

Millbrook HOA Meeting Minutes
Thursday September 19 , 1516 Postbridge Court 7 p.m.

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Role	Name	Attending Y/N	Proxy Provided Y/N
President	Duane Johnston	No	N/A
Vice President	Jon Buck	Yes	N/A
Treasury	Pat Monis	Yes	N/A
Asst Treasurer	Charles Rhodes	Yes	N/A
Secretary	Beth Henkel	Yes	N/A
Area 1	Richard Bohannon	Yes	
Area 2	Matt Haider	Yes	
Area 3	Danny Barton	Yes	
Area 4	Curt Wheeler	Yes	
Area 5	Jon Buck	Yes	
Area 6	Don Gwynne	Yes	

- Guests: John O'Malley & Jerry Moore
- Vice-president Jon Buck called the meeting to order at 7:02
 - August 2024 minutes Approved

Treasurers' Report Update for the period of 8/09/2024 = 9/18/2024

- Operating Account
 - Opening Balance \$16,472.08
 - Deposits \$0.00
 - Withdrawals - \$1,292.50
 - Closing Balance \$15,179.58
 - Withdrawals were for 2nd quarter reimbursements to homeowners for electricity for fountains, September canal cleaning and bank service charge
- Maintenance Account
 - Opening Balance \$154,734.19
 - Deposits \$0.00
 - Withdrawals - \$100,000 transfer to 3-month CD
 - Closing Balance \$54,734.19
- 3-month CD
 - Opening Balance - \$00.00
 - Deposits \$100,000 transfer from Maintenance Account
 - Withdrawals - \$00.00
 - Closing Balance - \$100,00
- Closing total Balance for all three accounts - \$169,913.77

- Treasurer Pat Monis reported she had received invoices from Magnolia Fisheries for the bubbler/aerators and circulators as follows:
 - West canal bubblers- \$17,821.89
 - Circulators at "T" - \$7,488.20
 - Muckaway at "T" - \$874.50
 - Estimate for East Canal circulator - \$12,923.13 – has not yet been invoiced.
 - The invoices that had been received matched the original estimates
 - The board approved that the invoices received be paid.
- Architectural Committee Chair update
 - Chair Jerry Moore updated that work had begun at 1506 Millbrook – an addition to the home. Prior to work starting, Jerry had checked with neighbors to let them know it would be going on. He also let the owner know if the plans to the construction changed materially, he should let the Jerry know.
 - The house at 1408 Creekford has sold – Don Gwynne provided the resale certificate Pat Monis received the \$200 check for that document. (The resale certificate tells buyers there's a mandatory HOA, how much the dues are when they're due as well as if there any outstanding judgements)
- Fountains Update
 - Don Gwynne is working on convert all of the fountain timers will be converted to digital timers, which will help with the fountains being out of sync with one another.
 - Danny Barton reported that the timer on Fountain 5 is hard to set and should be replaced, which Don said he would do.
- Canal Updates
 - Projects - Bubblers/Aerators are all up in running and are held in place with 5 gallon buckets filled with concrete. The circulators are also running and are quieter than expected
 - Watermeal East/West Side – Volunteer Cleanup Day (Sept 14) report. Ten people worked hard to take care of the watermeal. We had better results on the west side of the canal, but the east side was so widespread it didn't seem as if we made much impact.
 - Danny Barton asked that when we are cleaning up debris in the canal, we put it in the trash and do not leave it in the yards of residents. The residents didn't put the debris there, it came from upstream, and some residents are not able to physically take care of debris left on their yards.

- Pat Monis mentioned that Mitch Monis (who has worked with Duane on the aerator/circulator project) found a nearby company that will do removal of watermeal for \$1,400. After some discussion, it was determined there is not room in the budget at this time to pay for that.
- John O'Malley took the dissolved oxygen meter out into the water and discovered 20% drop in oxygen in some areas since the aerators and bubblers have been in use. He also said he would be willing to help at another clean up day if one was scheduled

• Old Business

- CD Deposit – Pat is currently the only signer for the CD. Jon Buck agreed to be the other signer.
- Directory for Board – Beth said the names, addresses and contact information is all updated and housed in google contacts, connected with the google email address for the board.
- Directory distribution to members – Charles brought some examples of directories that were used previously in the Millbrook HOA. There was a discussion about the best way to get permission from residents to share their contact information as well as the best way to disseminate directory information to residents. Pat Monis reported that Interlochen HOA emails directories to its members. Using a login on a website is another possibility, which Matt Haider said would cost \$300-\$500/month to maintain. Jon Buck pointed out the budget would not be able to accommodate that. Decision was made to poll the residents to see if they a) would like a directory and b) would want to be included. This could be done electronically or at annual meeting.
- Roles, Responsibility and Standard Operating Procedures - Beth Henkel
 - Beth passed out a list with the roles and responsibilities of officers and asked for input from the board on anything they see that needs changes and asked about specific duties for the secretary such as annual ownership confirmation and how that should be done. It was agreed that changes are noted through the resale certificates and that is how we know what changes of ownership have occurred.
 - Charles brought new definitions for Treasurer and Accountant roles that would need to be voted on by the board because it would mean a change in the bylaws.
 - Beth asked if procedures such as resale certificates and reports to TCEQ could be documented. Don Gwynne agreed to provide that

information to Beth so it she can include it in packets she is making for the area reps and officers.

- New Business

- Preparation for 2025 Budget Discussion – Pat and Charles will begin the process.
- Bank Account Signatures – Jon will be signer for CD. No other decision was made.
- Passwords used/stored – Beth asked if it would be possible to have these documented and kept somewhere safe. Discussion included online options (OnePassword) Matt Haider volunteered to manage that. No motion or vote taken.
- Monthly Treasurer's Report and Annual Budget Posted to MillbrookHOA.com – no discussion or vote.
- Annual Meeting Reminder – January 16, 2025

- Motion to Adjourn