

Brenham Woodbridge Homeowners Association, Inc.

2018 Annual Meeting Minutes

March 27, 2018

Pursuant to Article III, Section I of the Bylaws of the Brenham Woodbridge Homeowners' Association, Inc. an Annual Meeting of the membership was duly called and held on **Tuesday, March 27, 2018 at the New Word Church of God, located at 1990 FM 389, Brenham, Texas 77833.**

IN ATTENDANCE

Representing the management company, Hampton Management Co., was:

- Janis Kmiec
- MaLisa Hampton was ill and participated by phone conference

Representing the Brenham Woodbridge Homeowners' association board of directors:

- Alvin Thompson
- Kevin Turnbull
- Bertram Parker
- Michael Havard

Homeowners of the membership in attendance and by proxy as indicated on the sign in sheet were:

- There were a total of 16 members present.

Determination of a Quorum

The Bylaws state that the presence at the meeting of Members entitled to cast, or of proxies entitled to cast, ten percent (10%) of the votes of the entire membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation the Declaration of Bylaws. With that being said, 9 members were needed to obtain a quorum at the meeting, and the membership was informed that quorum was met and the Annual meeting was called to order at 7:08 pm.

Proof of Notice

Kevin Turnbull asked the members if they received notice of the Annual Meeting and they responded "yes".

Introductions:

The representatives were all introduced to the membership.

Homeowner Information

The membership was given a copy of the agenda, with financial information as well as minutes from the November and December meetings.

Old Business

The minutes from November and December meetings were reviewed. Bertram Parker motioned that the minutes for November be approved and Michael Havard seconded the motion. November minutes were approved. Kevin Turnbull requested that the minutes reflect that the Dues were changed to \$350.00. A motion was made by Kevin Turnbull to approve the minutes and Michael Havard seconded the motion to approve the December minutes.

Each of these items of old business were discussed briefly.

1. Past Due Balances from Spectrum were brought forward and posted to each owner account
2. Employment changes with Hampton Management: Janis Kmiec works for Hampton Management taking Kaci Kasprovicz place
3. MaLisa Hampton will continue managing Woodbridge HOA
4. Received legal contract from Charles Bradford to handle past due accounts.
5. Dues were increased to \$350 for 2018

New Business

1. Election of Officers:

President: After some consideration, Alvin Thompson had decided to not continue as President, but before the meeting decided to continue and finish his term.

Secretary: The Secretary position is a three-year position and will expire in 2021. The membership accepted nominations for Secretary: Motion to nominate Kevin Turnbull was made by Bertram Parker and seconded by Maine Nobbman. Victoria Morgan was nominated as well as Linda Brower. Both these nominations were seconded.

Helen and Michael Havard collected the votes and went to the hallway to total the votes.

There were 15 total votes. Victoria Morgan received 3 votes, Linda Brower received 4 votes and Kevin Turnbull had 8 votes.

Kevin Turnbull was re-elected as secretary.

Treasurer's Report / Review Financials

Bertram Parker read the financial information submitted by MaLisa Hampton. MaLisa Hampton was available to explain by conference phone call. Discussion was made about the letter from Charles Bradford, attorney, which would address the largest past due accounts.

Kevin and Bertram explained the many number of chances that these homeowners were given to pay their dues and bring their accounts up to date. The Board gave some of the largest delinquent accounts a chance to bring their dues up to date with a payment of \$800. They did not respond. Maxine Nobbman suggested that families be made aware that they can pay their dues annually, biannually or monthly.

The 6 accounts that would be considered for collections with Charles Bradford are:

\$452.30

\$400.63

\$2223.30

\$2223.30

\$562.00

\$717.30

A question was asked that once the membership decides to hire the attorney, "what will be done if the homeowners still refuse to pay". Bertram Parker replied "foreclosure".

Kevin Turnbill explained that a special assessment may have to take place to pay for these homeowners' delinquencies.

Each of the accounts above was mentioned by value of the debt and voted on one by one to be given to Charles Bradford to collect the debts. Each of these accounts passed unanimously with a verbal vote to pursue Charles Bradford to collect.

At first, these homeowners will receive a letter from Hampton Management and if they do not receive payment by a selected date, they will receive the letter from the attorney and an additional charge of \$250 will be added to their debt.

It was noted that the highest unpaid balance is \$3,533.92 and arrangements are being made to collect this balance. It will not be sent for collections

Review Budget

The budget was reviewed. Carol Spreen asked a question about how her bill was postmarked "North Houston". Kevin and Bertram explained that all of our mail which is mailed is sent to Houston. Carol continued that her bill arrived late. Janis Kmiec took note of her comment and will discuss with MaLisa how to provide better communication with billing, etc.

Kevin Turnbill mentioned that the financial situation with the subdivision was at a crucial point and with only \$800 in the bank last October (2017). With Hampton Management's assistance and positive decision making by the board, we are able to improve this situation greatly.

Committee Reports

It was added by Kevin Turnbill that the committees were formed last year, but little work has been done by each committee as each member was very focused on Finance. Everyone had been on board with Finance in an effort to put things back under control.

The **Architectural Committee** needs four additional members: Matthew DeGerolami will move from the Landscaping and Erosion Committee to the Architectural Committee. Victoria Morgan volunteered to join the Architectural Committee as well as Jennifer Ebel. MaLisa Hampton recommended Robert Menking who is a new resident of Woodbridge.

The **Landscaping and Erosion Committee** needs two additional members. Madeleine McCracken agreed to join as well as Helen Kendricks.

The Financial Committee needs an additional volunteer.

The Bylaws Committee remains the same.

Kevin Turnbill welcomed more members to the committees and if any members are interested in joining, please contact Hampton Management. It is a goal of the Board to use committees much more in the future.

Progress and Future Goals

Kevin Turnbill outlined progress from Feb. 2017 when the collections were behind \$28,000. Our bank balance in October 2017 was only \$800. In late October the Woodbridge books were audited and all records from Spectrum were consolidated into our Buildium Accounting Program. From that point we were able to use the Buildium program and communicate with the homeowners. Collections then escalated greatly.

Review and make a decision on the Bradford Contract.

It was decided to send a letter to the previously voted on 6 delinquent accounts to give them one more chance to pay. The deadline would be by the end of the day Friday, April 27. as unanimously agreed upon to send this letter.

At 7:45 the meeting was adjourned and the Board met in Executive Session.