

**OVERLOOK ESTATES
HOMEOWNERS' ASSOCIATION
P.O. BOX 200145
AUSTIN, TX. 78720**

**(512) 918-8100 Fax (512) 918-8121
Board of Directors Meeting Minutes**

**Tuesday June 18, 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 7:03 P.M.

Establishment of a Quorum

The Board was represented by Bob Cantwell and Jerry Meade. Kevin Kieper 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:

- Owners need to be reminded to cut down any tall grass that may be at the back of their lot as well as remove any dead plant material which may be fuel for a fire.

Review/ Approve Meeting Minutes

The Meeting Minutes from the March 19, 2013 were reviewed.

Motion to Approve the Meeting Minutes: Bob Cantwell

Motion 2nd: Jerry Meade

Motion Carried

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 May 31, 2013. Doug Plas reviewed the financial statements with the Board.

Motion to Accept the Financial Statements: Bob Cantwell

Motion 2nd: Jerry Meade

Motion Carried

Committee Updates

Firewise Committee – Dan Wight prepared an update that was broadcast emailed to all the owners. It is attached to these meeting minutes as Exhibit B

National Night Out Committee – Tracy Diaz to head up the committee if she is interested. National Night Out to be held this year in October. The budget for the event is to be similar to last years.

Welcome Committee – The budget for the welcome baskets is \$50.00 per basket.

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

New Business

- Landscaping – The Board has agreed that the weeding of the common areas can be handled with Doug determining when weeding should occur. Doug will have the weeding maintained on an as needed basis/regular basis while balancing the need of service vs. the cost of service.

- Solar lighting to be explored for the monument sign. Cost for solar lighting is very expensive. No future action will be taken.
- Doug to communicate to all owners to be aware of suspicious activity and unrecognizable vehicles in the community.
- The Board by unanimous decision requested that any lot that has a large pile of dead wood be identified and the owner notified that the wood is considered a fuel source for any potential fire and as such is to be treated as a health and safety issue to the community. The Management Company will note any such conditions and notify the property owner of the need to remove the material.
- The Firewise Committee also reminds every lot owner to walk their property and to cut down any tall grass that maybe a fuel source in a fire.
- Next Board meeting will tentatively be held Tuesday September 17, 2013. See the website for more details.

Adjournment

Motion to adjourn the meeting; Bob Cantwell
Motion 2nd: Jerry Meade
Motion Carried:
Meeting Adjourned at 8:05 P.M.

