

Hawg Heaven Lake Estates
Special Meeting Minutes
December 9, 2022
1:00 PM

HH POA Board of Directors		ARA Board	
X	Ron Harper , President		
	Charlie Atwood, Vice President		
X	Mary Cross , Treasurer		
X	Bill Baptist, Secretary		
	Betty Bullard, At Large		

Due notice given. Quorum was established and the meeting was called to order by President Ron Harper, at 1:00 PM. The meeting was conducted at the clubhouse, 349 Armadillo, Trinity, TX 75862.

Director Harper addressed the residents: The board has contracted with an attorney and bookkeeper who specialize in P.O.A. business. This board has inherited situations and issues we are doing our best to correct. Presently the Association is approx. \$160,000.00 in arrears from late association's fees. From lack of bookkeeping we do not have a firm number (summarized).

ACTIONS BETWEEN MEETINGS:

RATIFY ACTIONS BETWEEN MEETINGS

Approving hiring a bookkeeper, Allison Sandlin of Lone Star Bookkeeper, was approved via email vote.

Approving the contract of the bookkeeper, Allison Sandlin, was approved via email vote. Estimated expenditures; \$950 per month, \$15,000.00 per year. First year may accrue additional set up fees.

AMEND/UPDATE AND SEND TO ATTORNEY:

a. Bylaws - Changes were verbally made one by one. Director Cross made a motion to change/update the Bylaws and to allow the Attorney to make changes/updates as needed. Director Baptist seconded the motion. Motion passed.

b. Management Certificate - Update accepting the sample Management Certificate provided by our attorney and bookkeeper. The fees to be charged by the Association upon the sale or transfer of Property were approved as follows:

1. Resale Certificate: \$375
2. Transfer Fee: \$175
3. Refinance Fee: \$75
4. Statement of Account: \$50
5. Lender Questionnaire: \$250

A motion was made by Director Cross to approve the above listed fees to be listed on our Management Certificate. Director Baptist seconded the motion. The motion passed with a unanimous vote.

c. Fines and Fees Policy-A sample provided by Director Atwood at the precious meeting was read. Director Cross made a motion to accept these to be the ones we use in our own policy. Director Baptist seconded the motion. The motion passed.

The following fines were approved:

ARA Application:	\$25
Property transfer fees:	\$100 per lot
1 st Demand letter for Past Due Account:	\$25
2 nd Demand letter for Past Due Account:	\$50
3 rd Demand letter for Past Due Account:	\$75
Lien for Past Due Account:	\$100
Release of Lien	\$100
Insufficient Check Funds:	\$40 per offense
Deed Restriction Violation (2 or more times for the same offense within 90 days)	\$25 per letter
Any correspondence requiring Certified Mail with return receipt:	\$15
Location and/or identity services:	\$50
Legal counseling:	\$25 per letter plus legal fees

The following fees were updated;

Postage & Third-Party Print & Mailing Services	At Cost
Copies/Color Copies	\$0.15 per page/ \$0.65 per page
Envelopes/ Remit Envelopes	\$0.25 each /\$0.15 each
Printed Statements	\$ 0.25 per statement

d. Retention of Documents policy (schedule per TX Property Code 209)

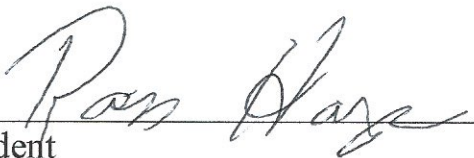
Director Cross made a motion to amend our policy to match those of the TX Property Code 209 and to have it filed with the County. Director Baptist seconded the motion. Motion passed.

e. Amend records and copying policy- Director Cross made a motion to amend records policy to TX Property Code and accept fee changes for copying policy. Motion passed.

f. Collection Policy-Director Cross made a motion to table the discussion of this policy until the next meeting. Director Baptist seconded the motion. Motion passed.

There was no need for Executive Session.

Being no further business, the meeting was adjourned by President Ron Harper at 1:36 PM.



President

Date: 1-13-2023



Secretary

Date: 1-13-2023