

**Frost Farm Homeowners Association (FFHOA)**  
**Board Meeting**  
**November 27, 2018**

Attendees: Angela Arias; Johnnie King; Ross McBride; Vernon Mimms; Nicole Minor; James Mitchell; Errol Saunders

The meeting was called to order at 7:02pm via conference call.

**Meeting Minutes**

Meeting minutes from the October 29, 2018 meeting were reviewed. A motion was made to approve the minutes as written, seconded and the motion carried.

**October 31<sup>st</sup> Off-Duty Officer**

An email request was submitted to City of DeSoto Police Department for an off-duty police officer to monitor the entrances on Halloween. The department was unable to fulfill the request. The Board will consider submitting the request with earlier notice for 2019.

**FFHOA Board Officers' Update**

A motion was made for Ross McBride to serve as Treasurer-Elect and for Nicole Minor to serve as Chair-Elect. The motion was seconded and carried. A motion was made for Johnnie King to serve as Vice Chair, which was seconded and the motion carried. General duties for the Secretary position were described as: recording and disseminating meeting minutes, sending correspondence, possibly checking Post Office Box mail and disseminating as appropriate. The Secretary may also serve as a second signature authority on the bank account for the Homeowners Association to promote collaboration and transparency. A motion was made for Angela Arias to serve as Secretary, which was seconded and the motion carried. Nicole agreed to provide help Angela with Excel.

**FFHOA Historical Documents**

Electronic and hard copies of files were submitted by Immediate Past Chair on November 19, 2018 to the possession of the Chair-Elect. A motion was made to grant permission to the Chair-Elect to review said files and then transfer the financial information, documentation and records to Treasurer-Elect. That motion was seconded and carried. The past Board requested an audit be conducted of the financial records, with the transference of the files. A motion was made to establish a committee to conduct an audit of financial records led by the Treasurer-Elect. That motion was seconded and carried.

A motion was made to develop a summary of all other Association records, led by the Chair-Elect, who will bring relevant information to the attention of the Board. The motion was seconded and carried.

**FFHOA Financials**

A bank account authorization requires the Board to vote and sign. A template must be submitted to the bank by the Secretary-Elect. This motion was made, seconded and carried.

Discussion ensued to authorize two signature authorities for the Association's bank account, to promote checks and balances. Primary signature authority belongs to Treasurer-Elect, and secondary authority will rest with Secretary-Elect. This was motioned, seconded and carried.

The possession of the Association's bank debit card will be transferred to the Treasurer-Elect, per a motion which was seconded and carried.

Chair-Elect agrees to transfer financial records to Treasurer-Elect.

As it relates to financial authority with the bank, the Board grants powers to the following: Treasurer-Elect and Secretary-Elect, to exercise the following power(s):

- 1) open any deposit or share account(s) in the name of the corporation and
- 2) endorse checks and orders payment of money or otherwise withdraw or transfer funds on deposit

The Post Office box rental is paid through July 2019. Insurance is paid through July 2019.

The City of DeSoto Community Development Block Grant (CDBG) was awarded to the Association. The funding year is October 1, 2018 - September 30, 2019 and the award is reportedly \$500. Per the City of DeSoto website (<http://desototexas.gov/Calendar.aspx?EID=1923>), the CDBG "can be used for a variety of purposes, as long as they eradicate blight, principally benefit low/moderate income people, or eliminate a community-threatening condition. Cities in the program typically use grant funds for capital improvement projects such as street reconstruction, installing new water lines, replacing bridges or renovating parks." Per the Immediate Past Chair, receipts for the new meter were submitted last year. Generally speaking, CDBG applications are accepted in Spring (March) and Fall (month unknown). The Treasurer-Elect will research with the Assistant City Manager the CDBG stipulations for required documentation and allowable expenditure(s).

#### **FFHOA Website**

The Board authorized the Chair-Elect to secure the website and chairperson account credentials. The Board authorizes Administrator's rights for the Chair-Elect for the FFHOA website account to access, edit, and update the site tabs. The Board authorizes Administrator's rights to the Chair-Elect for the [chair@FrostFarmsHOA.org](mailto:chair@FrostFarmsHOA.org) account.

The Board authorizes Administrator's rights to the Secretary-Elect for the [secretary@FrostFarmsHOA.org](mailto:secretary@FrostFarmsHOA.org) account.

The Board authorizes Administrator's rights to Treasurer-Elect for the [treasurer@FrostFarmsHOA.org](mailto:treasurer@FrostFarmsHOA.org) account.

The Chair-Elect will research the account listed as [Info@FrostFarmsHOA.org](mailto:Info@FrostFarmsHOA.org) .

### **FFHOA Entrance(s)**

The contractor placed holiday lights on trees at both entrances, just as they have in the past.

Some residents have expressed concern about the lack of adequate landscaping servicing at the Pleasant Run entrance by the current landscaping contractor. A landscape plan bid was submitted to the Immediate Past Chair by another contractor.

Water is working at the Pleasant Run entrance; previous excess water bills were resolved by the Immediate Past Chair.

Per the Immediate Past Chair, the Board may want to consider developing a capital improvement plan with funds earmarked for Pleasant Run entrance median improvement(s).

### **Notification of Roof Replacement - Architectural Committee Notification**

The Association's urgency in having a lead for the Architecture Committee is due to renovation/construction projects and activities in our Association.

### **HOA Plot Subdivision Platte**

The large map of all Association residences prepared by the Immediate Past Chair's firm requires updating. The Chair-Elect requests the Board consider procuring something that can be updated on a regular basis, due to changes in residential ownership.

### **Area Technology Upgrades**

We did not discuss this agenda item.

### **Meeting Signage**

FFHOA has two real estate signs and one yard sign. The signs and frames are weathered. The Chair-Elect asks the Board to consider procuring generic signage inserts for future meeting notifications.

### **Community Management Group Introduction Letter**

We did not discuss this agenda item.

### **Next FFHOA Board Meeting**

The Board concurs that the next meeting will be scheduled for Monday, January 7, 2019.

The meeting adjourned at 8:08p.m.