

Owners Association of Bradford Park, Inc.
Agenda for
Wednesday, December 15th, 2021 Board Meeting

Old Business:

Troy Fielding:

- Audit information, how many, how much do they cost?
- 2021-09-29 Board Meeting recording and Chat logs
- State of Texas HOA Requirement Paperwork – Does it require an attorney to file? What is the least expensive option?

Keith Lindsey:

- Meeting with the ACC.
- Get information about Post Office contact for Solar Powered lights from Veronica Bonilla.

Molly Salzwedel:

- Landscaping bids update.
- Neighborhood News Bi-Monthly Newsletter.
- Dec 4, 2021 HOA Social Function.

Vincent Falcon:

- Research solar powered lights/cameras. Check legal requirements for cameras/solar powered lights pointed at mailboxes. Also check requirements for mounting a pole for the solar powered light.
- Minutes of last meeting.

New Business:

Board:

- Approve 2021-10-28 Board Meeting Minutes.
- Set date and venue for 2022 Annual Meeting in January 2022.
- State of Texas Required Documents.
- Announce new Property Management Company.
- Board/ACC Policy on infraction letters & procedures.
- Board collections policy.
- Bi-Monthly Newsletter through Neighborhood News.
- Audits for missing years?
- Record notice at Williamson County disavowing document number 2013032670 recorded at Williamson County on 2013-04-11 at 15:05 pertaining to Illegal Amendment of Declarative.
- 2022 Budget.
- Reimbursements to Board Members
- Miscellaneous business/homeowner concerns.

Executive Session

Go over financials with property management.

Provide status of four highest owing accounts to the Board. (Update from 2021-06-02 Board meeting.)

Miscellaneous business.

End of Board Meeting.

Owners Association of Bradford Park, Inc.
December 15, 2021 @ 7:00pm
Board Meeting
Agenda

Meeting brought to order at 7:03pm

Old business was reviewed:

Troy Fielding said that he didn't have an auditor and would reach out to get a new auditor as the one CCM used prior had ceased performing audits. Vice President Molly Salzwedel and Secretary Vincent Falcon reiterated that annual audits are required per our Documents. Troy Fielding was also asked when the last time an audit was performed. He answered it was years ago and he didn't know the exact date or year the last one was performed.

Troy Fielding was then asked about the September 29, 2021 Board meeting Zoom files. He said that he had them but was checking with his attorney to determine if those files were CCM's or Bradford Park's.

Troy Fielding then stated that for the HOA required paperwork by the State of Texas that he forwarded the list of choices to President Keith Lindsey and it was up to the Board as to which one the Board chose. He also said that the Board would need to talk to the HOA attorney to determine if the Board could file that paperwork themselves and that he was not going to give legal advice.

President Keith Lindsey then stated that he had not yet met with the ACC Committee. President Keith Lindsey stated that ACC seemed to have everything under control but he'd like to talk to them if they wanted to talk to him.

President Keith Lindsey then stated that Veronica Bonilla contacted him and told him that she talked to a friend at the post office who talked to their manager and that we did not need permission to record or put lights up around the mailboxes. Troy Fielding stated that another one of his HOAs were trying to do this and that we would have to get the master post office to sign-off on either lights or lights and a recording device.

Vice President Molly Salzwedel stated that she has had trouble finding a landscaping company that would even consider doing the job because it was too small and those who have put in a bid were too expensive. She stated that Secretary Vincent Falcon and President Keith Lindsey did a good job taking care of the common area and that having a volunteer clean-up day was being considered. President Keith Lindsey stated that Secretary Vincent Falcon did the lion's share of the work. Troy Fielding stated that the Board should consider liability issues for those who don't have their own insurance. Troy Fielding stated that the Board should consult with their attorney about volunteer work and liability issues. Vice President Salzwedel stated that she received some helpful advice from other property management companies about landscaping and that the Board would most likely be following up with that advice at a later date. Vice President Molly Salzwedel also stated that the common area did not need flowers as that area is zero-scaped and that the beds would need to be tended to as the previous landscaping company did not do a good job tending to those.

The Board voted to approve a one-time mow as needed, from a contractor of up to \$1,400 before a landscaping contract is approved unanimously by the Board.

The Board unanimously approved the monthly expenditure of \$165 per month for a bi-monthly newsletter. The newsletter will be conducted by Vice President Molly Salzwedel and Dee Dee Stalnaker.

