

Waterleaf Falls Meeting Minutes for July 26, 2012 9AM

KB Homes 10800 Pecan Park Blvd#200, Austin, TX 78701

- Meeting called to order at 9:12 AM by Roger Arriaga. Attending: KB Representatives, Roger Arriaga and April Miertschin, Resident Board Member Tracy Scheel, Alliance Representative, Lisa Haley, Attorney George Basham and Paralegal Assistant Samantha Rock-Story.
- Review and Approve Corrections to May 2012 Meeting Minutes: (Discussion) Roger asked George if there is anymore on regularly mowing the vacant lots that need mowing...do we have to notify the banks or owners upfront? George says typically with foreclosures, the owners don't mind paying for the fees incurred on force mows. But he recommends that we send a notice to the holder then force mow. George will write a resolution to pre-authorize Alliance/Management Co. to take action in force mow situation on foreclosures. Once this notice is sent the Association will be allowed to mow as needed with no extra notice. Roger motioned for George to write the resolution, Tracy 2nd, Unanimous vote with April's consent.
- Review and Approve June 21, 2012 meeting Minutes: Roger Motioned to approve June 21st Meeting Minutes, 2nd by Tracy, Unanimous vote with April's consent.
- Review and Approve of Previous Month's Financials (June 2012) Questions regarding GL Codes 5430,5435,5450,5460 and 5465. Lisa to research and forward info to the board. See Attachment with Answers, to record with meeting minutes.) Approval pending info sent from Lisa.
- **Old Business**
 - Fence Bids-Signed. Meeting with Tim on Friday to solidify scope, project should start Monday.
 - Trash Can Enclosures/H/O Issue of trash cans in the street: Going forward Alliance to start sending violation letters to homeowner's with Trash can's in site.
 - 4th table at Pavilion missing (2, 3, 4 years or just recent) Lisa to order table for the Pavilion.
 - info regarding this year's Collections VS last year given to Tracy. *on order*
- **New Business**
 - Committee members, can they be renters? As long as they are not trouble and in good standing.

Executive Session: Discussed 6 delinquent accounts for collection resolution. Sam gave Collection Report Info: Info attached to meeting minutes. Adjourned 11AM

Collection Tracking	Total Accounts in Collections	New Demands	Foreclosure Notice Letters	Ready for Litigation	PPA	Bankruptcy	Paid in Full	Foreclosures	Total Number of Delinquent Accounts	HOLD	Notes
Waterleaf	56	44	0	5**	11	0	4	2*	85	3**	*One closure was a Chapter 7 discharge and the other was pulled back to AAM for millitray status **2 have small balances but are ready for Lit and one is pending foreclosure

Litigation Tracking	Total Accounts in Litigation	New Litigation Filed, Pending Service	Bankruptcy	Ready for Judgment	LIT PPA	Pending Judgment Hearing	TOTAL Judgment Awarded	Total Active Judgment Accounts	HOLD	Paid in Full/Closed	Notes
Waterleaf	29	5	0	2	3	0	23	12	2	0	2 On hold due to service issues

Association	June 2012 Payment Plan Collections	June 2012 Litigation Collections	June 2012 Total	MAY 2012 TOTAL	APRIL 2012 TOTAL	MARCH 2012 TOTAL	FEB 2012 TOTAL	JAN 2012 TOTAL	TOTAL Collected 2012
Waterleaf	\$ 200.00	\$ 87.83	\$ 287.83	\$ 1,745.37	\$ 2,257.54	\$ 337.03	\$ 212.06	\$ 853.28	\$ 5,740.25

Maintenance Invoices

Dear Board,

I have reviewed and attached the maintenance invoices. Please see my notes below:

Jan:

- It seems that the Holiday Light Bill didn't pay until January and so this bumped the Maintenance budget for 2012 up an extra \$4697.00 that was budgeted for 2011 not 2012. I will check with Trung, about re classing it correctly to stick closer to the budget. Please refer to the 1st Attachment

Feb:

- Joe had already been out the week we received a report about graffiti and vandalism. Please reference 2nd Attachment.

March:

- Extra time needed to remove X-mas lights and decorations, needed extra work order.
- Work order for trash removal on the street.
- Request to adjust swings at the swing set because they were too high. Had many calls over the weekend and request from Tracy. Joe was not scheduled to be at Waterleaf till the end of the week. Please reference 3rd Attachment.

April:

- Got call that the pavilion was trashed and ants were everywhere. Had to take Joe off his regular schedule to tend to this. After this visit I made arrangements for Joe to go to Waterleaf no matter what on Monday's. He is doing this now unless otherwise requested. Please reference 4th Attachment.

May:

- Regular \$299 Bill to for KB Maintenance. Please reference Attachment 5.

June:

- Regular \$299 Bill to for KB Maintenance. Please reference Attachment 6.

I am now able to review the invoices before submission where I was not able to do this before. This will hopefully help with clarity on the GL.

I did also verify why the Porter Charge showed paid to Austin Pool Pros.....Porter service for pool opening clean up was originally scheduled for the last week in April before the regular scheduled pool opening. When the pool opened earlier, this had not been done and I got crazy calls about the condition of the furniture and mess from the birds etc....My staff was already tightly scheduled with other pool openings and I couldn't get them there till that Friday at best. Austin Pool Pros was able to do the work that afternoon.

I can re class this if the board wants me to do so.