

Two Sunset Pointe HOA Board Of Directors Meeting Minutes

January 18th, 2024
6:30 PM

I. President Holderman called the meeting to order at 6:30 PM in the Conference Room of The Rec at The Lakefront - Little Elm Recreation Center, 303 Main Street, Little Elm, TX 75068, and simultaneously via Teams.

II. Attendees: Attendees: Chris Holderman (President)
Harris Oshiokpekhai (vice President)
Scott Miller (Secretary)
Melissa Star (Treasure)
Jason Miller (Director)

Attending staff: Barry Jones (Community Manager)
Christina Lewis (Adim Assistant/Social Events Coordinator)
Mike Luzzi (Admin Assistant ARC coordinator)
Cassandra Edwards (Compliance)

III. President Holderman recessed to Executive Session at 6:30 PM.

- Discussed any pending legal issues.

IV. President Holderman reconvened the Open Session at 7:00 PM.

V. Executive Disclosure – Verbal Report of financials.

- The Board of Directors met prior to the Open Session Meeting to discuss pending legal issues, delinquent accounts, contracts, and/or personnel.
- After discussion, a motion was made by Jason Miller, and seconded by Scott Miller, approve to and Ratify the Executive Session Actions. The motion carried unanimously. (5 in Favor, 0 against.)

VI. Minutes

After discussion, a motion was made by Melissa Starr, and seconded by Scott Miller, to approve the November 16th, 2023, Board of Directors Meeting Minutes as amended. The motion carried unanimously. (5 in favor, 0 against.)

VII. Manager's Report – Verbal Report

Financial update as of December 31st, 2023, was provided:

- Total Cash and Investments: **\$4,135,990.94**
- This includes **\$2,770,720.50** in Operating Accounts, & **\$1,365,270.44** in Reserve Accounts.
- Total Liabilities and Equity: **\$4,947,829.15**
- December Monthly Financials were sent to the Board Members and put on the agenda for approval at the 1/18/24 BOD Meeting.

A motion was made by Melissa Starr to Approve December Financials and seconded by Jason Miller. Motion carried unanimously 5 for and 0 against.

After Further discussion, the B.O.D decided to Modify Accounting Practice with monthly accruals.

A motion was made by Jason Miller and seconded by Scott Miller. Motion carried unanimously 5 for and 0 against.

Operations

- **Martinez Concrete** – The final revision from the engineer came in and was sent off to TXDOT for approval. The city has already approved the walkway. We are hoping by mid-February we will get final approval from TXDOT.
- **Convergence** – After walking and inspecting the splash pad finishes and sealer, we found unsatisfactory work and called them back to redo some areas and reseal the pad. This is completed and will be reinspected after this cold snap to ensure the sealant is taken.
- **Foley’s Pool Resurfacing Project** – The Bahia Rio and Seabrook resurfacing has been completed. We endured some mishaps on the inspection of the work, so we asked our pool vendor, Watersedge owner Rob, to double back to ensure it meets the standards. We found some lights damaged and mishaps on the water being run AFTER winterizing the pool. Foleys reimbursed us \$920.00 for some lights and the re-winterization of the Seabrook pool.
- **Winter Blast Preparations** – We had 8 Freeze Warning signs made for the main entrance of the major streets entering the community. We want approval for eight additional signs to double each entrance and cover some areas within the community that have high traffic and don’t benefit from the main entrances. We contacted the vendors affected by the winter blast regarding our checklist for winterizing plants/equipment and notices to homeowners. All of this was accomplished by the end of the day Friday, January 12, 2024.
- **Committee Appreciation Dinner** – The social committee can be available on the 23rd and 25th of January for a gathering. We heard from three ARCs: one- is anytime in February/the 2nd person likes Friday or Saturday, and/Third one is good at any night.
- **Annual Meeting/Vote HOA Now** – We have completed the first 2 phases of getting the online voting setup for the upcoming elections. The website is up, and homeowners have been assigned passkeys that will go out when voting opens.
[Twosunsetpointe.ivotehoa.com/login](https://twosunsetpointe.ivotehoa.com/login)
- **Christmas Lights** – After checking the 5 new locations for Christmas lights, we noticed Premier Lighting only installs Christmas decorations without lights, so we deducted the invoice for the specific job by 50%. We will do a walk-through with the new Christmas decorating company (101 Holiday Lights) that also does Grayhawk, the community next to us.

VIII. Old Business

- A) Notice of the 2024 fining policy was sent out.
- B) Presented draft Design Guideline regarding Basketball goals was discussed in the Executive Session.
A motion was made by Jason Miller to Table the new draft until sent to Attorneys for revisions. Seconded by Melissa Starr. Motion carried 5 for and 0 against.
- C) Finalize and Sign the two Simply Horticulture contracts for 2024 projects.

IX. New Business

- A) Dates for the Annual Meeting have been approved (February 28th) with Meeting Space.
- B) Job Scope for proposal of Renovation of Pool Restrooms
- C) Vote on 8 more freeze warning signs to be in the community.

A motion was made by Melissa Starr to Deny the proposal as presented for 8 more freeze warning signs, Seconded by Jason Miller. Motion carried unanimously 5 for and 0 against.

X. Committees

A) Reports

- Social Committee (Christina Lewis)
 - Winter Festival Reactions.
- Architectural Committee (Mike Luzzi)
 - 29 total ARC requests 25 approvals.
- Compliance (Cassandra Edwards)

XI. Open Forum.

- Homeowner asked about newsletter and community communications.
- Homeowner enquired about status of Basketball Goal guidelines.

XII. Adjournment- 7:35PM

Motion to Adjourn made by Jason Miller and Seconded by Melissa Starr. Motion carried unanimously 5 for and 0 against.