

Millbrook HOA Board Meeting Minutes

August 15, 2024 7:00 p.m.

1517 Waltham Court

Board Members in Attendance

- Duane Johnston, President
- Jon Buck, Vice President & Area 5 Representative
- Charles Rhodes, Assistant Treasurer
- Beth Henkel, Secretary
- Richard Bohannon, Area 1 Representative
- Curt Wheeler, Area 4 Representative

Board Members Not in Attendance

- Pat Monis, Treasurer
- Matt Haider, Area 2 Representative, proxy held by Angela Ridgeway
- Danny Barton, Area 3 Representative, proxy held by Beth Henkel
- Don Gwynne, Area 6 Representative, proxy held by Owen Gan

Guests - none

Minutes

- Board President Duane Johnston called the meeting to order at 7:00 PM.
- Minutes for the June board meeting were approved unanimously.
- **Treasury Update for the period July 20 – August 8, 2024**
 - Operating Account -
 - Opening Balance \$17,031.74
 - Deposits were \$1,720
 - Withdrawals were \$2,279.66
 - Closing Balance was \$16,472.08
 - Maintenance Account
 - Opening Balance was \$154,734.19
 - Deposits were \$0.00
 - Withdrawals were \$0.00
 - Closing Balance was \$154,734.19.
 - The total closing balance for both accounts was \$171,206.27
- Assistant Treasurer Charles Rhodes explained an update for payments made in July. Check paid to Don Gwynne for \$1001.70 for fountain repair. The Board voted unanimously to approve the payment.

• Architectural Committee Chair update

- Final plans expected soon for extension of house and addition of porch at 1506 Millbrook

• Fountains Update - Don fixed the lights on fountain #6 so it is fully operational. #7 reset the timer. It was noted that the timer for fountain #2 was off by 3 minutes and Curt Wheeler said he would adjust it. Fountains run from 7-11 in the morning and evening

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• Canal Updates

- Projects – Duane explained that LoneStar is checking to see if any changes are needed to supply electricity for the aerators that will be installed by LoneStar. It would be an additional cost to make sure we have what we need. The board voted unanimously to have bids collected for electricity changes needed to run the aerators on the canals.
- Watermeal East/West Side –
 - Duane explained there is a lot of watermeal and the herbicide (which is quite expensive) isn't a guaranteed fix, and that scooping it out often helps. There was also discussion about how improving the overall health of canals with aerators and dredging to create better water flow will help. The east side seems to have the largest amount of watermeal. Owen Gan brought pictures showing how pervasive it is on the east side. Duane suggested Volunteer Cleanup Day set for September 14 to try and remove as much water meal as possible, and the board agreed unanimously

• Old Business

- CD Deposit – Duane received no feedback, negative or positive, about depositing a portion of the money from the maintenance account into a CD. He also explained that the money has not been deposited yet because he first has to determine which board members or officers are designated to sign the Frost bank accounts before he can proceed.
- Roles, Responsibility and Standard Operating Procedures –
 - Jon Buck and Matt Haider are working to make some updates to the website.
 - Charles Rhodes explained if the treasurer signs checks, someone else should keep the books, so there should be an assistant treasurer as a permanent position, and that should be reflected in the document explain our roles, responsibility and SOP documents. He will write up a more detailed explanation for the next meeting.
 - Duane urged the board to look closely at a document he handed out for roles, responsibility and SOP and asked that board members document the things they do for the HOA so we have an SOP to follow going forward.
 - Charles pointed out that officers need to be assigned for certain items (resale certificate etc)
 - Duane also explained that once these things are documented, we may need to change by-laws, but for now we are gathering information

• New Business

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- Directory – A resident on Richard Bohanon’s street asked if the HOA has a directory of residents. He said he doesn’t have a problem with distributing a directory, but there needs to be an option to opt out.
 - Jon Buck suggested asking people to indicate if they want to be included when proxy papers are passed out before the annual meeting (and as we update the list of residents and contact information at the same time) He also said it could be collected earlier if needed.
 - Duane offered several options to allow people to update information and opt out if they don’t want to be included in directory.
 - Walk door-to-door and check with residents in person.
 - He could send an email.
 - He could send out a survey asking yes or no.
 - A consensus was reached to start with the survey for opting out.
 - Charles Rhodes pointed out that address and who lives at that address is a matter of public record.
 - There was also discussion about the best way to disseminate directory information, printed, or possibly on website with login information.
 - Duane won’t be at the September 18 board meeting, so there was discussion about where to hold the meeting since he usually hosts. No decision was reached, several options considered.
 - Charles Rhodes requested executive session to discuss an insurance issue.
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- The next board meeting will be held on Thursday, September 19, at 7 pm, location TBA.