



Fairways of Sherrill Park

Board of Directors Meeting Agenda

Thursday, May 17, 2018

Richardson Police Substation, 2003 Renner Road, Richardson, TX 75082

7:00 PM - Call to Order – Determination of Quorum

7:01 PM - Visitors Session

- *Introduction of special guest: Walter “Chip” Mitchell, Neighborhood Police Officer*
 - Strong presence in our neighborhoods
 - Quicker response to problem solving
 - Continued partnering with service providers throughout the City
 - Assist in the detection of crime and arrest of offenders
 - Average years of experience – 25+ years

Officer Mitchell will provide an overview of the purpose of the NPO program, its place amongst other Richardson Police programs for residents, and take some resident questions.

- *The Board invites Visitors to address the Board on any topic. Each Visitors’ remarks should be limited to 5 minutes. The board may or may not address remarks during the meeting; or they may be placed on a future agenda or addressed by some other form of response.*

7:15 PM approx.. - Board Business Meeting

During the board’s business session, Visitors are requested to refrain from comments or remarks during the Board business session. The Board may, however, solicit input from Visitors during the business portion of the meeting.

Are Agenda Modifications requested?

Review/Approve Minutes of the April 2018 Board Meeting

Board Officer Reports, followed by Committee Chairs

- President – Brief update
- Treasurer - Update on the Reserve Study; motion to establish Maintenance Reserve

Old business:

- TBD

New business:

- TBD

Visitor Questions

- *In addition to the opening Visitors Session, a few extra minutes will be allocated to visitor questions relating to items reviewed in the first part of the board meeting, such as a question on the financial statement or a committee report.*

Executive (Closed) Session; if needed

- Discuss certain privacy policies
- Discuss certain legal matters
- Discuss two significantly delinquent resident assessments
- Discuss other matters as appropriate for the Executive Session

Reconvene into Regular Session

- Board reconvenes into open session; take action, if any, on Executive Session matters.

Adjournment



Fairways of Sherrill Park

Board of Directors Meeting Minutes

Thursday, May 17, 2018

Richardson Police Substation, 2003 Renner Road, Richardson, TX 75082

Call to Order – Determination of Quorum

- Board Members Present: Kip Balsley, John Fritsche, Grace Laster, Lynn D Livingston, Daniel Schlieter, Brad Wagoner, and Tony Wanat
- Special Guest: Officer Walter "Chip" Mitchell
- Call to Order at 7:01 PM with quorum

Visitors Session – 7:01 PM

- Introduction of special guest: Walter "Chip" Mitchell, Neighborhood Police Officer
 - Agenda:
 - Strong presence in our neighborhoods
 - Quicker response to problem solving
 - Continued partnering with service providers throughout the City
 - Assist in the detection of crime and arrest of offenders
 - Average years of experience – 25+ years
 - Officer Mitchell provided an overview of the purpose of the NPO program, its place amongst other Richardson Police programs for residents, and take some resident questions.
 - The NPO is the Neighborhood Police Officer Program
 - 4 Officers work all of Richardson
 - Chip is assigned the area between Beltline and I-90 on the east of US-75
 - Chip's responsibility is watch the neighborhoods
 - Solicitors and required permits were discussed. Permits must be clearly visible. Report solicitors without permits to Chip.
 - Car parking the wrong direction or blocking driveways on residential streets was also discussed.
 - Contact Chip if any suspicious activity is observed. Chip's cell is 972.744.4955. His email is walter.mitchell@cor.gov. Chip will respond if on duty.
 - If the situation is urgent, contact the department non-emergency number or 911.
- No visitor remarks

Board Business Meeting – 7:38 PM

Agenda modifications Requested

- Mr. Fritsche added the 1704 Wessex Ct. fence to the agenda in old business.

Review/Approve Minutes of the April 2018 Board Meeting

- Mr. Wanat motioned that the 2018 April Board Minutes be approved. Mr. Balsey seconded the motion. The motion passed unanimously.

Board Officer Reports

President:

- Mr. Fritsche gave an update on the insurance of the brick wall along Jupiter
- Mr. Fritsche received an estimate from Manders for installation of St. Augustine sod in Wembly Ct.; applying ant, fertilizer, and spot weed treatments; completed work at flag pole median; removal of fallen trees, and limited water of color. Manders's service day is Thursday, May 24 and they should be able to meet the schedule.
- Mrs. Laster requested Mr. Fritsche to ask Manders if they can increase the amount of color at the median.
- Mr. Fritsche is working with Ms. Solomon to get bids for cutting down photinias along Jupiter

Vice President:

- None.



