

**OVERLOOK ESTATES  
HOMEOWNERS' ASSOCIATION  
P.O. BOX 200145  
AUSTIN, TX. 78720  
(512) 918-8100 Fax (512) 918-8121  
Board of Directors Meeting Minutes  
March 19, 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 Kevin Kieper and Jerry Meade. Bob Cantwell was absent. 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:

- Some empty lots have debris, weeds and some tree stumps
- The elbow in the street on Overlook was widened by the City of Leander

**Review/ Approve Meeting Minutes**

Doug explained to the Board and the owners that at future Board Meetings, the Board would be reviewing the prior meeting minutes and approving them. Since there are no prior Board Meeting minutes there is nothing for review at this meeting. The Association has Annual Meeting minutes and it was explained that those are approved at the next annual meeting.

**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 February 28, 2013. Doug Plas reviewed the financial statements with the Board. Included in the handout were the financial records prepared by the prior Board. Doug explained that the ending balances on these records have been imported into his company's accounting software and are reflected on the financial statements being reviewed.

Motion to Accept the Financial Statements: Kevin Kieper  
Motion 2<sup>nd</sup>: Jerry Meade  
Motion Carried

**Appoint Committee Members**

The Board by unanimous consent has voted to appoint the following homeowners to the applicable committees:

Firewise Committee – Dan Wight and David Dibonito  
Welcoming Committee – Kari Kieper  
Decorating Committee – Terri Puckett  
Website Committee – Michael Allen  
National Night Out – Open  
Social Committee – Open  
Neighborhood Watch – Currently open (Tracy Diaz to be asked if she is interested)

### **Committee Updates**

Gail Wight represented the Firewise Committee. Gail read aloud a prepared statement informing the Board Members and the owners of the action taken by the committee. The statement is attached to these meeting minutes as Exhibit B. Also attached as Exhibit C is an email confirmation from the City of Leander to the Firewise Committee identifying who is the responding fire department.

The Board expressed their thanks to the committee members for their time and effort put into attending training sessions.

### **Review Current Policies**

Doug explained to the Board that the association needs to have certain policies in place. He further explained that his office did a review to see if any policies were on file with the county. None were.

### **Review/Approve Additional Policies**

The Board reviewed various policies that they need to have filed with the county in order to be in compliance with Texas State laws pertaining to homeowner associations. The policies reviewed were:

- Flag Policy
- Solar Collecting Devices Policy
- Rain Barrel Policy
- Religious Displays
- Payment Plan
- Violation/Fine Policy
- Collection Policy

These policies are attached to these meeting minutes as Exhibit D and Exhibit E.

Motion to approve the various policies with a modification to the Flag Policy to replace the word "College" with the word "Sports Team". The old sentence reads "College flags are permitted to be flown as well." The new sentence reads "Sports Teams flags are permitted to be flown as well.": Kevin Kieper

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

Motion Carried

### **New Business**

- Landscaping – The Board unanimous agreed to have the common areas weeded and mulched. Doug will coordinate to have the work completed
- Solar lighting to be explored for the monument sign. Doug to provide to the Board some different options.
- All future Board Meeting notices will be posted on the Association's web site. Notices will also be sent out via email to owners in advance of the meetings. All owners must insure the management company has their current email address if they want to receive these notices.
- Next Board meeting will tentatively be held Tuesday June 18, 2013. See the website for more details.

### **Adjournment**

Motion to adjourn the meeting; Kevin Kieper

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

Motion Carried:

Meeting Adjourned at 7:49 P.M.