

Pine Hollow Homeowners Association
Board of Trustees Regular Meeting
March 14, 2010

ATTENDEES

Nancy Kozanecki – Recording Secretary / Trustee
Ron Smith - Trustee
Ron Ricaldi – Trustee
Maria Leal – CMSI Community Manager
Regina Blue – Survey Committee Chairperson

CALL TO ORDER

The meeting of the Board of Trustees was called to order by Ron Ricaldi at 4:00 pm. A quorum was present so that business could be conducted.

TRUSTEE REPORTS

Zoning Meeting Concerning Dixie Farm, Monday, March 15th at 6:30 pm City of Pearland Council Chambers
Drainage Meeting, Monday, March 22nd at 5:30 pm City of Pearland Engineering Building
ARC Meeting, Monday, April 5th at 7:30 pm
Drainage Meeting, Monday, April 12th at 5:30 pm City of Pearland Engineering Building
Trustee Meeting, Wednesday, April 14th at 7:00 pm
Meeting dates with the attorney and the Pine Hollow police are being determined at this time.

SECRETARY'S REPORT

Approval of Minutes

Minutes from Regular Board Meeting on 02/15/2010
Minutes were approved with no correction
Minutes from Executive Session Meeting on 02/15/2010
Minutes were approved with no correction
Minutes from City Meeting on 02/22/2010
Minutes were approved with no correction

TREASURER'S REPORT

Delinquency Report

The March delinquency report was reviewed by the Board. The first notices have been sent to the residents. A comparison between 2010 vs. 2009:

	2010	2009
Overall Delinquency	19.0% (99 homes)	17.3% (90 homes)
Estates	15.6%	11.0%
Section 1	20.8%	17.4%
Section 2	20.5%	23.8%
Section 3	16.2%	12.3%

MANAGER'S REPORT

None

OLD BUSINESS

Subdivision Survey

The Survey Committee drafted a new version of the survey for review by the Board. The Board made additional changes and will consolidate the changes before sending the survey back to the Survey Committee for review.

The target completion date for the survey is 3/31/2010.

The survey will be mailed to all residents in early April. There will be no electronic survey this time.

Residents will have 30 days to return the survey back to the HOA.

A request was made to Ron Smith to consolidate the Boards comments and pass the survey by the Committee Chairpersons for review. This activity should be completed by March 21st.

Signs for Proposal for Deeding

The required number of signed deeding forms has been collected. A special thank you to the volunteers that helped with this effort: Kristen Dorsey, Yvonne Berry, and Randy Reed.

Estate Entrance Revamp

Due to the weather, the landscaper is behind on his work. However, Oasis/Nasascape has committed to a completion date of March 31st

ARC Board Appointments

A motion was made by Ron Smith and seconded by Nancy Kozanecki to appoint Gary Kerr, Robert Casas, Rick Eckelkamp, Norm Clauson, Dan Dexter and Karen McGhee to the ARC Board
The motion was approved unanimously.

Committee Information

The majority of the committees have turned in 2010 goals. Ron Smith will compile these goals and send them to Nancy Kozanecki for posting on the website.

A new committee page has been created on the website. The new page will be published after the goals are posted.

A request was made to Ron Smith to contact the committees to encourage the committees to submit monthly activity reports for posting in the tidbits.

DCR Violations and Enforcement

Violations Not Visible from the Street

The management company has made a suggestion for the HOA to have a second inspector that would walk the easements to address DCR violations that are in public view from these areas. This type of inspection would occur once per month.

A request was made to Maria Leal to find out if there would be an additional charge from the management company to do this. If there will be an additional charge, how much would this service cost.

Management Certificate/Pay Off DCR Inspections

A request was made to Ron Smith to determine who on the ARC will participate in the inspection of homes that are up for sale in the neighborhood such that violations can be put on the management certificate (pay off notices) to alert new homeowners about existing violations.

Close Out Forms

A request was made to Ron Smith to draft a close out form for the management company to follow up after the construction of an improvement to ensure that the improvement meets the guidelines and is constructed per the approved application.

Application Review by Management Company

A discussion concerning having the management company review all applications against the DCR's and guidelines for compliance occurred.

Concerns were expressed that the Management Company does not have any fiduciary responsibilities and these responsibilities cannot be passed to CMSI. These responsibilities fall with the ARC and Trustee Boards.

CMSI can review these documents for compliance but ultimately the ARC is fully responsible for the approval and denial of applications. Items that may be missed by CMSI on the evaluation need to be caught by the ARC.

Further discussion with CMSI will need to occur concerning this topic

A request was made to Ron Smith to discuss if CMSI can review applications for compliance against the DCR's and guideline documents before review by the ARC.

General

There are many outstanding, long term DCR violations that need to be addressed.
A request was made to Ron Smith to analyze these violations and recommend a path forward to address these items.

NEW BUSINESS

Spring Fling – March 27th

The committee is looking for volunteers for this event.

Elections Committee

Ron Smith has appointed Jack Callaway to fill the vacancy on the Elections Committee.

Copying and Inspection of Association Records Policy

A motion was made by Nancy Kozanecki and seconded by Ron Ricaldi to approved the revised Copying and Inspection of Association Records Policy

The motion was approved unanimously.

A request was made to Nancy Kozanecki to complete the Dedicatory Instrument form for filing with County Records office and forward all required documents to the attorney for filing.

National Night Out

The Pine Hollow HOA has been registered on the National level as participating in the 2010 National Night Out event being held in October.

A request was made to Nancy Kozanecki to scan the information received and forward to the Festival Events Committee.

Community Association Institute (CAI)

A couple of articles of interest were shared with the Board members.

A request was made to Ron Smith to have the ARC review the flag pole guideline to allow flag poles of 20 feet in light of information in one of the reviewed CAI articles.

EXECUTIVE SESSION

An executive session was held during this meeting.

ADJOURN

The meeting was adjourned at 6:25 pm.

Approved:

Nancy Kozanecki, Recording Secretary & Trustee

Member, Board of Trustees