There was discussion and praise for the Dec 4, 2021 Social event coordinated by Vice President Molly Salzwedel. The event was very well received and President Keith Lindsey praised Vice President Molly Salzwedel on how well planned and executed that event was. The event was under budget

The Board voted, with Vice President Molly Salzwedel recusing herself, to approve a reimbursement of \$22.73 to Vice President Molly Salzwedel for her expenditures related to the Dec 4, 2021 Social event.

The Board voted, with President Keith Lindsey recusing himself, to approve a reimbursement of \$13.34 to President Keith Lindsey for bottled water for the Dec 4, 2021 Social Event.

Secretary Vincent Falcon researched the cost of solar-powered lights for the mailboxes. Secretary Vincent Falcon said that the labor and materials was about \$1,000 for the actual light. The labor and materials for an industrial-strength light-pole, 10-15 ft that could not be tampered with would cost about \$500 each for labor and materials. The cameras would cost between \$200 and \$1,000 depending on the type of cameras wanted. The cost to install each camera would be another \$600 which would include the wiring of the solar kit with the battery. There's a \$50 per month charge for monitoring if monitoring is wanted. Secretary Vincent Falcon stated that we could go with trail cams but we would have to pull the SD cards out to get the data off of them. Secretary Vincent Falcon stated that altogether it would cost about \$2,500 per setup which would be per mailbox. All of this would be commercial-grade materials. There was some confusion about how many mailboxes are in Bradford Park. Vincent Falcon said that he would follow-up at the next Board meeting about this.

This ended the old business.

The Board then unanimously approved the minutes from the October, 28, 2021 Board meeting.

Vice President Molly Salzwedel then stated that there are seven mailboxes in Bradford Park.

Vice President Molly Salzwedel then stated that Faith Baptist Church was available for our Annual Meeting on Thursday Jan 20, 2022 at 7:00pm but we did not set a date with them at that time. Faith Baptist Church stated that there was no charge for the use of their facility, but required that we confine the members only to the area where we would hold our Annual Meeting and also that we pay to have the area cleaned and sanitized professionally after we were done. It was decided that there would be an in-person option for the Annual Meeting and a Zoom option at the same time for those who were unable to attend the Annual Meeting in person.

The Board unanimously voted to reserve Jan 20, 2021 at 7:00pm with Faith Baptist Church, to donate \$250 for the use of their facilities and to use their Cleaning company, Clean Keepers in accordance with Faith Baptist Church's requirements.

The Board stated that they had employed a new property management company, Goodwin & Co. and had planned on announcing the new property management company, however Troy Fielding of

Connect Community Management, LLC sent the Board an email, after receiving a certified letter signed by every member of the Board, stating that they rejected the non-renewal of CCM's contract and sent each Board member a contract that had previously never been seen before. This new contract stated that CCM had a 6-year contract with the Owners Association of Bradford Park, Inc. and that it was legal and binding and would be enforced to the limits of law. President Keith Lindsey and Secretary Vincent Falcon stated that Article VII Section 1(e) states that contracts with the Association can only be for one year and must be terminable with or without cause with a 30-day notice. The Board asked Troy Fielding questions about the new contract but he stated he was not going to be commenting on the situation and told the Board that any questions that they had should be directed to his attorney in an email.

The Board voted unanimously to table discussion about CCM's new contract until after the Board conferred with the HOA attorney.

The next item on the agenda was infraction letters and the ACC Committee. President Keith Lindsey stated that Chairman Jamie Lodes of the ACC Committee had asked that any decision be put off until the next Board meeting because the ACC Committee had not had a chance to meet to make any decisions.

The Board voted unanimously to postpone any decision on violations and violation letters until the next Board meeting.

President Keith Lindsey and Secretary Vincent Falcon wrote a new Collections Policy for the Association. Troy Fielding objected to it stating that the collection policy was under his purview per his new contract. The Board stated that was in dispute and until resolved, the Board would vote to approve the new collections policy.

The Board voted unanimously to approve the new collections policy. It is attached to this document.

The Board then considered the illegally approved change to the Declarative filed in 2013 at Williamson County.

The Board voted unanimously to seek legal counsel on recording something at Williamson County to disavow the illegally filed change to the Declarative in 2013 at Williamson County.

Troy Fielding provided and The Board then voted unanimously to approve a 2022 budget.

