

BOARD OF DIRECTORS MEETING MINUTES
TEMPLE WYNDHAM HILL PROPERTY OWNERS' ASSOCIATION, INC.

The March quarterly meeting of the TEMPLE WYNDHAM HILL PROPERTY OWNERS' ASSOCIATION, INC. ("Association") Board of Directors was held at 8:30 a.m., **March 21, 2017**, in the Colby Property Management office at 1 Bending Branch, Belton, Texas. Present were, directors Gary Freytag, Kelli Kelemen, and Jim Howe, and HOA manager, Glen Colby of Colby Property Management.

Call to Order & Quorum. President Freytag called the meeting to order, at 8:30 a.m. and presided over deliberations. Pursuant to the bylaws of the Association, the Secretary certified that a quorum was present.

Minutes. The Minutes of the February 23, 2017 board meeting were approved as previously submitted and posted on the Association website.

Financial Report. Directors accepted the February 28, 2017 financial statement. The manager's projected end-of-year surplus is \$2,012.00, which includes \$27,300.00 capital account funding. Month-end cash balances were: \$49,885.95 Operating Fund and \$62,402.35 Capital Reserve Fund. The February 28, 2017 Financial Report is attached hereto.

Membership Report. Association membership on March 21, 2017 stood at 314.

Manager's Report. Manager contacts by members is relatively low and primarily related to weeds, trash can, and parking covenant violations. Yard maintenance violation letters, to non-compliant members, are being processed.

Easter Egg Hunt. Mrs. Kelemen reported that the first of what is hoped to be an annual event, will be held in Wyndham Hill Park at 10:30 a.m., Saturday, April 8, 2017. Hunts will be divided into age groups 0-3, 4-7, and 8-10. 2017 Sponsors are: Bounce House by *Omega Builders*; Eggs & Prizes by *Homes by Dolly Kaiser*, *Re/Max Karey Poe*; and *Reed Realty Lacey Toler*.

National Night Out. The 2017 event will be October 3rd from 4:30 – 6:30 p.m. Mrs. Kelemen reported that last year's event was a huge success with more than 200 participating. Members of the Temple Police and Fire Departments were on hand to address resident safety concerns. The "Bounce House" provided by Colby Management was a hit with the kids.

Neighborhood Watch. An organizational meeting flier will be email blasted to Wyndham Hill residents next month.

Developer Report. The Swimming Pool addition to Wyndham Hill Park is still planned for completion in May, 2018. Design research is underway, with valuable input from Mr. Colby, that included a series of do's and don'ts photos taken of four HOA swimming pools managed by his firm. According to City Parks & Recreation Director, Kevin Beavers, final engineering plans for the delayed City Wyndham Hill Park Trail are due this week. If there are no changes, the bid schedule will be set, with construction to follow as soon as possible. Home construction in the 85-lot Phase V (Southwest portion) continues at a rapid pace. Development of the 70-lot

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Phase VI (south of Wyndham Hill Parkway) is on schedule for homebuilding in June or July.

New Business. Directors discussed and acted on the following matters:

2018 Dues Rate. Mr. Howe reminded directors of the study that demonstrates need for additional HOA funds to own and maintain a swimming pool. Consideration must be made prior to December and preferably during the September board of directors meeting. Projections indicate need for 2018 annual dues assessment increase from \$190.00 to \$205.00. Subject to new member growth, another \$15.00 per year increase will be necessary for 2019. HOA revenues are projected sufficient to avoid an increase in 2020.

Facebook Group. Current closed group membership stands at 264 individuals (not HOA members). Colby presented, and directors unanimously adopted, board social media policy (applicable to directors and Colby Property Management). The policy stipulates that the Association role is to manage the closed group, on behalf of the HOA, and restricts the manager and directors from social media activity on behalf of the HOA. The adopted policy is attached hereto.

Executive Session. There were no board matters requiring executive session.

