

HOA Council Meeting Minutes
February 10, 2008
5:00 p.m.

- I. Council voted on 2008 Council positions
 - a. President- Todd Lunkin
 - b. Vice President- Yvonne Kemp
 - c. Treasurer- William Biossat
 - d. Secretary- Gina VanZandt-Brown

- II. The neighborhood accountant updated the Council on homeowner's dues. As of February 10, 2008, approximately 150 residents are late paying their dues. This totals a little over \$49,000. The Council agreed to follow the late fee schedule as outlined.
 - a. February 1 (30 days late)- Late fee assessed
 - b. March 1 (60 days late)- Lien filed
 - c. April 1 (90 days late)- File on HO transferred to Attorney

- III. Discussed January Actual Budget
 - a. Posted on website

- IV. Neighborhood Violations
 - a. The Council discussed the violation list.
 - i. Thirteen cars were consistently parked on the road. Only five have responded positively to our calling attention to this as a violation.
 - ii. Nine residents had either cars or trailers consistently parked on the grass
 - iii. Two homeowner's were cited for landscape violations

- V. Discussed Bluebonnet Highlands' Website and decided:
 - a. Include monthly budget under Newsletters and Notices (separate section)
 - b. Include meeting minutes under Newsletters and Notices (separate section)
 - c. Brainstormed ways to bring "traffic" to website
 - i. pet-of-the-month contest (puppy pictures)
 - ii. put up signs in median
 - iii. yard of the month
 - iv. include suggestions for newsletter on website

- VI. Discussed Current status of committees
 - a. Pool –could use an additional person or two
 - b. Recreation Center
 - c. Newsletter – several residents have agreed and will start in May
 - d. Welcome- need volunteers

- VII. Landscaping

- a. Flowerbeds at Bluebonnet and Burbank and entrances to Springlake and Fairhill
 - i. Call DPW about broken cement edging
 - b. Selected lawn care service and discussed finalizing contract
 - i. This would include twice a month mowing with flowerbed and mulch service
- VIII. Clubhouse Repairs
- a. Call Homecare and get estimate
- IX. Playground
- a. Call and get estimates for new playground and tennis net for discussion next month
- X. 2008 Goals proposed
- a. Pay off Clark Taylor
 - b. Review and sign contracts based on reasonable rates for good service
 - c. Reduce debt on clubhouse
 - d. Collect all HO fees
 - e. Increase HO involvement in association
 - i. Committees
 - ii. 2009 Council
 - f. Improve and repair the image of clubhouse, pool, and common areas
 - i. Clubhouse exterior
 - ii. New tennis net
 - iii. New Playground
 - g. Assure that restrictions and standards are being met by HO
- XI. Approved Council Code of Conduct emphasizing focus on striving for the common good of the association and foregoing personal interests, high standards for conduct, mutual respect, attending and being prepared for meetings, confidentiality on sensitive issues and the privacy of residents, promotion of harmony, and promptness in paying dues.

Bluebonnet Highlands Homeowner's Council Meeting
March 6, 2008
7:00 p.m.

Participants:

President- Todd Lunkin
Vice President- Yvonne Kemp
Secretary- Gina VanZandt-Brown
HO Representative- Erin Guillory
Website Administrator

Absent:

Treasurer- William Biossat

Important!

- **The HO Representative will receive HO calls from 8:00 a.m. through 7:00 p.m. Please leave a message if you are calling after hours.**
- **All HO should mail dues to the HO Association address listed on the website.**

I. Updates

1. Website

- Mailbox Message Board- The council approved to bring together supporters of the Springlake mailbox initiative, but agreed that it was not the council's place to take one position over another. The council suggested that the homeowner's create a mailbox committee and the members will be responsible for moving on the issue. The council will mention this on the message board on the website.
- Search Engine- The website administrator will remove the search engine. Very few homeowners are using this search engine.

2. Financial (see 2008 budget under "newsletters and notices" on the website)

- 815 homeowners are current on their HO dues.
- 60 homeowners are currently delinquent on their HO dues for a total of \$43,109.29 (this includes multiple years delinquencies- some of the HO owe more than \$2,000).

