

# Westminster Glen Homeowners Association, Inc.

Monday, January 2, 2017  
River Place Country Club  
4207 River Place Blvd  
Austin, TX 78730

## Board Meeting Minutes

### 1. Call Meeting to Order

The meeting was called to order by Jim Rumbo at 6:32pm. Quorum was established by the board members in attendance: Jim Rumbo, Carolyn Beebe, Linda Salomon, and Julie O'Shaughnessy. The residents in attendance were Paul Miller, Belinda Gallagher, Jody Branson, and Laurie Moore. Karen Vaughn and Jamie Richardson were also in attendance.

### 2. Public Comments

There were no comments at this time.

### 3. Approval of December Board Meeting Minutes

*Linda Salomon motioned to approve the December board meeting minutes as presented. Carolyn Beebe seconded the motion. The motion carried 4-0.*

### 4. Management Reports

a. ACC – No report this month.

b. Traffic – Carolyn Beebe

- Linda asked Carolyn to send her the traffic enforcement metrics for 2015-2016; Carolyn will send Linda the report she presented at the 2016 annual meeting that included a breakdown of the traffic enforcement information.
- Jim reported that prior to the annual meeting, the data showed the average speed in the neighborhood was between 35 and 38mph with very high rates of speed as outliers. Absent any rigorous statistics, without enforcement, the count and the rate of speed was shown to increase.
- Julie has the traffic breakdown from 2015; she will send it to Carolyn to add to the 2016 data. The data from 2015 and 2016 will be appended to the 2016 annual meeting minutes.
- The board will follow up with Kenny to recover the computer that was programmed to read the sign data. Jim said another important function of the machines is that they count the traffic, and it is inevitable that WMG will become an arterial, if it hasn't already. The next action would be to lobby to install road humps.

### 5. Development Report

a. Champion Tract 3 Report – Jim Rumbo

- Jim Rumbo, Linda Salomon, and Laurie Moore attended the city council meetings on behalf of Westminster Glen HOA. Unfortunately, Champion still passed in the face of the notice that what city council was doing was illegal.
- The next plan of action is to reconstitute CONA; Jim has asked Laurie Moore to step up and represent Westminster Glen on CONA because she was active in confronting the recent Champion Tract issue and he believes she would be a great representative. He asked her to talk with Carol Lee and Linda Bailey because they had spearheaded the group that was pushing back on the Champion

situation. They are not looking to discourage development, just for the city to conform to rules and agreements they previously agreed to. Now that Allison Alter is in office, he believes there is an opportunity for CONA to return as a watchdog organization comprised by neighborhoods adjacent to City Park Road. *The board unanimously endorsed Laurie Moore as the CONA representative for Westminster Glen HOA.*

- b. Rezoning Request Case #C14-2016-0131 for property adjacent to front entrance
  - David Byrne, a Westminster Glen HOA member, received a notice about a rezoning request. Jim said this is part of the CONA influence Laurie can help institute. The request was made by Bob Strobo, who currently has an SF1 zoning classification for the house that is a recording studio. The proposed classification would allow quarter acre lots distributed on about a five acre development site. This could cause twenty more houses to be built (tremendous environmental impact). Jim noted that he had called the City Planning office about his concerns and requested that Westminster Glen HOA be placed on the notifications list. Jim supplied the planning office with Goodwin Management contact information for future notice of any future development issues within 500 feet of HOA property.
  - This case will come up for review on January 17, 2017. Jim said the rezoning classification should be changed to RR because there is no wastewater or adequate water service there. This is another clear example of how development applications can get through the city of Austin without any oversight for compliance with City rules.