President Keith Lindsey had two other receipts that he asked for reimbursement. President Keith Lindsey recused himself from the vote. The Board voted to reimburse President Keith Lindsey for \$119.85 for the HOA Zoom account and \$7.38 for a certified letter to CCM.

President Keith Lindsey praised Secretary Vincent Falcon for maintaining the common area and President Keith Lindsey praised Vice President Molly Salzwedel for the flawless execution of the Dec 4, 2021 Social event.

Troy Fielding stated that those who attend the Annual Meeting via Zoom would have to complete a proxy prior to the Annual Meeting. Troy Fielding stated that for voting at the Annual Meeting has to be done either in-person or by proxy. There is no other option.

The Board then went into Executive Session.

The Board voted to adjourn the Board meeting at 9:44pm.

OWNERS ASSOCIATION OF BRADFORD PARK, INC
RESOLUTION
COLLECTION POLICY FOR DELINQUENT ACCOUNTS

IN ACCORDANCE with Article VII, Section 2(c)(3) and Article XI of the By Laws of the Owners Association of Bradford Park, Inc. “the By Laws”; and

WHEREAS, the Board of Directors of the Owners Association of Bradford Park, Inc, hereinafter “The Board”, in accordance with Article VII, Section 2(c)(1) of the By Laws sets the annual assessments for the Association;

The Board hereby institutes and implements the following collection policy superseding all previous collection policies and procedures. The Board further directs all agents, partners and property managers to defer to and abide by this collection policy.

The Board establishes the Association’s fiscal year, January 1 to December 31, as the Regular assessment period and further establishes that this collection policy shall be in full force and effect from January 1, 2022 onward.

- 1) Regular yearly Assessments.
 - (i) Yearly assessment payments are due on January 1st the first day of the year.
 - (ii) Assessment dues are considered to be delinquent after 30 days.
- 2) Obligation to Pay Assessments. As stated in Article 18, Paragraph 3 of the Declaration of Protective Covenants of the Owners Association of Bradford Park, Inc “the Declarative”, each yearly assessment or charge is an obligation of the Homeowner for the care and maintenance of the common areas and obligations of the Association. Non-payment of the yearly assessment charge by any owner of any lot is subject to an interest charge of 10% per annum per Article 18, Paragraph 3 of the Declarative. Additionally, further collection and legal fees, liens and foreclosure and the costs associated are authorized by Article XI of the By Laws. Non-payment of assessments and interest may result in reasonable collection fees, interest and a lien being placed upon the delinquent property.
- 3) Notice of Assessments. The Association will notify the members by December of the year before an increase in the yearly assessment or any special assessments. Dues will be considered late either 30 days after the 1st day of the year or 30 days after notice of an increase in assessments whichever is later. Notice will be posted on the Association website and sent by first-class mail to addresses of record and email addresses on the membership register regarding any assessment increase or special assessment and the date of notice. It is the responsibility of each owner to advise the Association of any mailing address or email changes. The Board of Directors may elect from time to time to provide additional time to pay dues or provide relief during hardship but this does not relieve the Homeowners of the obligation to pay subsequent yearly assessments.
- 4) Designation of Agent. The Board of Directors may designate an agent or agents to collect assessment payments and administer this Collection Policy. Such designated agent may be an officer of the Association or Property Manager. Any agent authorized to collect assessments or administer this a collection policy for the Association is hereby directed to follow this Policy.

5) Standard Delinquency Collection Policy

February 1st interest begins at 10% per annum which will accrue monthly until the delinquency is paid in full. Costs associated are billed to the homeowner's account.

- i. 2/1 First Quarter reminder letter Feb 1 (\$2 reminder letter)
- ii. 4/1 Second Quarter reminder letter April 1 (\$2 reminder letter)
- iii. 7/1 Third Quarter reminder letter July 1 (\$2 reminder letter)
- iv. 10/1 Fourth Quarter reminder letter October 1 (\$2 reminder letter)
- v. 1/1 Next Yearly assessment added to delinquent balance
- vi. 1 Year Second Month 2/1. February 1. Notice of Intent to file Lien (\$150)
- vii. 1 Year Fourth Month 4/1. April 1. **Title Search & Lien filed** (\$250)

◆ **Once the Lien has been filed.** The homeowner will receive a reminder notice by mail twice a year to advise the homeowner of their Lien delinquency and to request payment. See below Exhibit A