3. Violations

- Twenty houses continuously had cars parked on the street
- Three houses with boats or trailers in view

- Two complaints about dogs barking and one complaint about loud music

II. Old Business

1. Committees

- Newsletter committee- The newsletter committee currently has two volunteers. They will put out a newsletter by late April. It is undecided if the newsletter will be monthly, quarterly, etc.
- Welcome committee- The welcome committee currently has two members. They will distribute a welcome letter to all new homeowners.
- Pool Committee- It is unclear who will be on the pool committee. The pool committee is responsible for maintaining the grounds (cleaning the restrooms, cleaning around the pool area) once a week. The council is going to contact the homeowners who served on the committee last year to see if they are interested in serving again this year.

2. Neighborhood Appearance

- Greens- Green-Up Lawn Care will be responsible for maintaining the flowerbeds and lawns of Bluebonnet Highlands. They are responsible for:
 1. Maintaining the flowerbeds at the two entrances into Fairhill and the one entrance into Springlake
 2. Mowing the grounds the first and third week of each month
 3. Spraying round-up on all flowerbeds every six weeks (This creates a bluish color, but will dissipate in 12 hours)
- 3. Clubhouse repairs-The council contacted Homecare to paint (outside and inside) and replace the rotten boards. The council is exploring the idea to have a "work day" to decrease the cost.
- 4. Playground-The council will discuss this next meeting when all council members are present. The council has to decide if the budget will allow for the purchase of a new playground. The council unanimously agrees this is top priority.
- 5. Tennis Court- The council is currently pricing the cost to get a new tennis court net. The budget is tight this year because of the debt to Clark Taylor.

III. New Business

1. Pool Opening Date- The council is hoping for a mid-April opening. The neighborhood pool service has drained and pressured washed the pool to ensure it is in top condition.
2. Homeowner involvement-The council brainstormed the following ideas to increase HO involvement in the neighborhood and association:
 - Pool party
 - HO day (first week of May, tentatively)

- Fall day (jazz band)
 - Create a string on the message board to generate HO input on this topic. The council needs to know what it would take to get you and other homeowners more involved.
3. Fines- The council is discussing fines for deed violations. The council did not decide on anything.
 4. HO Dues Drop Box- The council discussed setting up a drop box at the clubhouse for dues in order to create a centralized location. The council is continuing to discuss this issue and how to ensure the drop box will provide a safe holding place for the checks.

Bluebonnet Highlands Homeowner's Council Meeting
April 3, 2008
6:30 p.m.

Participants

President- Todd Lunkin
Vice President- Yvonne Kemp
Treasurer- William Biossat
Secretary- Gina VanZandt-Brown
HO Representative- Erin Guillory

- I. Updates
 1. Website
 - The website administrator is going to work on updating phone numbers and websites under the helpful numbers link and is going to remove the search engine from the website.
 - A clubhouse availability calendar is available under the Clubhouse link on the website. If the date is highlighted in red, this means the clubhouse is unavailable. If the date is highlighted in green, this means the clubhouse is available to rent. This is updated daily.
 2. Financial Update
 - ~~The HOA paid interest on the Clark Taylor loan three times this month.~~ **Corrected on 5/12/2008 because we do not pay interest on the Clark Taylor loan.** The HOA makes a payment on the Whitney Bank note every two weeks. The way the weeks fell during April, three payments were made on the Whitney Bank resulting in more interest paid than in the average month.
 - The HOA paid the final payment for A to Z lawn service in March and paid Green-Up Lawn Care this month.
 - There are currently 64 homeowners who are behind on their HOA dues.
 3. Violations
 - The HO Representative drives through the neighborhood daily and sends out violations letters when needed.
 - The police have been patrolling the area at least twice a day.
- II. Old Business
 1. Pool Opening Date
 - The pool will open on April 26, 2008.
 2. Committees

- Pool Committee-There is currently three more slots that are available.
 - Welcome Committee-This committee will start within the next four weeks greeting new residents and delivering to them a welcome packet from the HOA.
3. Neighborhood Appearance
 - The council talked to the head of the Department of Public Works and complained about the grass along the median. Since then, the council has noticed a significant improvement along this area.
 4. Drop Box/Mail Slot
 - The drop box will cost \$75 to install and \$50 to buy. This will be installed by mid-May.

III. New Business

1. Fences
 - HOA cannot afford to replace the fences this year due to paying back Clark Taylor. The council will brainstorm ways to improve the current fences.
2. Lights on Bluebonnet
 - Dr. Pat Culberson is going to help clear the "red tape" for this. The council will let the homeowners know information as they receive it.

