

Homeowners' Association of Southern Pointe Inc.

Meeting Minutes

July 18, 2019

Attendees

Board: Bill Mather, Vicki Hillert; Aggieldand Houses: James Murr, Melinda Pimentel

Discussions

Checking Account

- Vicki discussed setup and TB&T
- Temporary checks are handed over to management. Management will order blank stock checks compatible with software.
- Vicki updated the mailing address to management address.
- Bank statements handed over to management as well as utility bills so management can set up the bank account in their system.

Title Company Requests and Closings

- One house has closed, one coming up Monday that Vicki has done request forms for (provided)
- Check in file for dues collected at first closing
- Items that need to be sent to title companies on each closing by Aggieldand Houses:
 - **Please copy Vicki on all title company correspondence
 - Request form (emailed to Melinda)
 - Notice to Homeowner (Vicki will send this once Cully finished it)
 - SOPO Utilities sheet (there is new version, Vicki will send to Melinda)
 - *SoPo is asking that Aggieldand Houses monitors and ensures that the Notice to Homeowner is received back and a copy is retained on file for every closing.
- Dues \$500 Homeowner, \$250 Builder. Transfer fee of \$30 to HOA (not charged to developer on lots sold to builder) and \$20 Admin fee paid directly to Aggieldand Houses

HOA Utilities

- Aggieldand Houses can login and update email settings etc. or setup a new account. Vicki would like to keep access so do not change login credentials.
- College Station Utilities – set up the accounts on auto pay from checking
- Entergy – set up the accounts on auto pay from checking

Importance of good rapport and relationships with homeowners

- Copy Bill and Vicki on any emails with homeowners/builders until further notice is given

Corporate Docs

- Copy of certificates and bylaws in folder and emailed to Melinda
- Need minutes of this meeting for the corporate book

HOA Billed Utilities – Fiber and Trash

- All set up that homeowner's contacts vendor directly and sets up service
- PM Fiber (entity developer owns) will invoice the HOA monthly based off of the invoices we receive from vendors (CEO and Texas Commercial Waste)
- Aggieland Houses to reconcile this invoice against the closings/resident accounts to ensure numbers are correct. Any discrepancies should be report to Bill Mather.
- Aggieland Houses to invoice homeowners for their fees monthly
 - Trash \$25
 - Fiber \$30
- Discussion for late fees/when service should be disconnected for late payment
 - Billed on 1st of each month, due on the 20th w/ 5-day grace period
 - 25th assess late fees
 - Send notice of late fees and of disconnect the following month on the 10th
 - 5th of month following billing
 - Short email & text
 - Reminder your HOA utilities are scheduled for disconnect.
 - On 1st send billing report to BM & VH
 - On 10th send detailed aging report to BM & VH

Website

- Bill to provide domain address
- Vicki has sent the basic information over to Melinda
- Please structure similar to CGII and let us know what else is needed

Items to Do:

- Schedule any meeting required by the CCR's (None at this time).

Approved 8/7/2019 by Vicki Hillert & Bill Mather via email.