

**BOARD MEETING MINUTES FOR
ARROWHEAD LAKES PROPERTY OWNERS, INC.**

I. MEETING DETAILS

Date: Tuesday, September 10th 2024

Time: 6:30pm CST

Location: Arrowhead Lakes Property Owners, Inc. Pavilion

15490 Arrowhead Loop W, Willis TX 77378

II. ROLL CALL

Chris, William, Carrie, Angie, Cindy

III. CALL TO ORDER

6:35pm by Angie, Carrie to 2nd

IV. OPEN THE FLOOR (limit 2-3 minutes per question, per community member)

Issue with someone cutting the fence and driving across the dam near Bob's house. Bob has reported it up through the commissioner and to the game warden. Chris is proposing using a chain link fence to prohibit access and hinder the ability for people to move the fence or cut it, at the cost of the community. Chris will work with Bob on this.

Question raised about non-Board member meeting attendees being excluded from the Executive Meeting session. Per Texas Property Code, Section 209.0051(c) states that the Board is able to meet in private for items such as:

- lawsuits;
- privileged communications with an attorney;
- actions involving personnel;
- contract negotiations;
- enforcement actions;
- matters involving invasion of privacy; and
- other confidential matters.

V. OLD BUSINESS

- Budget - \$6,290 in the account to date so we are able to cover expenses
- Reserve Study - the Board has paid for half of the cost so far. With cash flow being tight, we have requested approval to wait until November to complete the study and pay the other half of the cost. A call is scheduled for Chris and Greg in mid November to finalize.

- A Reserve Study is a community specific plan / roadmap that creates a timeline and structure for fund allocation on property preservation and improvements due to wear / tear, aging, etc.
- Each HOA / community must be considerate of the inflation year over year for the Reserve Study to meet rising costs and it is therefore recommended that annual dues be increased each year.
 - Angie attended a Reserve Study webinar through Enumerate in an effort to learn more about Reserve Studies and how the community benefits from using them.
- Webinar recommended a podcast they host: “HOA Insights: Common Sense for Common Areas”
- The proposed / draft of the Reserve Management Plan has been published to the website for review
- Dues increase - tabled until the reserve study has been completed to show a equation of what needs to be collected

Trello Board:

- Working On:
 - Invoices for annual dues
 - \$23k in invoices mailed to date
 - Continued to work through the list to collect dues
 - Almost all of the way through the list for single and double lots past due for this year, and for double lots that were unpaid in 2023
 - Insurance quotes
 - Working on insurance quotes
 - Discuss Capital Expenditures - Cindy to contact Vivian. Lack of ability to obtain sufficient information from her virtually to collect funds. Vivian had been working w/ surveyor to establish property lines, Cindy to get an in-person meeting with her.
- To Do:
 - Carrie to purchase locking bulletin board / display cabinet for the exterior
 - \$59 - approved by vote from all present Board members
 - Community garage sale in October?
 - Can Allen Bartell create a map for someone who wants to sell from their home?
 - Carrie to run point on orchestrating
 - Suggest donations that we can sell from the clubhouse
 - Face painter
 - Chair massages
 - Look into converting the pool to salt water
 - Carrie to get quotes on converting the system
- Tabled / On Hold: (all remaining on hold)
 - Dead tree removal in parks (see Operation Dam Needs Help)

- Bids to replace sidewalk/steps to pool, stairs and ramp
- Bids to create concrete patio outside of pavilion double doors
- Bids for dock replacement
- Bulletin board for clubhouse

VI. NEW BUSINESS

- Request for HOA records (Sect. 209.005)
 - Can we put a procedure into place for records requests and how we provide these to community members
 - Email address for requesting receipts through Quickbooks
 - Functionality of using AI for providing receipts / documents created by Quickbooks.
- Maintaining pool over cooler months
 - Will stay with the same service company we have been using since this summer. Carrie will reach out to Leon and have him come to check the pumps.
 - What sort of maintenance schedule is recommended?
 - Create and share a cost schedule for chemicals needed
- New Info Sheet created and shared to website
- Operation Dam Needs Help (11/2)
 - Angie to lead point on this
 - Need to protect the structural integrity of the spillway
 - Liability aspect
 - Can we create waivers? Need to consider any liability aspect of community members cutting down trees
- Preparing for Annual Meeting next month - may end up being in October / November. Board will discuss the best time for this to fall
- Decrease in level of fish in the lake - what can we do?
 - Perhaps due to the beavers
 - Discussion of the potential for stocking the fish
 - Bob, as Parks Committee leader, will request quotes for costs to restock the lake
- Election for Board Members - to be held in November per Bob's suggestion. Board members welcome having an official meeting as we had only been voting people in vs. raising the option for an election. Will look for dates on a Saturday that will allow more attendance from the community. November 16th at 9am, vote approved by all Board members. Notice to be mailed, Angie and Carrie to collaborate on how to get these items out to the community.
 - Everyone comes into the Board as a Director, then roles are aligned (Cindy to elaborate on communications with the attorney / regulations)

VII. OTHER ITEMS

VIII. ADJOURNMENT

7:57 by Cindy, 2nd by Chris

IX. EXECUTIVE MEETING TO FOLLOW