Bluebonnet Highlands Homeowner's Council Meeting
May 1, 2008
6:30 p.m.

Participants

President- Todd Lunkin
Vice President- Yvonne Kemp
Secretary- Gina VanZandt-Brown
HO Representative- Erin Guillory

Absent

Treasurer- William Biossat

- I. Updates
 1. Website
 - The council discussed message board issues posted on the website. After reading the blog on the pool appearance, the council notified the pool service and maintenance was done on the pool.
 - The website administrator is posting current events on the website. The pool opening date, budget updates, and council meeting minutes are posted on the home page. Homeowners should check the website homepage for all current updates.
 - Homeowners will soon have the opportunity to vote for the yard of the month. The yard of the month will be posted on the website. Homeowner's can also submit pictures of their pets to be posted on the website.
 2. Financial Update
 - The Association's interest expense is consistently decreasing. This is because as the loan with Whitney Bank (for the Clubhouse) nears maturation, more principal is applied from each payment, and correspondingly less interest. This follows the same principles as a home mortgage.
 - There are currently 59 homeowners who are behind on their HOA dues.
 3. Violations
 - When a homeowner receives three deed violation letters, their access to the clubhouse and pool area will be deactivated.
 - Most homeowners respond to violation letters, however, the homeowners who do not respond are consistently the same homeowners.
- II. Old Business
 1. Neighborhood Appearance

- Green-Up Lawn Care will now start mowing the large clear areas in Springlake Subdivision.
 - The council directed Green-Up Lawn Care to cut the lawn of two houses in Bluebonnet Highlands due to lack of yard care. These houses will be billed by the council for this service.
2. Drop Box/Mail Slot
 - Starting on May 8, 2008, homeowners will be able to drop payments off in the mail slot by the clubhouse door.
 3. Clubhouse Repairs
 - The HOA does not have the money to make any clubhouse repairs at this time. The HOA's financial situation will improve after Clark Taylor is paid off by the end of this year.
 4. Ponds & More
 - We are currently looking for a new contractor to maintain the ponds.
 - DOTD is going to refund the HOA for the two fountains that were removed from the ponds.
 5. "Hot Dogs and Hospitality"
 - The council is going to discuss having a fall festival once this year's financial situation becomes clearer.

III. New Business

1. Pool Appearance
 - The pool is cleaned on Mondays (when the pool is closed) and we talked to the pool service about the algae issue that was brought up on the message board.
2. Clubhouse and Pool Area Suspensions
 - All homeowner's who break the pool rules, are not up to date with their homeowner dues, or have received three deed violation notices will have their access card to the clubhouse and pool areas deactivated. Deactivation time will last until the homeowner addresses the violation and/or becomes current with their homeowner dues. The council will address pool violations on a case-by-case basis.
3. Insurance Recommendations
 - The council is currently addressing recommendations from the insurance company to improve the pool grounds for the clubhouse insurance renewal.

Bluebonnet Highlands Homeowner's Council Meeting
Wednesday, June 4, 2008
6:30 PM

Website

- We have decided that in order to post a comment on the website blog, you must first be a registered member of the website. Anyone can read the website blog. This will take effect immediately.
- All threatening comments will be deleted from the website blog. We will also delete specific addresses that are posted on the website. Homeowners are welcome to post any complaints on the website, but we wish that homeowners refrain from posting threatening remarks.

Financials

- Our accountant will send out invoices by the end of this week for remaining dues (except if you are participating in the monthly payout).

HOA Dues

- The HOA currently has 53 homeowners who are delinquent on their HOA dues.

Old Business

- The HOA currently does not have the money for clubhouse repairs.
- The HOA is hiring a new company to tend to the ponds.

New Business

- The HOA is going to pull up the worn Fairhill signs until the HOA can afford to update them next year.
- The Council voted and there **will not** be a dog park car entrance in Fairhill.

Bluebonnet Highlands Homeowner's Council Meeting
July 2, 2008
6:30 p.m.

