

**Vintage Township HOA Regular Monthly Board Meeting**  
**April 12, 2022 – 7:00 pm**  
**Meeting Minutes**

1. **Call to Order at 7:00 P.M. by Vice President Jeremy Jones**
  
2. **Establish quorum**
  - Board members present: Jeremy Jones, Briana Cooper, Debbie Bateman, and Mackenzie Burns Payton
  
  - Hawkize present: Brenda Hawkins, Carol Mize
  
  - Committee Chairs Present: Amanda Owens on behalf of the Events Committee and DRB; Mary Wischkaemper and Becky Koehler on behalf of Winter Wonderland Committee
  
3. **Resident Comments**
  - Jamie Whittenburg requested that a lot that she owns under “Lubbock – JLW Properties” not be subject to HOA dues
    - Jeremy made a Motion to Table the matter until we have more information on this company; seconded by Briana; all in favor.
  
4. **Report from Hawkize**
  - Some residents are having issues setting up their autopay for monthly HOA dues
    - Hawkize reminds residents that dues are late after the 10<sup>th</sup> of the month and subject to late fees.
  
  - The Board reviewed financial statements submitted by Hawkize. Jeremy made a motion to approve the financials; Mackenzie seconded it and all approved.
  
  - No update on Insurance Renewal yet; Hawkize have submitted our information for a quote from Higgabotham.
  
  - Reviewed Quote from Playgrounds Etc. for playground mulch (i.e., rubber nuggets for Founders and wood fibers to Salisbury)
    - Jeremy made a motion to table playground bid and the Board requested a bid for less product (probably only need 3 Super Sacks); Briana second; all in favor.
  
  - 2021 Tax Filings: The Board approved the CPA filing an Extension; Discussion on whether to file under tax form 1120-H – and whether or not we qualify for that.

## 5. **Officer and Committee Reports**

### President's Report:

#### *114<sup>th</sup> St Construction Project:*

City has awarded contract to LoneStar. Construction to begin June 1<sup>st</sup>, 2022.

#### *117<sup>th</sup> St Construction Project:*

City has awarded contract. Construction will begin May 23<sup>rd</sup> and will be completed before end of October. We expect significant disruptions to Founders Park and parking along 117<sup>th</sup> St. and 116<sup>th</sup> St.

#### *Pool:*

Repairs have been made and pool is being refilled using city wall.

#### *Splash Pad:*

No additional information or plan is in place right now for repairs to foam surface. The city of Lubbock is deciding on new stipulations on splash pads.

#### *Savannah Development:*

Duplicate color townhouses on Savanna have not been corrected yet. According to Founder Josh Allen, the re-painting will begin on April 22<sup>nd</sup>, 2022.

#### *Town Hall*

Painting, electrical work, and installation of chandeliers has been completed. Screens have been installed. Cabling to video input and speaker system is scheduled to be done April 18<sup>th</sup> by Best Buy's Geek Squad.

#### *Security*

Monarch will end the security contract at the end of April unless number of nights of roving increase from 3 to 5 per week. This increase will bring the approximate cost of security per month to \$2350.

- *The Board discussed whether or not to approve the increase requested by Monarch security or let the contract lapse.*
- *Jeremy made a motion to let the Monarch contract lapse; Debbie seconded; and all in favor.*

Mackenzie requested to revisit this at a future date to discuss other security options.

Vice President Report:

- Splash Pad Needs to be updated; Mackenzie made motion to ask Hawkize to research splash pad options; Jeremy seconded and all were in favor.

Secretary Report:

- Secretary of State's Filings were updated: our registered Agent and Office was updated to Hawkize's address. In addition, an Assumed Name Certificate was filed for the name "Vintage Township Assembly Inc."
- Property Tax Notices – LCAD kept the rates the same as last year's final value, except for the pool which increased slightly but nothing that will hurt our bottom line.