Overlook Estates

1 Balance Sheet

Posted 05/31/2013

Consolidated

Assets

Cash

1105 Compass #6722 Oper 22,410.89

Total Cash 22,410.89

1133 CD 16,012.18

16,012.18

Cash

1131: Compass #7228 Reserve 25,060.49

Total Cash 25,060.49

Accounts Receivable

1310: A/R - Misc. 5.00

1311: A/R - Assessment 330.00

1312: A/R - Fines/Penalties 100.00

1313: A/R - Late Fees 4.95

Total Accounts Receivable 439.95

Total Assets

63,923.51

Liabilities & Equity

Liability

2210: Prepaid Assessments 660.00

2240: Accounts Payable 628.08

Total Liability 1,288.08

Equity

9000: Fund Balances 49,876.27

Net Income 12,759.16

Total Equity 62,635.43

Total Liabilities

63,923.51

2 Budget Comparison Budget to Actual
 Posted 5/1/2013 to 5/31/2013 11:59:00 PM

Tuesday, June 04, 2013 9:57

Overlook Estates
 Operating

	Month		Year		Annual	Reminder
	Actual	Budget	Actual	Budget		
Income						
<u>Income</u>						
Assessments	3110: 0.00	1,306.25	15,988.79	6,531.25	15,675.00	(313.79)
Capital Contribution	3113 330.00	0.00	660.00	0.00	0.00	(660.00)
Collection Income	3120: 5.00	0.00	5.00	0.00	0.00	(5.00)
Fines and Penalties	3130: 100.00	0.00	100.00	0.00	0.00	(100.00)
Late fee	3410: 4.95	0.00	4.95	0.00	0.00	(4.95)
Transfer fees	3450: 0.00	0.00	300.00	0.00	0.00	(300.00)
Total Income	439.95	1,306.25	17,058.74	6,531.25	15,675.00	(1,383.74)
Total Income Expense	439.95	1,306.25	17,058.74	6,531.25	15,675.00	(1,383.74)
Administrative						
<u>Administrative</u>						
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
Fax - Copy - Postage	4050: 17.83	36.67	99.87	183.35	440.00	340.13
HOA Board Education	4055: 0.00	0.00	40.00	0.00	0.00	(40.00)
Insurance	4060: 0.00	158.33	668.00	791.65	1,900.00	1,232.00
Legal	4070: 0.00	83.33	48.00	416.65	1,000.00	952.00
Meeting Room	4085: 0.00	25.00	0.00	125.00	300.00	300.00
Mgmt & Accounting Contract	4090: 500.00	500.00	1,500.00	2,500.00	6,000.00	4,500.00
Tax - IRS	4115: 0.00	12.50	366.00	62.50	150.00	(216.00)
Tax Preparation	4120: 0.00	20.83	250.00	104.15	250.00	0.00
Web Site Maintenance	4130: 0.00	13.75	0.00	68.75	165.00	165.00
Total Administrative	517.83	850.41	3,152.65	4,252.05	10,355.00	7,202.35
Landscaping						
<u>Landscaping</u>						
Landscape - Contract	4200: 0.00	125.00	175.00	625.00	1,500.00	1,325.00
Landscape - Repair	4210: 0.00	33.33	0.00	166.65	400.00	400.00
Total Landscaping	0.00	158.33	175.00	791.65	1,900.00	1,725.00
Maintenance						
<u>Maintenance</u>						
Misc. Repairs	4485: 0.00	0.00	12.93	0.00	0.00	(12.93)
Social Activity	4587: 0.00	100.00	0.00	500.00	1,200.00	1,200.00
Total Maintenance	0.00	100.00	12.93	500.00	1,200.00	1,187.07

2 Budget Comparison Budget to Actual

Posted 5/1/2013 to 5/31/2013 11:59:00 PM

Tuesday, June 04, 2013

9:57

Overlook Estates

Operating

Utility	GL Code	Month		Year		Annual	Remainder
		Actual	Budget	Actual	Budget		
Electric	4800:	59.69	70.00	383.66	350.00	840.00	456.34
Water	4825:	110.25	100.00	591.81	500.00	1,200.00	608.19
Total Utility		169.94	170.00	975.47	850.00	2,040.00	1,064.53
Total Expense		687.77	1,278.74	4,316.05	6,393.70	15,495.00	11,178.95
Excess Revenue / Expense		(247.82)	27.51	12,742.69	137.55	180.00	12,562.69

2 Budget Comparison Budget to Actual

Posted 5/1/2013 to 5/31/2013 11:59:00 PM

Tuesday, June 04, 2013

9:57

Overlook Estates

Reserve

	Month		Year		Annual	Remainder
	Actual	Budget	Actual	Budget		
Income						
<u>Income</u>						
Interest Income	0.00	0.00	12.35	0.00	0.00	(12.35)
Total Income	0.00	0.00	12.35	0.00	0.00	(12.35)
Total Income	0.00	0.00	12.35	0.00	0.00	(12.35)
Excess Revenue / Expense	0.00	0.00	12.35	0.00	0.00	(12.35)

Doug Plas

From: Dan Wight <danwight@att.net>
Sent: Monday, June 17, 2013 5:16 PM
To: Doug Plas
Subject: Neighborhood Firewise -New Program & Tidbits

Hello Neighbors,

We are very fortunate that our beautiful neighborhood has not been effected by a major fire. But as the drought continues, and the fire potential goes up, we need to be proactive in keeping our community as safe as possible.