Council Members Present:

President- Todd Lunkin
Vice President- Yvonne Kemp
Treasurer-William Biossat
Secretary- Gina VanZandt-Brown

Other Participants:

- o Three residents
- o HO Representative
- o Bluebonnet Highlands' Accountant

1. Updates

Website and Financial

- o We are considering posting lot numbers and addresses of all delinquent accounts on our website at www.bluebonnethighlands.org. Only registered members would be able to see the list. Currently, 50 homeowners are behind on their HOA dues. This is a decrease of three from last month. We are going to put a notice about posting the lot numbers and addresses on the website on the delinquent homeowner's final reminder statements before we post the list on the website. This will give the homeowners notice that we are going to post their lot number and address on the website if they do not become current with their HOA dues.
- o If the current 50 delinquent homeowner's were current on their dues, the HOA would have \$32,369 in additional funds to make improvements.
- o We anticipate that the HOA will finish paying Clark Taylor by early 2009.

Violations

- o The HO Representative is continuously sending violation letters to homeowners that are breaking deed restrictions. Please contact our HO Representative at bbhrep@hotmail.com if you have any complaints.

2. Old Business

Clubhouse Repairs

- A volunteer council member has cleaned the mildew from the front and back entrances of the clubhouse.
- Depending on cost, we are considering replacing the flooring in the bathrooms and hallway in the clubhouse. We are going to hear bids in mid-July and make a decision during the next Council meeting.

Fairhill Sign

- We took down one of the Fairhill signs because of appearance issues.

3. New Business

Decoration Committee

- Please let us know if you have extra holiday decorations. The HOA now has a decorations committee that is going to decorate outside the clubhouse for each holiday. We will put you in touch with the committee chair.

Block Captains

- We are considering appointing block captains to help with the deed violations, etc. We are still discussing this issue. Please let us know if you are interested in participating in this new program.

Contacting Builders

- We are going to start contacting builders directly regarding new home sales in Bluebonnet Highlands. This way, we will know when to issue new access cards and who to contact about HOA dues.

Bluebonnet Highlands Homeowner's Council Meeting
October 1, 2008
6:30 p.m.

Participants

President- Todd Lunkin
Vice President- Yvonne Kemp
Secretary- Gina VanZandt-Brown
Treasurer- William Biossat
HO Rep-Erin Guillory

I. Updates

1. Broken Fences along Bluebonnet after Storm
 - Because our neighborhood insurance is a commercial insurance policy, this insurance does not cover fence repairs.
 - We have hired a general contractor to repair and paint all of the fences along Bluebonnet for \$19,500.
2. Neighborhood Clean-Up after Storm
 - Green-Up Lawn Care cleaned up all of the debris and tied up all of the trees along Bluebonnet after the storm for \$2,000.
3. Pool Closing Date
 - The pool will close on October 12, 2008 for the season.
4. Decorations Committee
 - The Decorations Committee is putting up fall decorations at the two main entrances to Springlake and Fairhill.
5. Finances
 - We currently have \$35,117 left on the Clark Taylor note. We anticipate having this paid off early next year.
 - There are currently 39 homeowner's who are delinquent on their dues for a total of \$27,117.
6. Pool and Club Access Cards
 - A new homeowner has one year from moving into the neighborhood to request a pool and club access card from the HOA. If a year passes or a card is lost, it will cost \$20.00 for a new card.

II. New HOA Council for 2009

1. Annual HOA meeting

- The annual HOA meeting is tentatively scheduled for January 13. We will post the date and time when it becomes available.
- We are now looking for nominations or volunteers to serve on the council for next year.

2. Committees

We welcome anyone who wants to volunteer for a committee. The following committees need volunteers.

1. Pool
2. Decorating
3. Welcome
4. Playground
5. Block Captains
6. Newsletter
7. Election

Bluebonnet Highlands Homeowner's Council Meeting
November 5, 2008
6:30 p.m.

Participants

President- Todd Lunkin
Vice President- Yvonne Kemp
Secretary- Gina VanZandt-Brown
HO Representative- Erin Guillory

Absent

Treasurer- William Blossat

I. Updates

1. Financial

- The HOA is over budget by \$4,745 this fiscal year (2008) because of the unexpected fence repairs (\$19,500) and State taxes owed (\$6,443).
- As of October 31, 2008, the HOA has \$27,917.08 left on the Clark Taylor note (we expect to have this paid off early next year).
- **Correction to last meeting minutes on October 1, 2008:** The HOA paid an additional \$3,675 to Green-Up Lawn Care for Hurricane Gustav work. Green-Up Lawn Care picked up all debris, tied up all trees, and cut down any damaged trees or limbs after the storm.
- The HOA paid \$750 to the IRS to request "Tax Exempt Status." If we are not granted this status, the \$750 will be refunded.
- As of October 31, 2008, the HOA has paid \$12,000 to the person (who is a homeowner) who is repairing the fences. He is going to be at our next meeting so we can get a formal update from him. The Council decided he will not get any additional money until the fences are fixed and painted.
- As of October 31, 2008, 28 homeowners are delinquent on their HOA payments for a total of \$26,707.
- During October 2008, the HOA collected \$3,020 in dues.