Treasurer Report:

- Debbie requested and made a motion for the following:
  - To know what Bank we use; to have access to online banking
  - To have two signatures on checks over \$500
  - To have access to see our bank statements
  - To approve all invoices
  - To have oversight over the Venue Rental Agent
  - Credit Card for Events Committee so Events committee members don't have to pay out of pocket and then be reimbursed
  - To see all venue contracts and all contracts in general
  - Debbie opined that "it is actually a motion that I be allowed to do my job" and "since Hawkize was hired to do the work of the Treasurer, my job as actual Board Treasurer should be to oversee Hawkize's work"

Mackenzie seconded and discussion ensued.

*Discussion:*

- Hawkize informed what bank we use; however, providing request to online banking is a security/liability concern; Hawkize emphasized exposure/liability of providing various people login information to our financial accounts.
- Jeremy, Briana, and Mackenzie voted "no" on the need for two signatures on checks over \$500, as that would include all LP&L, Atmos, Monarch, and other regularly paid vendors.

- Hawkize reconciles the bank statements every month and all board members can review that on their online portal through Buildium.
- For security purposes and the large amount of cash we have in our accounts, it is better for there not to be a lot of debit/credit cards floating around.
- People needing a check for a certain event or expenditure that has been approved need to request a check so the Board/Hawkize can make sure that the payment is approved.
- Hawkize reconciles the venue rental revenue and venue agent's commissions
- Whenever Hawkize negotiated a scope of work with our HOA based on a fixed monthly price, it was not listed that Hawkize would scan every invoice and every contract, every bank statement, etc.

*Resolved that, after discussion and debate, Debbie can request to go to the Hawkize office and view all invoices and bank statements there.*

Public Relations Officer:

- Discussion on Setting Expectations for Communications between Meetings –
- Jeremy made a motion to allow Lisa to rent the venues down to our old rates to non-residents; Briana seconded; Mackenzie voted yes; Debbie voted no; and the motion was approved.
- Email Procedure – Mackenzie requested that Hawkize put our logo on emails they send out.

Events Committee Report:

- Amanda presented a Budget Breakdown for the whole year of proposed events
- Briana made a motion to approve the Events Committee proposed budget breakdown; Jeremy seconded; all in favor.
- Briana made a motion that Storage fees be paid out of the operating account and not out of the Winter Wonderland budget or Events budget; Debbie seconded; Mackenzie voted yes; and the Motion was approved.

Winter Wonderland Committee Report:

- Mary reported the anticipated budget breakdown as follows: \$14,500 to put up and take down WW; that does not include any repair;

- Lights on Town Hall are going to have to have new sockets and will probably cost \$500;
- the big tree in Founders will need new wire and new sockets and will cost \$800 – 1,000
- Went over survey from the residents and checked on pricing; All the things people said they would like to have in WW would come to close to \$4,000...mainly people wanted more lights.
- Committee explored option of renting Christmas items but it was very expensive
- We need new light bulbs for the Founders Christmas tree; basically \$100 a ball and we need 30 new balls for the tree; need to raise \$3,000.... would need to order those by Sept. 1; aiming for \$3,000 in donations; planning on applying for the HEB grant for \$1,000; they want to buy a new nativity for \$800; if we can get 30 residents to donate \$100 for the tree that would cover it.

#### Town Hall (TH) Improvement Committee

- Jeremy made a Motion to dissolve the Town Hall Improvement Committee; Briana seconded and all in favor.

#### DRB –

- Still no 3<sup>rd</sup> member for the DRB. They are going to start working on the pond and landscaping across the street from Savannah and it will be in 3 phases

### **6. Unfinished Business**

- Internet Comparison; Discussion ensued; Mackenzie made a motion to table the internet until we hear from Verizon with their proposal; Jeremy seconded and all in favor.
- Website & Logo Comparison; the Board considered first whether or not the logo needed to be updated and there was a split vote between the 4 board members present; Jeremy made a motion to table the discussion until next meeting when all 5 board members could discuss it in person, no electronic communication regarding Logo/website; Briana second and all in favor.

### **7. New Business**

Jeremy made a motion to open the floor for new business; seeing none, Jeremy made a Motion to adjourn at 8:40 PM – Briana seconded – all in favor.

Minutes submitted by: Briana Cooper on April 15, 2022

Minutes approved by: Briana Cooper, Mackenzie Payton, Jeremy Jones