

**Vintage Township HOA Regular Monthly Board Meeting
December 13, 2022 – 7:00 pm
Meeting Minutes**

1. Call to Order at 7:00 P.M. by President Chase Marberry

2. Establish quorum

- Board members present: Chase Marberry; Brad Phipps; Briana Cooper; John Russell; and Nick Bigham
- Property Manager present: Mackenzie Payton

3. Resident Comments

- Debbie Curti – expressed concerns regarding sidewalk in front of her house, especially when it is wet/slippy
 - John commented someone had the idea to do a French drain
 - We need to find a solution to that area of the sidewalk

4. Officer Reports

President's Report:

- Election of officers
 - Chase Marberry – President
 - Brad Phipps – Vice President
 - Briana Cooper – Secretary
 - John Russell – Treasurer
 - Nick Bigham – Sargent of Arms
- Announcement of Hiring of Helen Otto for HOA bookkeeping; Helen will resume the bookkeeping on an hourly basis
- Announcement of Hiring of Mackenzie Payton as HOA manager; the association signed an agreement with her regarding monthly fee and responsibilities
- Contract with Buildium
 - Coming Feb. 1, residents will have to login to Buildium and create a new account; all residents will receive an email with that information

Vice President Report:

- Brad is working on creating Board email addresses so the tasks/information/knowledge will carry over from one Board to the next and board members won't have to use their personal email addresses

Secretary Report:

- No report

Treasurer Report:

- Banking Resolution
 - The Board Members signed a written resolution for Chase & John to be the signatories on the checking account
- Change of Registered Agent to John Russell
 - Chase signed the Change of Registered Agent form and John will submit to the Secretary of State
 - John looked it up and we are in good standing with the Texas State Comptroller
- Financial Report
 - Operating Account \$62,336.97
 - Reserve Account \$223,608.58
 - [\$129,876 of that came from the City of Lubbock for tearing down our trees on 114th]
 - Venue Account \$26,791.86
 - Event Account \$14,138.50
 - Current Liabilities \$8,022.02
- Discussion of 10% of the Events Fee going to General Reserve Fund or Winter Wonderland Reserve
 - In Dec. 2020, the board decided, at the request of the events committee, to separate out the budget for Winter Wonderland and Events Committee and to take part of the Events budget and allocate it to Winter Wonderland. The Board knew the Christmas decorations were nearing the end so they allocated 10% of the monthly Events fee to go into the Winter Wonderland Reserve account to buy a new tree someday
 - When Hawkize came aboard, they just put that 10% of the Events Fee into the regular reserve fund but it was supposed to go into the Christmas reserve fund
 - John made a motion that we take the 10% Events Fee (from 2021 and 2022) and put that in a separate Winter Wonderland Reserves account as it was initially intended and passed; Briana seconded, all board members in favor and the motion was approved unanimously.
- Brad made a motion that \$1,000.00 from Events account get transferred to Winter Wonderland account [since the Winter Wonderland committee gave the Events Committee its \$1,000 gift card from HEB]; Nick seconded and all were in favor.

Sargent of Arms:

- Nick noted that his officer role is to keep order in the meetings.

5. Committee Reports

- No report
- Chase noted that the Board is open to hearing from people interested in being on the landscaping committee

6. Design Review Board

- No report

7. Old Business

- Pet Relief Stations – the Board previously ordered 10 pet relief stations; Mackenzie is getting pricing on installation and finding someone to install them

8. New Business

- LPL no longer manages the street lights as of 2020. Previously, SPEC had rejected switching because they did not want to maintain the street lights so now that VT is responsible for all maintenance and repairs for the lights, they may allow the switch; might be something to look into.
- Landscape Proposals
 - We have a proposal from our current Landscape company
 - Still seeking additional proposals
 - Chase and Mackenzie met with Mission Landscape today and they walked the property and Mission was going to put together a proposal
- There are some old pool chairs that are un-repairable and need to be hauled off
- The New pool chairs need to put in storage before inclement weather
- On the Pool – did the pumps ever get replaced? Did the pool get winterized?
 - Mackenzie needs to talk to Cheryl to see if the pool has been winterized and if the pumps that needed to be replaced got replaced
- Nick brought up whether or not we need to get neighborhood security; after some discussion, Nick and Chase said they would look into options further

- General Discussion on whether to have monthly meetings or quarterly meetings; we will stick to monthly meetings for now; next meeting will be in January 2023.

Brad made a motion to adjourn; Nick seconded and all in favor.

Minutes submitted by: Briana Cooper on December 21, 2022

Minutes approved by: All board members at the meeting on 1-10-23