- 1) **1/1 Jan 1st** Reminder notice 1 (no more than \$5)
- 2) **7/1 July 1st** Reminder notice 2 (no more than \$5)

- 6) Removal of Lien. Once a homeowner pays in full, the costs associated with the removal of any lien filed shall be billed to the homeowner account who is responsible for the costs unless otherwise directed by the Board. Should the homeowner not pay the cost of lien removal immediately, it will be added to their next annual assessment notice.
- 7) Delinquent Payments. A homeowner may request a payment plan at any time by written request. Should a homeowner default on a payment plan, collection activities will resume accordingly. Owners will be given the opportunity to make payments directly to the Association unless otherwise directed. Payments, request for payment plans, written correspondence including responses and changes to mailing address should be sent to the Association at the address recorded on the Bradford Park Home Owners Association website and included in yearly assessment correspondence.
- 8) Collections and Legal Action. Any legal or collections effort not listed in this Collection Policy requires a majority vote of the Board of Directors at a duly held Board meeting in Executive Session.
- 9) Void Provisions. If any provision of this Policy is determined to be null and void, all other provisions of the Policy shall remain in full force and effect.

This resolution of the Board of Directors has been duly adopted at the _____, 20__
Board of Directors meeting. By: _____

Exhibit A

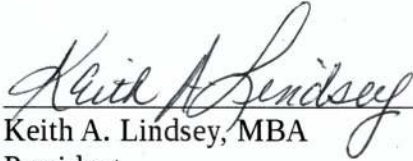
Example of Estimated Collection Policy costs:

January 1, 2022	2022 dues are due.	Cost: \$170
February 1, 2022	A reminder notice and interest are charged to the homeowner's account	Cost: $\$2 + \$1.42 = \$3.42$ Total indebtedness: \$173.42.
March 1, 2022	Interest is charged to homeowner's account	Cost: \$1.41 Total indebtedness: \$174.83
April 1, 2022	A reminder notice and interest charged to the account	Cost $\$2 + 1.42$ Total indebtedness: \$178.25
May 1, 2022	Interest is charged to homeowner's account	Cost: \$1.41 Total indebtedness: \$179.66
June 1, 2022	Interest is charged to homeowner's account	Cost: \$1.42 Total indebtedness: \$181.08
July 1, 2022	A reminder notice and interest charged to the account	Cost: $\$2 + \1.41 . Total indebtedness: \$184.49
August 1, 2022	Interest is charged to homeowner's account	Cost: \$1.42 Total indebtedness: \$185.91
September 1, 2022	Interest is charged to homeowner's account	Cost: \$1.41 Total indebtedness: \$187.32
October 1, 2022	A reminder notice and interest charged to the account	Cost: $\$2 + \1.41 . Total indebtedness: \$190.73
November 1, 2022	Interest is charged to homeowner's account	Cost: \$1.41 Total indebtedness: \$192.14
December 1, 2022	Interest is charged to homeowner's account	Cost: \$1.41 Total indebtedness: \$193.55
January 1, 2023	2023 dues are due	Cost: \$170.00 Total indebtedness: \$363.55
February 1, 2023	Notice of intent to file a lien and Interest is charged	Cost: $\$150.00 + \2.83 . Total Indebtedness: \$516.38
March 1, 2023	Interest is charged to homeowner's account	Cost: \$2.83 Total indebtedness: \$519.21
April 1, 2023	Lien filing and interest is charged to homeowner's account	Cost: $\$250 + 2.83$. Total indebtedness: \$772.04

Once a lien is filed on a delinquent homeowners property, interest will accrue monthly on Assessment Dues only (per Texas State law) and reminder notices/status letters sent twice per year, once on January 1 and July 1 of each year which are charged to the homeowner's account. Should the homeowner pay their bill in full, related cost to remove a lien will be added to the account. Should the homeowner not pay the cost to remove the lien, then the cost will be added to their next annual assessments and noted on their assessment notice.

Owners Association of Bradford Park Inc.
Approval of December 15, 2021 Board Meeting Minutes

We, the undersigned, hereby certify that these December 15, 2021 board meeting minutes were approved by a unanimous vote of the Board of Directors at the March 30, 2022 board meeting.



Keith A. Lindsey, MBA
President,
Owners Association of Bradford Park, Inc



Molly Salzwedel
Vice President,
Owners Association of Bradford Park, Inc.

Vincent Falcon
Secretary,
Owners Association of Bradford Park, Inc.