Adjournment. There being no further business, the meeting adjourned at 9:30 a.m.

James I. Howe, Secretary

Wyndham Hill HOA

Balance Sheet Report

February, 2017

ASSETS	2/28/2017	1/31/2017	<i>Delta</i>
CASH			
Frost - Operations Account	49,885.95	48,157.12	1,728.83
Frost - Reserves Account	62,402.35	61,400.94	1,001.41
TOTAL CASH	<u>112,288.30</u>	<u>109,558.06</u>	<u>2,730.24</u>
TOTAL ASSETS	<u>112,288.30</u>	<u>109,558.06</u>	
LIABILITIES & EQUITY			
EQUITY			
Net Income	28,141.94	25,411.70	2,730.24
Retained Earnings	84,146.36	84,146.36	0.00
TOTAL EQUITY	<u>112,288.30</u>	<u>109,558.06</u>	<u>2,730.24</u>
TOTAL LIABILITY & EQUITY	<u>112,288.30</u>	<u>109,558.06</u>	

Wyndham Hill HOA

Trend Statement Report - Operations February, 2017

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Full Year	Total
	Actual	Budget	Projected	Budget										
Income														
Assessment Income														
4016 - Assessments - 2016	20	30	0	0	0	0	0	0	0	0	0	0	50	0
4017 - Assessments - 2017	22,312	5,278	3,990	7,410	1,520	1,330	6,080	950	570	3,230	950	0	53,621	52,630
4018 - Assessments - 2018	160	0	0	0	0	0	0	0	0	0	0	7,220	7,380	7,220
Assessment Income Total:	22,492	5,308	3,990	7,410	1,520	1,330	6,080	950	570	3,230	950	7,220	61,051	59,850
Other Income														
4250 - Entry Fees	0	250	750	1,000	1,000	1,000	750	750	750	750	500	500	8,000	8,750
4275 - Transfer Fees	750	500	550	825	825	825	825	825	550	550	550	275	7,850	7,150
4610 - Late Fees	0	25	0	0	0	0	0	0	0	0	0	0	25	0
4620 - Interest	0	3	0	0	0	0	0	0	0	0	0	0	3	0
Other Income Total:	750	778	1,300	1,825	1,825	1,825	1,575	1,575	1,300	1,300	1,050	775	15,878	15,900
Income Total:	23,242	6,086	5,290	9,235	3,345	3,155	7,655	2,525	1,870	4,530	2,000	7,995	76,928	75,750
Expense														
Taxes & Insurance														
5010 - Property Taxes	0	0	0	0	0	0	0	0	0	60	0	0	60	60
5020 - Insurance	0	0	0	0	0	0	0	0	0	2,700	0	0	2,700	2,700
Taxes & Insurance Total:	0	0	0	0	0	0	0	0	0	2,760	0	0	2,760	2,760
Utilities														
5210 - Water	221	86	654	654	654	654	654	654	654	654	654	664	6,857	7,858
5220 - Electricity	98	89	70	70	70	70	70	70	70	70	70	70	887	840
Utilities Total:	319	175	724	734	7,744	8,698								
Landscaping Maintenance														
5300 - Landscaping - contract	900	1,130	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140	13,430	13,680
5330 - Repairs	0	0	0	1,250	0	0	1,250	0	0	1,250	0	0	3,750	5,000
Landscaping Maintenance Total:	900	1,130	1,140	2,390	1,140	1,140	2,390	1,140	1,140	2,390	1,140	1,140	17,180	18,680
Administration														
7000 - Management Fee	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,070	1,070	1,070	12,255	12,255

