

RIVER RIDGE 3 HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes

Date – September 5, 2023 @ 6:00 p.m.

Location – 304 River Ridge Drive, Georgetown, TX

In attendance – Keith Brainard, Sterling Woodard, Joe Pondrom, Wade Todd, Don Anderson, Jim Wilson, Stephen Pahl; Sou Gonzalez joined the meeting at 6:09 p.m.

Call to Order/Invocation – 6:02 p.m.

Approval of last HOA Board meeting minutes –

- Approval of July 11, 2023 minutes – Jim Wilson made a motion to approve the minutes and Joe Pondrom seconded the motion.
 - No discussion. Motion passed.

Treasurer's Report – Don Anderson

- Don Anderson, former Treasurer, reported that the “handoff” of HOA treasurer books and treasurer responsibilities to Sou Gonzalez, Treasurer, is currently undergoing transition. Anderson discussed the goal of fully reconciling HOA treasurer books before formally transferring books and responsibilities to Gonzalez.
- Don Anderson reported there was nothing unusual in the July 2023 and August 2023 cash flow reports, as presented. He did note higher landscaping expenses related to recent irrigation projects.
- Annual fees as reported on August 2023 cash flow report –
 - 164 properties paid
 - 4 delinquent properties
 - 1 property delinquent with lien

Update on board composition – Keith Brainard

- Vice President position currently stands vacant.
- The Board discussed maintaining the Vice President position vacant and plans to make a nomination for Vice President at the next annual meeting.
- The Board continues to seek future volunteers for Board positions as they become vacant.

Discussion and approval of change to overnight parking enforcement – Keith Brainard

- On August 14, 2023 the Patrol Committee recommended, via email, a revision to the hours that the HOA enforces overnight parking restrictions.
 - Recommendation: change the enforcement period from 12:00 a.m. – 5:00 a.m. to 1:00 a.m. – 5:00 a.m.
 - A majority of members responded favorably to the proposed change via email vote on August 14, 2023.
 - Wade Todd made a motion at the board meeting to ratify the email vote of August 14, 2023 which changes enforcement period hours for overnight parking. Sterling Woodard seconded the motion.
 - No discussion. Motion passed.

Pending covenant violations

- The Board discussed growing concerns about particular properties with continuing yard maintenance violations.
 - Sterling Woodard suggested emailing owners asking to remove yard debris.
 - It was decided that Sterling Woodard and Keith Brainard draft correspondence and send to property owner.

HOA management software update – Sou Gonzalez

- Sou Gonzalez discussed challenges with the ManageCasa helpdesk, particularly regarding lengthy delays in response times. It was also noted that seemingly simple fixes are not being addressed expeditiously and some basic system functionality is not working as designed/described.
- Wade Todd discussed the importance of keeping redundancy in bookkeeping until issues are resolved.
- Sterling Woodard suggested delaying the launch of ManageCasa neighborhood-wide until all issues are resolved.
- The Board discussed exploring the idea of using QuickBooks in conjunction with ManageCasa, where QuickBooks could be used for accounting functions and ManageCasa could be used for all other HOA management functions.
- The Board discussed the possibility of procuring single user account for QuickBooks – approximately \$30 monthly.
 - Wade Todd made a motion to authorize a monthly expenditure of \$30 to procure QuickBooks while issues with ManageCase are investigated and resolved. Sou Gonzalez seconded the motion.
 - No discussion. Motion passed.

Wolf Ranch Noise Update – Keith Brainard

- No new updates.
- Keith Brainard continuing to research City of Georgetown sound ordinance restrictions.

Dog issues – Joe Pondrom

- There have been recent reports of unleashed dogs, some leaving property boundaries and acting with aggressive behavior. Covenants and city ordinance require dogs to be leashed. Concerned resident has contacted animal control.
- A suggestion was raised to send an email to all residents as a reminder of covenant and city ordinance requirements.

Discussion and approval of landscaping services

- On August 22, 2023 Jim Wilson and Sterling Woodard presented to the board via email information related to HOA common area landscape care and improvements. The email correspondence contained competitive bid comparisons for different lawncare service scenarios (see Appendix 1).
 - Recommendation: do not renew contract with Keller Landscape and change service providers based on competitive bid proposals.
 - A majority of members responded favorably to the proposed change via email vote on August 22, 2023.

- The Board briefly recapped the proposals contained in the email of August 22, 2023.
 - Wade Todd made a motion to ratify the email vote of August 22, 2023. Joe Pondrom seconded the motion.
 - No discussion. Motion passed.

Update and discussion of city tree trimming and street repaving

- On August 26, 2023 Keith Brainard and Jim Wilson sent RR3 HOA property owners an email describing future City of Georgetown plans for a street resurfacing project within the neighborhood. The email described anticipated dates for tree trimming needed to accommodate resurfacing equipment and the anticipated timeframe for resurfacing activities.
- On August 25, 2023 several Board members and other interested RR3 property owners met with the City of Georgetown employees and tree trimming contractors to gain more information about the project.
- Keith Brainard volunteered to follow up with the city on street resurfacing schedule.

Landscaping and house maintenance

- Sterling Woodard reported that the ad hoc landscape and maintenance committee had one meeting to discuss landscape and house maintenance rules.
- Wade Todd continues to research applicable local city ordinances, and Stephen Pahl continues to research applicable state laws and regulations.

National Night Out

- The Board discussed the 2023 National Night Out event scheduled for October 3.
- Jim Wilson volunteered to handle registration, inquire about signage, and work out other necessary details related to the City of Georgetown.
- The Board decided to host the event at Broad Vista Ct. Keith Brainard volunteered to contact residents of Broad Vista Ct. to discuss the activities.
- Sou Gonzalez volunteered to manage food procurement activities.
- Wade Todd made a motion to approve funds not to exceed \$2250.00 to cover expenditures related to 2023 National Night Out activities. Sterling Woodard seconded the motion.
 - No discussion. Motion passed.

Good of the Association –

- Joe Pondrom provided an update on the Lyndoch Park sign. New sign still pending. Further updates to follow.
- Wade Todd discussed new state legislation concerning HOAs.

Adjourn – 7:40 p.m.

These minutes have been submitted by Stephen Pahl, Secretary RR3 HOA, on September 5, 2023