

COUNCIL CREEK SOUTH PROPERTY OWNERS ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA
November 10, 2012

A. CALL TO ORDER

1. Roll call of members present /all members present

B. WELCOMING REMARKS-

C. APPROVAL OF PREVIOUS MINUTES-approved as written

D. COMMITTEE REPORTS

1. Treasurer's Report-current balance (as of Oct.31) shows 2,405.84. Discussed what part of the treasurer's report to post on the website. A summary will be posted on the web, but members are welcome to review the report in full on request. Currently there is \$9,740 outstanding from owners who have not paid there road fees.

E. OLD BUSINESS

1. Near-term Infrastructure Maintenance

- a. Roads

- i. Park Road Project Update-complete. Two bids were entered and the board elected to accept the lower bid of approximately 17,000. This included sweeping, road base, 2 applications of chip. The Board also included the Fire Station, but the VFD agreed to reimburse CCS \$1000.The Board requested they contribute another \$1000 due to the increase cost of the project. Heavy rain right after the road was installed caused some washout and some repair had to be made for approx. \$300.
- ii. Road Base Application to Ledge-this project is pending as funds become available. This is the project that was begun with the forest service as part of our Firewise imitative.
- iii. Tin Horn Installation at Whistle & Paul-the tin horn has been purchased. Installation will require rental of a trencher and air hammer to cut through rock to allow it to be placed deep enough. A request will be made to the county to assist with this.
- iv. Cut & chip cedar (esp. dead) on easements-some more cedar needs to be cleared in various locations, Whistle, Echo, Eagle and including some dead trees in the park . It will be more cost effective to rent the

chipper after the first of the year. Approx. cost to complete clearing the easements is estimated at \$3000.

2. Bookkeeping Service

- a. Monthly updates of data to bookkeeping service—is the process working ok?-This is going smoothly.
- b. Getting ready for December mailing of invoices-CB will double check the list of property owners with Burnet County to be sure this is correct. . Discussion was held on delinquent fees and if a separate letter should be sent to these people. A separate letter will not be sent but a warning notice will be included to owners who are delinquent
 - i. Finalize and Post Collection Policy on Website
 - ii. Finalize & Approve Notes to Accompany Invoice
 - iii. Finalize Template for Installing Liens
 - iv. Finalize Template for Removing Liens
 - v. Maintenance of Excel Spreadsheet on Delinquent Payment

3. End-of Year Newsletter—Topics will include road update, policy regarding delinquent fees, future road work, April 27 Annual Meeting, April 13 cleanup, encouraging people to run for board, (positions up this year are Susan and CB) email some, dates to complete and mail.

4. Architectural Review—Lucas Fence & Susan Cowan outbuildings. Both projects were approved.

F. NEW BUSINESS --- None

G. PARKING LOT ITEMS

H. ADJOURNMENT