## 6. New Business

- a. Landscaping Contract – Tad Cole (provided an update by phone)
  - Current status: waiting on the current landscaper to complete repairs before switching to the new vendor. The repairs include irrigation covers. As of last Friday, the repairs had not been done. Tad expects the repairs to be completed this week, as soon as the needed parts come in. He will follow up with the landscaper on Tuesday and then let the board know when the work is scheduled to be done. Belinda Gallagher will act as Tom Lebsack's proxy to inspect the work once the repairs have been completed.
  - Julie asked if Benchmark would provide a quote for maintaining the HOA's current landscaping; Belinda said they would not quote maintenance for the existing landscaping because the lights and irrigation system are not in good shape and comprise too much risk for them.
- b. Front Entrance Landscaping Proposal – Belinda Gallagher
  - Benchmark Landscapes provided an updated proposal for the front entrance project that includes ongoing maintenance. It reflected a savings of \$3,500. Belinda said there would be additional savings due to reduced electric, water and mulch expenses, resulting in approximately \$5,000/year. Linda will rework the survey to include the \$5,000/year savings detail. Laurie asked Linda to try to include a picture in the survey or a link to the website so members can make a more educated decision.
  - The board discussed whether to pay for the project from the reserves or by special assessment. Karen said an average reserve for an HOA of this size is 30k; this HOA currently has 170k in reserves. She explained that without ongoing maintenance expenses of amenities like a pool, greenbelt, parks, or

playground equipment, there is no need for a large reserve. Reserve funds are meant to be used for major improvements to the neighborhood. She explained the only time a special assessment is needed is when an HOA is short money.

- Paul commented that the board was elected by the members of the HOA to make these decisions and that members are mainly looking to be kept in the loop. He said the HOA cannot ethically proceed with a special assessment when they are sitting on a reserve of this size.
- *Linda Salomon motioned to send the following information out to the HOA:*
  - *what the current issues are and the expense that will be incurred to address these issues if the project is not completed,*
  - *the scope of the proposed project*
  - *the yearly savings resulting from completing the project*
  - *the total expense, the size of the current reserve fund, and statement that it will be fully funded from the reserves.*

*Jim Rumbo seconded the motion. Jim Rumbo and Linda Salomon voted to pass the motion; Carolyn Beebe and Julie O'Shaughnessy voted against it. With two votes in favor and two against, Jim called Tad Cole to break the tie. Tad Cole voted against, therefore the motion did not pass.*

- The board continued to discuss the project. Were a \$10,000 deposit made to Benchmark Landscapes to hold a March installation date, it would be lost if they don't move forward with the project. Julie recommended splitting the project into phases. She said to do the irrigation, do the lighting, rip it out and let it sit for a month and then people will be asking them when they are going to finish it. Belinda said the project is a knockdown/rebuild and a phased approach is cost prohibitive.
- Linda said she had drafted the survey and that it will be sent out this week. She said the survey topics will include questions about contact information, traffic patrols (25k expense), gating, and front entrance project (48k expense vs. the cost of repairing the current problems)
- The survey will go out this week and there will be a two week deadline. The survey results should be ready within three weeks. After viewing the results, the board will vote on how to proceed via email.

*Linda Salomon motioned to enter executive session. Julie O'Shaughnessy seconded the motion. The meeting entered executive session at 7:48pm.*

## 7. Board Business

### a. Deed restriction violations

- The board discussed the new violation policy. Jim would like it to be reworded. Karen asked him to send her the wording and she will have it updated.
- The 2014 ACC revised policy was filed; Karen sent a copy to the board.

### b. Delinquencies

- Karen presented the delinquency report.

*Jim Rumbo motioned to adjourn. Linda Salomon seconded the motion. There being no further business, the meeting adjourned at 8pm.*

Action items from the meeting:

- Linda – send out neighborhood survey to the neighborhood this week
- Karen – send PDF of the December meeting minutes to Tom Lebsack
- Karen – email Tom and ask for itemized repair quote
- Karen – send Linda the email list for the survey
- Jim – send new wording for the fine policy to Karen
- Julie – send the 2015 traffic info to Carolyn
- Carolyn – send the 2015 and 2016 traffic info to Linda
- Tad – contact landscaper and coordinate with Belinda who will act as Tom Lebsack’s proxy to ensure repairs are performed completely.