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Wyndham Hill HOA

Trend Statement Report - Operations

February, 2017

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Full Year	Total
	Actual	Budget	Budget	Budget	Budget	Budget	Projected	Budget						
7010 - Postage	0	147	0	50	0	0	0	0	0	0	0	150	347	350
Administration Total:	1,005	1,152	1,005	1,055	1,005	1,005	1,005	1,005	1,005	1,070	1,070	1,220	12,602	12,605
Professional Services														
7040 - Website	0	30	0	0	0	0	0	0	0	0	0	0	30	100
7210 - Legal Fees - General	0	0	0	0	0	0	0	400	0	0	0	0	400	400
7220 - Legal Fees - Collections	0	0	200	0	200	0	0	200	0	0	0	0	600	600
7230 - Filing Fees	0	0	0	0	0	0	0	0	0	50	0	0	50	50
7250 - Meeting Expense	0	100	0	0	0	0	0	0	0	0	0	0	100	0
7260 - Collection Fees	0	320	0	0	0	0	0	0	0	0	0	0	320	0
Professional Services Total:	0	450	200	0	0	200	0	0	600	50	0	0	1,500	1,150
Pass Through Expense														
5850 - Transfer Fees	900	450	300	450	450	450	450	450	300	300	300	150	4,950	3,900
8100 - Overpayment refund	380	0	0	0	0	0	0	0	0	0	0	0	380	0
Pass Through Expense Total:	1,280	450	300	450	450	450	450	450	300	300	300	150	5,330	3,900
Reserves														
9000 - Contributions to Reserve	500	1,000	500	500	500	500	500	500	500	500	500	21,800	27,800	27,300
Reserves Total:	500	1,000	500	500	500	500	500	500	500	500	500	21,800	27,800	27,300
Expense Total:	4,004	4,357	3,869	5,119	3,819	4,019	5,069	3,819	4,269	7,794	3,734	25,044	74,916	75,093
Grand Total:	19,238	1,729	1,421	4,116	-474	-864	2,586	-1,294	-2,399	-3,264	-1,734	-17,049	2,012	657

BOARD SOCIAL MEDIA POLICY

ADOPTED BY RESOLUTION OF THE

WYNDHAM HILL PROPERTY OWNERS' ASSOCIATION, INC. BOARD OF DIRECTORS

The Wyndham Hill HOA adopts the following policies and guidelines regarding the use, sponsorship and management of social media by the Board and the Property Manager:

1. A private Facebook group will be managed on behalf of the HOA by the Property Manager. There will be only one such private group managed on behalf of the HOA.
2. The purpose of the Facebook group is to provide a forum for owners and residents to discuss items related to the neighborhood in a private setting. It is not meant as a means for the HOA to distribute information to the membership; this function is performed by the HOA website, found at www.HOAWyndhamHill.com.
3. Because the HOA website is the official online source of HOA information, the Property Manager and Board members will not participate in the Facebook group in their capacity as a Board member or the Property Manager. Board members may respond to non-HOA matters (i.e. helping identify a lost pet, or posting something for sale), but they should refrain from answering questions about the HOA other than to redirect people to the Property Manager's contact information on the HOA website. The Property Manager will then address the question raised by the resident, outside the Facebook group.
4. Membership of the private Facebook group will be limited to owners and residents of the Wyndham Hill HOA only.
5. Users requesting to join the Facebook group will be validated by the property manager.
6. Removal of Former Owners/Residents
 - a. Former owners will be removed from the Facebook group when they sell their Lot in the HOA. The Property Manager will handle this action.
 - b. Current owners that rent their property are required to notify the HOA when their tenants change; tenants moving away from the HOA will be removed from the Facebook Group.
7. The HOA will not manage or use a Twitter, SnapChat, or other type of social media account.

NOW THEREFORE, THE WYNDHAM HILL PROPERTY OWNERS' ASSOCIATION, INC. BOARD OF DIRECTORS VOTED UNANIMOUSLY AT ITS DULY CALLED MARCH 21, 2017 MEETING TO ESTABLISH THE ABOVE BOARD SOCIAL MEDIA POLICY, EFFECTIVE THE DATE BELOW.

WYNDHAM HILL PROPERTY OWNERS' ASSOCIATION, INC.



Gary N. Freytag, President