

Pine Hollow Homeowners Association  
Board of Trustees Regular Meeting  
June 10, 2007

**ATTENDEES**

Nancy Kozanecki – Recording Secretary / Trustee  
Linda Pancharez – Association Manager  
Regina Blue – Trustee

**CALL TO ORDER**

The meeting of the Board of Trustees was called to order by Nancy Kozanecki at 4:15 pm. A quorum was present so that business could be conducted.

**TRUSTEE REPORTS**

DD#4 and City Meeting, Monday, June 11<sup>th</sup> 5:30 pm at City Engineering Offices  
MUD meeting, Tuesday, June 26<sup>th</sup> at 6:00 pm at Library  
ARC meeting, Monday, July 2<sup>nd</sup> at 7:00 pm at John's.  
DD#4 and City Meeting, Monday, July 2<sup>nd</sup> 5:30 pm at City Engineering Offices  
Goals and Aesthetics Committee meeting, Tuesday, July 10<sup>th</sup> 8:30 pm at Sonya Clauson's.  
Newsletter Deadline, Friday July 20<sup>th</sup>  
National Night Out, Tuesday, August 7<sup>th</sup>  
Trustee meeting, Sunday, August 12<sup>th</sup> at 4:00 pm at Nancy's.

Due to schedule conflicts, there will be no regular Trustee meeting in July.

**SECRETARY'S REPORT**

*Approval of Minutes*

Minutes from Regular Board Meeting on 05/08/07.

Minutes were approved with no correction

Minutes from Community Meeting on 05/08/07.

Minutes were approved with no correction.

Minutes from Community Meeting on 05/23/07.

Minutes were approved with no correction

**TREASURER'S REPORT**

*Financials*

Linda distributed the corrected May financials. So far, things look good for the HOA.

A request was made to Linda to look at the water bill associated with 000327630026768, the cost was extremely high compared to the other water meters in the subdivision.

**MANAGERS REPORT**

*2007 Assessments*

Approximately 10% of the subdivision has not paid their 2007 assessments. The next step is to send those who have not paid to the attorney. Those who have not paid will also be assessed all postage incurred by the HOA for the required notifications and registered – return receipt.

*Easement Damage by Ditch 6, 9 to Pine Forest*

The contractor has completed repairing the damaged easements. A request was made to Linda to send the bill to the homeowner responsible for the damage and copy Charles Jordan on the letter.

**OLD BUSINESS**

*Status of Goals*

*Complete*

- Upgrade Pine Valley Fountain to "Pondless"
- Upgraded Website
- Established Constant Contact for E-Mail Distribution
- Improve Landscaping on Subdivision Islands – Pinehurst/Pine Forest

- Oversee Installation of Stop Light at Intersection of 518 and Pine Hollow Main Entrance
- Revised Delinquent Dues Policy.
- Newsletter Advertising Policy – Free
- Newsletter Advertising Policy – Paid
- Emergency Reserves Policy
- Landscape Reiser Court Easement
- Develop and Implement Plan to Address Flooding in Subdivision
  - Engineering Study has been completed

*In-Progress*

- Develop and Implement Plan to Address Flooding in Subdivision
  - Draft review has been completed, waiting on final report
  - Construction drawings are now in progress
- Deeding of Detention Ponds To Or Passing Maintenance Responsibilities to a Governmental Agency
  - No update
- Financial Audit
  - In progress
- Replace Entrance Sign on Pine Hollow Drive
  - UDC has been approved by P&Z, expect it to be approved by Council either the end of June or early July.
  - City has agreed to issue permit after Council approval of the first reading of the ordinance.
- Tax Exempt Organization
  - In Progress
- Fence at Park – *Stretch* – No funding
  - Still waiting on response from the City of Pearland
- Canopy for Park Equipment – *Stretch* – No funding
  - Still waiting on response from the City of Pearland

*Hike and Bike Proposal for City of Pearland*

Hike and bike trails have been approved in the bond election. Mr. Branson confirmed PHHOA inclusion in the Phase 2 of the trail system. The earliest that this will be undertaken is late-2008. This schedule is dependent upon the Phase 1 trail system schedule.

*Newsletter Advertising Policy*

A motion was made by Nancy and seconded by Regina to approve the Advertising in the Newsletter – Free Policy.

The motion was approved unanimously.

A motion was made by Nancy and seconded by Regina to approve the Advertising in the Newsletter – Paid Policy changing the payment reference from CMSI to PHHOA .

The motion was approved unanimously.

*Emergency Reserve Policy*

A motion was made by Nancy and seconded by Regina to approve the Emergency Reserve Policy.

The motion was approved unanimously.

*Delinquent Dues Policy*

A motion was made by Nancy and seconded by Regina to approve the revised Delinquent Dues Policy.

The motion was approved unanimously.

*Legislative Session*

According to Charles Jordan HB 1630 did not make it out of committee.

Newsletter

The next newsletter is scheduled to go out mid-July. Articles will be due by July 20<sup>th</sup>. It is expected that the newsletter will go out the week of July 30<sup>th</sup>.

Tax Exempt Status

A motion was made by Nancy and seconded by Regina to accept the proposal from Judy Lynn Scott for an amount not to exceed \$3000 to prepare and file all documents associated with the Pine Hollow HOA obtaining a Tax Exempt Status.

The motion was approved unanimously.

A motion was made by Nancy and seconded by Regina to restate the budget line item 51000 from \$5,000 to \$2,000 and create a new account for the Tax Exempt Status.

The motion was approved unanimously.

**NEW BUSINESS**

Mowing/Landscaping Contract

A request was made to Linda to prepare documents to send out for bid concerning the subdivision mowing/landscaping contract. These bids are due back by the August Trustee meeting.

The bids need to include:

- References of clients with parcels of commercial land greater than 10 acres in size who are non-relational to the business owners or workers; and
- The mowing of the fence line along Mary's Creek bypass and Pine Valley at least once a month during the growing months (May – October); and
- If possible, a two year mowing contract. If a single year bid is submitted, the contractor will not be disqualified; and
- Include a quote to do a thorough trimming of the trees at the entrances in 2008. This should be a separate line item.

Tree Trimming

Entrance tree trimming will be added to the 2008 goals.

**EXECUTIVE SESSION**

An executive session was held during this meeting.

**ADJOURN**

The meeting was adjourned at 5:30 pm.

Approved:

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Nancy Kozanecki, Recording Secretary & Trustee

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Member, Board of Trustees