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Treasurer:

- Mr. Balsley gave an update on the financial statements. The budget is \$3k unfavorable due to insurance claims. The claim is going to court due to 2 insurances denying responsibility. Our insurance company will make sure all costs are recovered.
- Mr. Fritsche noted that we will be receiving payments from a bankruptcy decision of one of the residents with a lien.
- Mr. Balsley discussed the Reserve Study Report (attached to the agenda). He pointed out that current retained earnings are \$72k.
- Mr. Balsley motioned to reclassify \$35k from the retained earnings to the maintenance reserve fund. Mr. Livingston seconded the motion. The motion passed unanimously.

Secretary:

- None.

Committee Reports

- Activity Committee Report: See attached report.
- Architectural Control Committee: No report.
- Beautification Committee: No report.
- Finance Committee: No report.
- Homeowner's Advocacy Committee: See attached report. Mr. Wagoner mentioned that the HAC's function is outside the scope of NMI and the HAC is responsible for tracking landlords.
- Nominating Committee: No report.
- Playground Committee: No report.
- Website Committee: No report.
- Welcome Committee: See attached report.

Old business:

- Review of 1704 Wessex Cir. (Martinez) fence.
 - The board discussed the status of the request to Ms. Solomon to make a final communication to check on the status of the violation resolution.

New business:

- No new business

Visitor Questions

- No visitor questions

Executive (Closed) Session

- The board discussed privacy policies of residents' personal information and gave guidance to the Welcome Team.
 - The Welcome Team shall request contact with new homeowner no earlier than 1 week after the closing date.
 - The Welcome Team shall meet with new homeowner with a team of 2-3 members.
- The board discussed legal matters.
- The board discussed two significantly delinquent resident assessments.

Reconvene into Regular Session

- The board reconvened into open session at 10:30pm.
- Mr. Wagoner motioned to approve expenditure of legal fees related to a covenant compliance issue. Mr. Balsley seconded. The motion passed unanimously.

Adjournment

- Mr. Livingston motioned to adjourn. Mr. Wagoner seconded.
- The meeting was adjourned at 10:31pm.

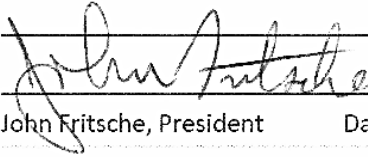


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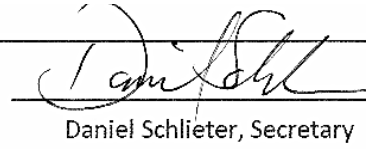
Board of Directors Meeting Minutes

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 7-19-18

John Fritsche, President Date

 07/19/2018

Daniel Schlieter, Secretary Date



Fairways of Sherrill Park

Activities Committee Report for May 2018

Committee Name: Activities

May 2018

Committee Chair: Barb Claycomb

Committee members: Natalie Fritsche, Charisse Phemister

Report Date: May 15, 2018

Activity Report

- Hosted first dinner group on Friday, May 6 with 3 couples in attendance.
- Will coordinate 2nd meeting of dinner groups for June.
- Looking at possibility of neighborhood Garage Sale on Saturday, June 16. Details to follow.
- Natalie Fritsche has started preparation for 4th of July parade.



Fairways of Sherrill Park

ACC Report May 2018

Committee Name: ACC

Committee Chair: Travis Phemister

Committee members: Brad Wagoner, Tony Wanat.

Report Date: May 17, 2018

| <u>Owner</u> | <u>Address</u> | <u>Projects</u> | <u>Created</u> | <u>Updated</u> | <u>Status</u> |
|-------------------|-------------------|--|----------------|----------------|--------------------------|
| Winfree, Derwood | 2903 Wren Ln | Window Replacement (63762489) | 04/27/2018 | 05/10/2018 | Approved |
| Nahar, Jinendra | 3001 Wren Ln | Arbor (33695006) | 04/17/2018 | 04/25/2018 | Approved with conditions |
| Wanat, Anthony | 3002 Wren Ln | portable dumpster (23447023) | 03/26/2018 | 04/20/2018 | Approved |
| Ayres Jr., Rowe | 1810 Waterford Ln | Koi Pond Addition (61432415) | 03/29/2018 | 04/10/2018 | Approved |
| Ayres Jr., Rowe | 1810 Waterford Ln | Window Removal (20148348) | 03/29/2018 | 04/10/2018 | Approved |
| Ayres Jr., Rowe | 1810 Waterford Ln | Garage Door Replacement (50138597) | 03/29/2018 | 04/10/2018 | Approved with conditions |
| Ayres Jr., Rowe | 1810 Waterford Ln | Exterior Drainage & Landscaping (42771603) | 03/29/2018 | 04/10/2018 | Approved with conditions |
| Ayres Jr., Rowe | 1810 Waterford Ln | Fence Replacement (18919390) | 03/29/2018 | 04/10/2018 | Approved with conditions |
| Peterson, Gregory | 3201 Westbury Ln | Fence (71522982) | 03/26/2018 | 04/05/2018 | Approved with conditions |