For those not familiar with Firewise, the basic concept is to help make your home and property less fire prone, as well as, make it more defensible (by the firefighters) if we were to have a fire in the vicinity. The fire threat could even be from a neighboring fire where the embers are carried by the wind. Put another way, it's all about helping to make your home one of those still standing after a fire event. We would all like to think that this is the Fire Department's job since that's part of what we pay taxes for. But the harsh reality is: When there is a fire event raging in your area, the firefighters might not necessarily have the resources available to treat all parts of the fire equally. As they triage the fire situation, they have to make quick decisions as to what is the best use of their available resources. As they make these decisions, you want your property and home to be one that they feel that they can effectively defend. As homeowners, there are many things that can be done to affect this.

New Home Fire Safety Assessment program available

Your Firewise Committee, consisting of Dan Wight, David DiBonito and Dimas Diaz recently attended several days of training at a program hosted by the Texas A & M Forest Service and the SunCity Firewise Group. As part of that program, the three of us received training to conduct exterior hazardous ignition zone assessments for your home and then make specific recommendations to make your home more Firewise. Again, this is intended to increase the odds of your home surviving a wildfire.

Here is how this voluntary program works:

1. You have to request that we conduct an assessment.
2. You choose who you want to do it. Any one of us can do it, but two sets of eyes are better than one- but it's your choice.
3. Contact one of us and set a date and time.
4. It takes us about 1 to 1-1/2 hours to assess and then go over the recommendations.
5. You will be given the only copy of the assessment/ recommendations and it will only be discussed with you, the requester at that time. No copies will be kept.

We guarantee that at least once you will say "I never thought about that"! Contact any of us to take advantage of this opportunity.

Dan Wight- 512-799-8660, danwight@att.net
David DiBonito- 512-934-3200, daviddibonito@gmail.com
Dimas Diaz- 512-260-5025, dimas@diazs.net

Other Tidbits and Food for Thought:

EXHIBIT B

- * Are your house numbers clearly visible to first responders?
- * Emergency egress from the neighborhood. Although we have only one main entrance, remember that in a dire emergency where the main entrance is blocked, the neighborhood could be exited through the barbed wire fence (cut or driven through) at the northeast end of Overlook Bend and at Hidden Trail. According to our fire department, they will always make every effort to maintain passage when there is only one entrance to a subdivision. However, they do want us to be aware of the other two ways to exit in a worst case scenario.
- * Do you have a garden hose on each of your outside faucets? By utilizing garden hoses, Leander firefighters and residents saved numerous homes in the local "Moonglow" fire two years ago by putting out spot fires caused by blowing embers. The Fire Truck might be several blocks away fighting the main fire and cannot be relocated to put out a small fire started by blowing embers, but someone can use your garden hose to to put it out.
- * Are your shrubs covering your windows? Ideally, they should be trimmed to not cover the window. (radiant heat)
- * Do you have combustible items such as porch cushions, wicker accessories or straw door mats on your patio? If there is a fire threat nearby, and you have time, move those items inside since they are very susceptible to ignition from airborne embers and can subsequently ignite your home.
- * Grass fires burn at a height of about twice the height of the grass as a general rule of thumb. A mowed lawn will produce a low fast moving flame, hopefully not igniting trees and further exasperating the fire. However, 2' tall weeds could produce a 4' flame that is much more likely to ignite the trees and further spread the fire.
- * Removing undergrowth and limbing up Cedars to at least 4', combined with keeping the vegetation under them low, will help keep a grass fire from igniting the tree and further spreading the fire.
- * As the 4th of July comes upon us, please refrain from using fireworks in the neighborhood. It's against the law, but more importantly, you don't want to be the one responsible for starting a fire in the neighborhood. Thanks in advance!

Firewise Section of the Website

Please take a moment sometime to check out all the Firewise information on the website. We just added a Firewise suggested plant list that is region specific.

<http://www.overlookstates.org/Community.html>

Let's all work together to keep our neighborhood as safe as possible. Have a great summer!

Your Firewise Committee,

Dan, David and Dimas