

23 April 2023

PARK HARBOR POA BOARD OF DIRECTORS MEETING - MINUTES

1. Dan Prather called the meeting to order at 3:10 PM.
2. Directors present were: Dan Prather, Charlene Mason, Roddy Cummins, Randy Delana, and David Prevost. Guest in attendance was Chris Nichols.
3. The Board unanimously approved the 1.23.23 regular Board meeting minutes.
4. Dan announced that the minutes of the Board’s telephonic call on 3.23.23, held as provided in Bylaws Section 7.12(a) Action Outside of a Meeting of the Bylaws, would be included in the minutes of this meeting as required by the bylaws.
5. The Board heard a report from Chris Nichols on the 2022 Financial Records Review, the results of which had been previously submitted to the Board on 2.11.23. Chris discussed the financial and operational review that was conducted by the Financial Review Committee – members Chris Nichols, Chad Ramsey and David Prevost. He outlined the processes created for the review and the scope of work performed, which included the reconciliation of cash, confirmation of all projected and required revenues, the review of all expenses, management contracts, insurance policies, compliance requirements (specific to tax filings and website requirements) and operating guidelines as set forth in the POA Bylaws. Chris reviewed recommendations observed by the Committee, and the Committee’s conclusion that in their opinion the POA’s financial statements present fairly the financial condition of the POA as of December 31, 2022 and that the financial statements are free of any material misstatement whether due to error or fraud.
6. The Board unanimously approved, based on the temporary nature of the arrangement, a request by Chris Nichols to house a third household dog that is in he and Emily’s care while their daughter (the dog’s owner) is away at college and involved in related internship/residency programs.
7. Roddy gave a Treasurer’s report and presented financial statements as April 20, 2023. The financial statements reflect the new accounting treatment for road fees whereas “Road Fund” is segregated on the General Ledger as a separate cash line item. He also reported that all annual government reporting (Federal IRS 1020-H and Texas Franchise Tax Report) has been completed for the current year.
8. Charlene updated the Board on a new ARC application submitted by Mary Curington. The ARC has approved the application.
9. In Eddie’s absence, Roddy presented an update to the Board on the following items:
	1. Trailer Parking Lot – The trailer parking area has been recently improved to allow for approximately 18 trailers with individual spots staked, numbered and stripped, as along with deep mulch (provided by Trinity Valley Electric) spread and packed by the Property Maintenance Committee. An attorney has been engaged to provide a registration and liability release form for Members who rent a parking spot. The estimated cost of the legal work is $250. After discussion, the Board affirmed the current rental rate of $20 per year but agreed to reassess during the 2024 budget deliberations or at an earlier time should the cost of maintaining the area materially increase.
	2. Boat Dock Ramp Gate - The widening of the gate has been completed via two swinging pipes that are locked. The Board discussed alternate gate designs in light of the approval received by Tarrant Regional Water District that the Association can fence and lock the area even though it is below the 325’ line due to its combined land use status. After discussion, the Board felt that the new gate design provided adequate security and was sufficiently attractive for the area. They expressed appreciation to the Property Maintenance Committee and volunteers that assisted with the project.
	3. Ramp/Dock Security – The Board discussed security and safety of the boat dock/ramp area regarding unauthorized use by non-Members. The Board was informed that a Member has donated security locks for the access gates to this area and enough keys for all Members.

After discussion, the Board unanimously approved authority for the Property Maintenance Committee to assess and add, if necessary, signage in the area of the boat dock/ramp related to safety and access requirements for usage.

Additionally, the Board unanimously approved the following policy related to the distribution of keys: (a) keys to the boat dock/ramp area are the property of the POA; (b) a registry will be maintained for the distribution of all keys; (c) one key will be provided to each Member upon request, at no cost; (d) a charge of $20 will be assessed for the replacement of a lost key or for any key not returned to the POA at the end of an Owner’s membership in the POA.

