

Waterleaf Falls Core Committee Meeting | MINUTES

January 10, 2013 | 7:00 PM | 120 Pasture Cove (Tracy Scheel's Residence)

Meeting called by	Tracy Scheel	Tricia Swietek, Jeff Swietek, Kelly King, Bill Sinor, Jason Lolley, Jennifer Moreno, Israel Moreno, Christina Isaacks, Angela McGrady, Jean Putnam, Tracy Scheel, Michele Hinojosa, Holly Williamson, Larry Simone – <i>forgive me if I left you out, I will have a sign-in sheet next time!</i>
Type of meeting	Core Committee	
Facilitator	Tracy Scheel	
Note taker	Angela McGrady	

AGENDA TOPICS

Old Business	Park Lighting Bid
New Business	Management - Meet Kathy Taylor
	Website
	Newsletter
	2013 Budget
	T-Shirts
	Yard of the Month
	Open Forum for Comments/Concerns/Issues

7:25 PM | OLD BUSINESS – Lighting Bid | Tracy Scheel

- It's too dark at the Pool/Park area and a bid has been obtained to increase lighting for security.
- Discussion of obtaining bids from local companies, priority given to residents of Waterleaf working for Electric companies in support of local/neighborhood businesses.
- Hold Harmless clause in Bid proposal is cause for concern with the existing bid from Kovar Electric We need to make sure that the company installing the lighting will be responsible for any damage to existing systems.
- Proposed the possibility of using Solar Powered Lights.
- Would like to have electrician check the lights/outlet at the front sign.

Conclusion: New Manager @ Goodwin – Kathy Taylor will be informed of our request for more bids and we will work with her on options.

Action items:	Person responsible	Deadline
1. Call for Electricians in the neighborhood to review bid	Angela McGrady	ASAP
2. Have new Manager obtain at least 2 more bids	Tracy Scheel	ASAP
3. Ask Electricians about Solar Powered Lighting	Tracy Scheel	ASAP

7:35 PM | New Business | Tracy Scheel

- ❖ **Management** - Alliance was terminated as of November 30, 2012. Goodwin will be our new management company. Meet Kathy Taylor from Goodwin

Kathy was unable to attend due to illness, but Tracy will try to schedule another opportunity to have her meet our community.

❖ **Website** – Our website provided by Goodwin will be mostly for business related items.

<http://wlf.goodwintx.com/>

It contains information the following options, but most likely could be updated to suit our needs:

Contact Forms

[Submit a Service Request](#)

[Report a Deed Violation](#)

[Request Architectural Approval](#)

[Ask an Accounting Question](#)

About Waterleaf Falls

For management service, contact **Kathy Taylor** by [Email](#) or at (512)852-7998.

Assessments are payable ANNUALLY.

Mail payments to:

Waterleaf Falls
c/o Goodwin Processing Center
PO Box 93447

Las Vegas, NV 89193-3447

Please include your association name and property address on all payments.

Important Docs

Announcements

Check here for upcoming Board Meetings.

You can also put in a request for a pool key that can be electronically signed for faster expediting.

- We discussed compiling a database of the addresses from Goodwin (as they have all the information for collecting the assessments and we will request that residents provide email addresses for blasts/correspondence. A master database exists, but needs to be updated and will be retained by the Homeowners and not the management company.
- A proposal was made that the Covenants be updated to reflect that all Owners who are leasing their homes provide email addresses for their Tenants as a means of contact.

Action items	Person responsible	Deadline
1. Work with Goodwin to update website	Tracy Scheel	Ongoing
2. Compile a master database of resident information	Jason Lolley	Ongoing

❖ **Newsletter** - Contract with Neighborhood News has been terminated.

- Content for March Newsletter will be needed, must be provided to Michele Hinojosa.
- Need to determine if Goodwin can do the printing and mailing.
- Must check with postmaster to see what timing would be to have the mailing delivered in the first week of the month.
- Discussed advertising to offset costs of printing and mailing.
- Ad prices were discussed to be \$50/month for ½ page ads and \$25/month for ¼ page ads.
- Newsletter size to be 11"x17"
- Businesses that are resident owned or operated or Kyle area businesses take priority for ads.
- An announcement will be made on Facebook to call for article content. Also, committees contacts will be displayed and a call for residents to join/create committees.
- Current committees are Neighborhood Watch, Social Committee, Gardening Club; but we have need for Home Maintenance Gurus to provide guidance and Safety Tips for residents.

Action items	Person responsible	Deadline
1. Have Goodwin provide costs for printing & postage	Tracy Scheel	ASAP

Action items	Person responsible	Deadline
2. Determine what the deadline is for delivery by 1 st week of the month	Tracy Scheel	ASAP
3. Get content for newsletter and finish compilation	Michele Hinojosa	ASAP

- ❖ **2013 Budget** – Approved, but will need to be amended due to change in Management, etc.
 - Landscaping Contract - cost will remain unchanged
 - Pool Contract – is higher due to April – October schedule – Austin Pool Pros
 - Budget will need to be amended to include a Neighborhood Watch line item

MARCH ANNUAL MEETING – VERY IMPORTANT THAT WE MAKE QUORUM (+/- 70 PEOPLE NEEDED)

Information to be provided in a flyer and we will need to make sure all residents are informed. Most likely the meeting will be held at Word of Life Church again, but will be determined later. Signed proxies will be accepted for those who are unable to attend.

Action items	Person responsible	Deadline
1. Determine date / place for Annual Meeting	Tracy Scheel	ASAP
2. Discuss with Board the amendments to the Budget	Tracy Scheel	Next Meeting

- ❖ **T-Shirts** – Shirts to be priced for Waterleaf groups/volunteers to create awareness in the community.
 - Quantity, color & number of inks all determine pricing.
 - Neighborhood Watch, Social Committee, Volunteers, and Resident (plain) shirts to be considered.
 - Graphic is needed for shirts.

Action items	Person responsible	Deadline
1. Price shirts and give options	Michele Hinojosa	ASAP
2. Create graphic for shirts	Angela McGrady	ASAP

- ❖ **Yard of the Month** – We need a committee or person to handle this
 - Must be private/confidential
 - Must turn in choice to Goodwin to check resident standing
 - \$50 gift card is awarded
 - April/May – Oct (Halloween)and December (Christmas)

Action item	Person responsible	Deadline
Call for interest in position/committee	Tracy Scheel	ASAP

- ❖ **Other**
 - **“Street Mayors” needed for each street**
 - **Committees to recruit at annual meeting**
 - **Discussed the possibility of a Clubhouse to be built in the Park – KB to price?**

- Tarps & Heaters needed for meeting held at the pavilion in colder weather
- Pavilion reservations to be taken over by Tracy Scheel
- Speeding to be mentioned in Newsletter
- Board to be asked if we can have 2 more resident slots on Board

Upcoming Meetings:

Monday – January 21st	Neighborhood Watch	Park Pavilion
Wednesday – February 13th	Core Committee	TBD due to weather
TBD	Board Meeting	Largest Model Home

9:03 PM | Meeting Concluded