*If a homeowner wants any additional budget information, they should email Daniel at bbhbilling@yahoo.com. These are just budget highlights.

2. 2009 Dues

- All 2009 HOA invoices will be emailed on November 15, 2008 and put on the website (see under Newsletters and Notices). If a homeowner does not need a paper invoice, please respond in the email subject line "No mail needed". If a homeowner does want a paper invoice, they should not respond and the HOA accountant will mail paper invoices the first week of December. When a homeowner receives the invoice, and already participates in the monthly bank draft, no action is necessary.

*If we do not have a homeowner's email address, the homeowner will automatically receive an invoice in the mail the first week of December.

3. Bluebonnet Highland's HOA Annual Meeting

- The meeting will be held at 6:30 p.m. on January 27, 2009, at the Bluebonnet Library. At this time, a new Council will be selected.
- Homeowners should email Erin at bbhrep@hotmail.com if they are interested in volunteering for a committee or a Council position.

II. Old Business

1. Website

- Jean, our website administrator, has been updating the neighborhood businesses the last couple of months. If a homeowner has a business they would like to add to the website, they should email Jean at bluebonnethighlands@yahoo.com.

2. Violations

- Erin, our homeowner representative, drives through the neighborhood every Tuesday and Friday. If a homeowner has a complaint about a violations, they should email her at bbhrep@hotmail.com.

3. Playground

- The Council agrees that the playground is a top priority for next year. After the Clark Taylor debt is paid in full, the HOA will have additional money for playground repairs and possibly a whole new playground.
- The HOA needs volunteers to know exactly what parents want. A homeowner should email Erin at bbhrep@hotmail.com if they are interested in volunteering for this committee.

Bluebonnet Highlands Homeowner's Council Meeting
December 2, 2008
6:30 p.m.

Participants

President- Todd Lunkin
Vice President- Yvonne Kemp
Treasurer- William Biossat
Secretary- Gina VanZandt-Brown
HO Representative- Erin Guillory

I. Updates

1. Financial

- The HOA projects to have \$15,795 in the bank as of December 31, 2008. The HOA decided to spend this money on the following projects:
 1. Replace floors in Clubhouse: \$7500
 2. Replace blinds in clubhouse: \$850
 3. Re-paint baby pool: \$1200
 4. Replace tennis net: \$750
- As of November 30, 2008 the HOA has \$20,717.08 left on the Clark Taylor note (we expect to have this paid off early next year).
- As of November 30, 2008, 28 homeowners are delinquent on their HOA payments for a total of \$26,707.

2. HOA Annual Meeting

- An election committee for the HOA elections has been formed to preside over the election procedures.
- The meeting will be held at 6:30 p.m. on January 27, 2009, at the Bluebonnet Library. At this time, a new Council will be selected.
- Homeowners should email Erin at bbhrep@hotmail.com if they are interested in volunteering.

3. Website

- Homeowner's can now pay their dues through the Bluebonnet Highlands website (<http://www.bluebonnethighlands.org/>).
- DPW is going to overlay roads (in bad shape) in Fairhill and Springlake.

4. Fence Repairs

- The damage is more extensive than the contractor first thought.
- Fence repairs will be done by the end of January.

5. Neighborhood Clean-Up Recovery

- There is a steady stream of roofs still being repaired.
- In January, the HOA will start contacting homeowners with blue tarps and ask them what their "timeline" is for repairs.

6. Independent Audit

- The Council approved spending \$1,500 - \$2,000 on an independent assessment of "agreed upon procedures" on the expenditures of the HOA dues. The council wants to give assurance to the homeowners that all dues are being spent correctly. The firm we hired does not expect to have this assessment completed until March 15, 2009. The results will be posted on the website.