Fairways of Sherrill Park

Homeowner Advocacy Committee Report for May 2018

Committee Name: Homeowner Advocacy Committee

Committee Chair: Brad Wagoner

Committee members: Travis Phemister, John Fritsche, Kevin Balsley

Report Date: May 17, 2018

Activity Report

- Letter mailed and emailed to all known landlords
 - Relevant excerpts from covenants regarding leasing of Residences.
 - Form of Notice to be submitted annually by Landlord and Tenant to comply with Declaration 3.15.
 - Advised that non-compliance may result in fines

- Subsequent to initial mailing it was determined that the new Owner of 2111 Woodbury has placed it on the rental market. Asking \$3,000/month.
 - Owner lives in California
 - Informational mailing was sent to him and his local rental agent on 5/11/18

- HAC will use a committee member address rather than NMI's address due to specialized nature of the committee relative to other HOAs.

Requested Action Items

- None



Treasurer Report

Committee Name: Finance Committee
Committee Chair: Kevin Balsley
Committee members: John Fritsche, Brad Wagoner, Lynn Livingston
Report Date: May 17, 2018

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Reserve Study Update

I wanted to provide an update on the progress of the reserve study:

- As I mentioned at the last Board meeting, we have received a "Final" version of the report that has been reviewed with the Finance Committee and shared with Board members. Although the report is marked "Final", included in this study is a fairly sophisticated model that allows us to modify initial assumptions going forward for the 30 year funding of this maintenance reserve as better information presents itself and for actual results.
- The initial assumptions in the model we felt were conservative and involve the main variables discussed at the past Annual Meeting to fund the maintenance reserve consisting of a reclassification from retained earnings, a reclassification of accounts in the operating budget, and an increase in dues.
- The goal is to achieve 100% funding, which is recommended by Community Association Reserves, within 10 years and to remain close to that level over the course of the 30 year funding plan. As CAR indicates, the reserve study is part art and part science and needs to be monitored every year with a formal update in 5 years.
- At this point, the Finance Committee is comfortable in recommending that \$35K be reclassified from retained earnings as the initial funding of the reserve. This \$35K amount will mitigate the amount of future dues increase and will be used primarily for the immediate replacement/replenishment of the fencing and shrubs at the volley ball court. (We are gathering estimates now.)
- As the 2019 budget is developed, we will update the initial assumptions made in the model with regard to any further reclassification of retained earnings, reclassification of accounts and amounts from the operating budget, and determine how to implement any necessary dues increase. The 2019 budget will also consider capital improvements such as beautification projects, that is anticipated to be mainly funded from retained earnings.
- Although this study is probably 20 years overdue, we want to be fiscally prudent in making sure there is adequate funding for the maintenance of existing assets, while not being overfunded during the 30 year funding plan. We also want to bring focus on capital improvement projects that will enhance the value of our neighborhood.
- Discussion and motion for the \$35K reclassification.



Welcome Team Report May 2018

Committee Name: Welcome Team

Committee Chair: Traci Ahangarzadeh

Committee members: Kathryn Bailey, Robin Delcambre, Suzanne Delcambre, Michael Krantz, Lynn Raney, Grace Laster, Vu Nguyen, Susie Parker, Charisse Phemister, Cabrini Scott, and Kaori Tong.

Report Date: May 17, 2018

Activity Report

New neighbors greeted:

Arnie and Angelina Dodderer at 2803 Wyndham Ln on April 20, 2018
Tyler and Meghan Wehner at 3111 Wyndham Ln on May 10, 2018

New neighbors to greet:

- 1810 Waterford Ln (Owner)
- 3201 Westbury Ln (Owner) Visit scheduled for May 16, 2018
- 3206 Wyndham Ln (Owner)
- 3210 Wyndham Ln (Owner)
- 2111 Woodbury Pl (Owner)

Realty Information:

- Currently for **Sale**:
 - 3208 Westbury Ln
 - 1809 Waterford Ln
 - 2102 Bluebonnet Dr
 - 2809 Wyndham Ln

We had 59 neighbors attend the Spring “Meet Your Neighbor event held on May 10th at the home of Lynn Raney.

Requested Action Items

None