



ROCKY CREEK
PROPERTY OWNERS ASSOCIATION

**Board of Directors February 2013
Meeting Minutes**

Meeting Date: Sunday, February 10, 2013

Time: 3pm

Location: 13510 Rocky Creek Estates Drive, Hockley, TX 77447

Meeting Attendants:

Denise Murtha, President - PRESENT
Rick Cummins, Vice President - PRESENT
Livia Hernandez, Board Member - ABSENT
Lynn Cummins, Incoming Treasurer - PRESENT
Laura Tijerina, Secretary - PRESENT
Jim Hoover, Property Manager - ABSENT
Property Owners - NONE

- I. **Meeting Called to Order** - 3:11p
- II. **A Quorum was present.**
- III. **Approval of Previous Board Meeting Minutes** – tabled to next meeting.
- IV. **Actions Between Meetings** - Board voted to assess 18% late charge on delinquent assessments, on actual assessment only.
- V. **President's Report**
 - a. Concall with Lawyers -
 - i. Foreclosure – if a property is foreclosed upon, the outstanding assessments are not collectable. The property account is re-set to zero.
 - ii. Liens - can be placed on a property, but will be subordinate to any existing mortgage/loan.
 - b. Lake Lien update – Denise & Livia to file protest form. 2008 taxes must be paid; taxes from 2009-on can be protested.
 - c. CAI membership – renewed.
 - d. Membership audit
 - i. Annual Assessment – 3 owners were left off original mailing. Denise has sent them assessment invoices.
 - ii. Annual Meeting Packets also sent to these owners.



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VI. Vice President's Report

- a. Lake Committee – need to address addition of gate for lake if no vote taken at annual meeting.
- b. Architectural Control Committee – no report.
- c. Communication Committee – no report.
- d. Deed Restriction Committee
 - i. Mowing Assessments - cannot place lien or foreclose on outstanding accounts.
 - ii. Section 3 and 4 – Increase to Annual Assessment to be voted by members at Annual Meeting. Owners of 51% of lots must approve.
 - iii. Amendments excluding Sections 3 and 4 – Deed Restriction amendments also to be voted by members at Annual Meeting.

VII. Secretary – no report.

VIII. Treasurer Report

- a. Financial Report – Summary: \$19,700 balance, \$2,400 deposit to be done 2/11.
- b. Annual Assessments
 - i. Collected
 - ii. Delinquent letters/Invoices – going out 2/10. 12 unpaid owners as of 1/31.

IX. Property Management Report

- a. Mowing Bids – bid expected for front, lots, & commercial prop. Also front entrance clean-up, and sprinkler installation.
- b. Front Entrance Bids - Bid to be obtained for bi-monthly maintenance of front.
- c. Street lights – lights have been replaced.
- d. Gate Safety Loops – fixed.

X. Current Business

- a. Assessment Collection Process – delinquent invoices sent at beginning of each month. At 1-year Process proposal: Demand letter in March of that year. 2nd demand letter to be sent 30 days later, certified, with payment plan arrangement and lien enforcement information. Need to decide if this policy begins at year 2 or 3. If no response, account forwarded for next step. Board shall conduct vote via e-mail.
- b. Budget – Lynn to complete and forward to board for vote.
- c. Annual Meeting
 - i. Checklist – all need to review
 - ii. Denise - Ballots/pens
 - iii. Rick/Lynn - Projector/Ext. Cord
 - iv. Laura - Electronic Consent forms & Sign-in sheets.
 - v. Denise - Presentation
 - vi. Election Process – Ballot name to be changed to Livia Hernandez as the vote is to elect board members, not officers.



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- vii. Ballot Tally – Giovana Lopez to tally votes.
- d. FY13 Goals (see New Business)
- e. FY13 Mowing Guidelines – agreed to keep Guidelines as is.
- f. New Business**
 - a. Misc – Deed Restriction letters will be included with mowing assessment invoices.
 - b. Bylaws – Board to read in preparation for Annual Meeting.
 - c. FY13 Goals – Tabled for further discussion by Board.
 - d. April Board Meeting – will be April 15th, 2013 at 6:30pm.
- g. Executive Session - None**
- h. Adjournment – 4:56p**