* 1. Lakeshore Utility – Weather permitting, Lakeshore is expected to finish their pump station renovation within the next week.
	2. Mail Box Renovation - The new Postmaster in Eustace assures us that the USPS will come out and “recondition” all of our current boxes (e.g. replace bad locks, paint etc.). This is expected to be completed within 90 days. Once the USPS has finished their work, the POA will construct a drive thru cover over the boxes. We already have 90%+ of the materials on hand so cost will be very minimal.
	3. Front Fence Easement – The Board discussed potential security issues and options for maintaining control of the front fence that spans the entirety of the subdivision along the county road (with the exception of one lot). Eddie has started preliminary discussions with a local attorney regarding how the POA can “officially” take control to the front fence and prevent prospective lot owners from cutting it to facilitate a driveway or parking into the back of their home. The Board agreed to authorize Eddie to approach the owner of the one lot that breaks the continuous fence line adjacent to the county road to see if he is amenable to coordinating with the renter about placing some kind of gate across the open driveway.
	4. Dry Hydrant - Eddie continues communication with both Eustace and Payne Springs fire chiefs about our system design, and they have suggested that we would only need one hydrant sourced from the pond. They indicate that if the ramp gate is wide enough, which it is believed to be with the recent redesign, they could back their equipment down to the ramp and draw water directly from the lake. Eddie is meeting with the Chiefs at Park Harbor for a final review on Tuesday, May 2nd at 11:00AM. All Board members are invited to attend this walk thru.
	5. New Park and Boat Dock Benches - New benches have been erected by the pond and dock area. While the Property Maintenance crew supplied the labor, the bench seats were donated by John and Barb Quinby. The Board expressed appreciation for the volunteer work and generous donation by the Quinbys.
	6. CCR Revision Activity – The CCR review committee continues meeting to review drafts of a new CCR document and provide input and suggestions for the Board’s upcoming review and discussions. Good progress is being made and excellent feedback is being provided by members of the group.
	7. Street Signs – Since the Board’s last telephonic call, Eddie has received further input from law enforcement and a utility service provider, both of which need to quickly and accurately locate property by street address, not GPS coordinates. Both strongly encourage adequate street signs within the subdivision. After discussion, the Board unanimously approved up to $1,000 for necessary street signs as requested by the Property Maintenance Committee.
	8. Road Repair – The Board approved a request by the Property Management Committee to schedule a workday on the Saturday of Memorial Day weekend – 5.27.23.
	9. The Board went into Executive Session to discuss a matter related to an Owners use of POA property.
1. Dan set the meeting date for the next Board meeting for July 23, 2023 at his residence, 13745 Park Harbor. The meeting will start at 3:00 PM.
2. There being no further business, the meeting was adjourned at 5:00 PM.

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23 March 2023

PARK HARBOR POA BOARD OF DIRECTORS TELEPHONIC CALL MINUTES

1. Dan Prather called the meeting to order at 8:06 PM.
2. Directors present were: Dan Prather, Charlene Mason, Roddy Cummins, Randy Delana, David Prevost, David Gould and Eddie Miller – this 100% attendance satisfies Chapter 209’s and our By-laws’ requirements to 1) “take action outside of a meeting” and 2) approve any expenditure over $1,500.
3. Roddy gave a Treasurer’s report and discussed the new accounting treatment for road fees. He suggested we set up a “Road Fund” with a separate General Ledger account to better track exact balances dedicated to road expenses. After some discussion, the Board unanimously approved this idea.
4. Dan led the Board in a review of the Property Maintenance Committee’s detailed request to spend $3,500 for road repair and $1,000 for new street signs. After lengthy discussion, Dan made the motion that at this time, to only approve a $3,000 expenditure for road repairs. The remaining balance of the request would be re-visited later in the year as funds allowed. The board unanimously approved this plan.
5. Eddie asked about dates for a “Road Work Day” and it was agreed that the Property Maintenance Committee would give us a target date for materials delivery and we would then set a “Work Day” two weeks later on a Saturday.
6. There being no further business, Dan adjourned the meeting at 8:38 PM.