approve Xeriscape Policy**

The Board reviewed a Xeriscape Policy. After some discussion, the draft is to be amended to include any stones used as a border must be installed at a consistent level. Also changed is that the front yard must retain at a minimum 50% of the area devoted to turf grass.

Motion to Approve the Xeriscape Policy with the aforementioned changes: Jerry Meade  
Motion 2<sup>nd</sup>. Kevin Kieper  
Motion Carried: Unanimously

### **Committee Updates**

Firewise Committee – Dan Wight via an email informed the Board that there is a listing of Firewise plants in the Firewise section of the HOA website.

National Night Out Committee – a successful event due to Tracy Diaz and her committee.

Welcome Committee – The committee has requested that the budget per welcome basket be increased from \$50.00 to \$75.00. The Board unanimously agreed to \$75.00 per basket.

Decorating Committee – More decorations and new decorations will need to be purchased for the holiday season

Christmas Light Contest -- A Christmas Light Contest will be held this year. Two prizes consisting of a \$50.00 Visa Gift Card will be given out to the houses deemed the winners. The management company, Preferred Association Management Company is sponsor the light contest.

### **New Business**

- A 2014 budget draft was present to the Board for review and consideration. The Board would like to see a line item included in the budget for mulching the common garden areas as well as doing a landscaping project in one area that would illustrate Xeriscape ideas to the owners.
- 2014 Annual Meeting will be held in January
- Management Contract is up for renewal in early 2014. The new Board will have to decide if this contract should be continued.
- Nomination Committee – will need to find candidates for the 2014 term

### **Adjournment**

Motion to adjourn the meeting; Bob Cantwell

Motion 2<sup>nd</sup>: Kevin Kieper

Motion Carried:

Meeting Adjourned at 8:25 P.M.

Overlook Estates

1 Balance Sheet

Posted 08/31/2013

**Consolidated**

<b>Assets</b>		
<u>Cash</u>		
1105	Compass-#6722 Operating	19,443.01
1131:	Compass-#7228 - Reserve	25,060.49
1133	CD	16,012.18
<u>Total Cash</u>		60,515.68
<u>Accounts Receivable</u>		
1310:	A/R - Misc.	27.00
1312:	A/R - Fines/Penalties	415.00
1313:	A/R - Late Fees	25.72
<u>Total Accounts Receivable</u>		467.72
<i>Total Assets</i>		<u>60,983.40</u>
<b>Liabilities &amp; Equity</b>		
<u>Liability</u>		
2240:	Accounts Payable	205.33
<u>Total Liability</u>		205.33
<u>Equity</u>		
9000:	Fund Balances	49,876.27
	Net Income	10,901.80
<u>Total Equity</u>		60,778.07
<i>Total Liabilities</i>		<u>60,983.40</u>

# 2 Budget Comparison Budget to Actual

Posted 8/1/2013 to 8/31/2013 11:59:00 PM

Thursday, September 12, 2013

10:24

## Overlook Estates

### Operating

	GL Code	Month		Year		Annual	Remainder
		Actual	Budget	Actual	Budget		
<b>Income</b>							
<b>Income</b>							
Assessments	3110:	0.00	1,306.25	16,318.79	10,450.00	15,675.00	(643.79)
Capital Contribution	3113	0.00	0.00	990.00	0.00	0.00	(990.00)
Collection Income	3120:	5.00	0.00	27.00	0.00	0.00	(27.00)
Fines and Penalties	3130:	107.50	0.00	415.00	0.00	0.00	(415.00)
Late fee	3410:	7.17	0.00	25.72	0.00	0.00	(25.72)
Transfer fees	3450:	0.00	0.00	300.00	0.00	0.00	(300.00)
Total Income		119.67	1,306.25	18,076.51	10,450.00	15,675.00	(2,401.51)
Total Income		119.67	1,306.25	18,076.51	10,450.00	15,675.00	(2,401.51)
<b>Expense</b>							
<b>Administrative</b>							
Administrative - Misc.	4000:	0.00	0.00	180.78	0.00	0.00	(180.78)
Christmas Decorations	4030:	0.00	0.00	0.00	0.00	150.00	150.00
COLLECTIONS	4035:	5.00	0.00	17.00	0.00	0.00	(17.00)
Fax - Copy - Postage	4050:	8.02	36.67	137.41	293.36	440.00	302.59
HOA Board Education	4055:	0.00	0.00	40.00	0.00	0.00	(40.00)
Insurance	4060:	564.00	158.33	1,232.00	1,266.64	1,900.00	668.00
Legal	4070:	0.00	83.33	48.00	666.64	1,000.00	952.00
Meeting Room	4085:	0.00	25.00	0.00	200.00	300.00	300.00
Mgmt & Accounting Contract	4090:	500.00	500.00	3,000.00	4,000.00	6,000.00	3,000.00
Tax - IRS	4115:	0.00	12.50	366.00	100.00	150.00	(216.00)
Tax Preparation	4120:	0.00	20.83	250.00	166.64	250.00	0.00
Web Site Maintenance	4130:	0.00	13.75	109.99	110.00	185.00	55.01
Total Administrative		1,077.02	850.41	5,381.18	6,803.28	10,355.00	4,973.82
<b>Landscaping</b>							
Landscape - Contract	4200:	175.00	125.00	525.00	1,000.00	1,500.00	975.00
Landscape - Repair	4210:	0.00	33.33	0.00	266.64	400.00	400.00
Total Landscaping		175.00	158.33	525.00	1,266.64	1,900.00	1,375.00
<b>Maintenance</b>							
Misc. Repairs	4485:	0.00	0.00	12.93	0.00	0.00	(12.93)
Social Activity	4587:	100.26	100.00	100.26	800.00	1,200.00	1,099.74
Total Maintenance		100.26	100.00	113.19	800.00	1,200.00	1,086.81

9/12/2013 10:24:26 AM

# 2 Budget Comparison Budget to Actual

Posted 8/1/2013 to 8/31/2013 11:59:00 PM

Thursday, September 12, 2013

10:24

## Overlook Estates

### Operating

	GL Code	Month		Year		Annual	Remainder
		Actual	Budget	Actual	Budget		
<b>Security</b>							
Security Camera - Maintenance	4705:						
Total Security		0.00	0.00	37.73	0.00	0.00	(37.73)
<b>Utility</b>							
Electric	4800:	0.00	70.00	443.24	560.00	840.00	396.76
Water	4825:	0.00	100.00	690.84	800.00	1,200.00	509.16
Total Utility		0.00	170.00	1,134.08	1,360.00	2,040.00	905.92
Total Expense		1,352.28	1,278.74	7,191.18	10,229.92	15,495.00	8,303.82
Excess Revenue / Expense		(1,232.61)	27.51	10,865.33	220.08	180.00	10,705.33

