

**Autumn Ridge Homeowners' Association
3rd Annual HOA Meeting Minutes
June 22, 2021 @ 6:09pm**

Board President Alton Ofczarak called the meeting to order at 6:09pm. The meeting was held at Oakwood Custom Homes located at 4060 Highway 6 South in College Station, TX 77845.

Attendees:	Proxies:
Alton Ofczarak – (2151, 2128, 2126, 2120, 2127, 2133, 2139, 2130, 2125, 2137, 2147 Mountain Wind Loop); Margarita & Jessica Palacios (2101); Karla Gonzalez Rivera (2156); Pam Dettwiler & Sara Ptomey (2109); Xochitl Flores (2154); Tabitha & Cody Browne (2143); Prentice Darnell (2105); Mallory Pfeifer (2160); Jason McPhee (2145); Raul Yanez (2149); Carrie Siatunuu (on behalf of 2162); Steffany Garza (2113); Jordan Mitchell (2115); Shaton Harris (2157); Veronica Correa (2129)	Mallory Pfeifer for Constance Allison (2162) Raul Yanez for Jonathan Ngyuen (2135), Blake McOnie (2155), Matthew Kennedy (2161); Donna Onloe (2153) Sara Ptomey for Sunil V. Segu (2107)

- **Welcome & Call to Order** – Quorum – Alton Ofczarak welcomed the group and called the meeting to order.
- **Review of Minutes from May 19, 2020 Meeting**
- **General Information -**
 1. Proxies were presented to Alton Ofczarak and April Theiss (HOA Coordinator).
 2. Alton Ofczarak provided an explanation of the HOA and current board members. Multiple homeowners asked questions regarding the HOA, its functions, bylaws and Covenants, Conditions & Restrictions, as well as the role of the management company. Roles of Board of Directors and Board of Officers was also discussed.
 3. Alton Ofczarak explained which areas are considered part of the Homeowners' Association property (such as the drainage pond) as well as city easements.
- **Open Forum –**
 1. Question was asked as to how many lots included in subdivision – total of 43 lots.
 2. Homeowners requested contact information for fellow homeowners be provided.
 3. Several homeowners raised concerns regarding communications from Management Company not being received, such as meeting notices, etc. Initial communications from Brazos Valley Management to new homeowners were not clear and homeowners were unaware BVM was the HOA management company.
 4. Homeowners recommended a more formal process be implemented to welcome new homeowners and provide HOA information (ex. Welcome letter/packet).
- **2021 Budget -**
 1. Ofczarak asked attendees to review the budget and balance sheets.
 2. Questions regarding what common area maintenance entails, management fees, insurance, and domain registration were asked by homeowners. Ofczarak replied that we have an individual that is contracted to take care of common area maintenance and the management fee is what Brazos Valley Realty charges annually for HOA

management. April Theiss answered the domain question by stating that there is a website under construction as of this week for the HOA to be able to access legal documents, announcements, payment portals, etc. The domain charge on the budget is the annual fee for the website. Theiss also stated that as of two weeks ago the HOA has general liability insurance, and the annual fee for it is \$681.

3. Homeowners/proxies requested that a copy of the general liability insurance be given to each homeowner and that at least two more quotes for insurance should be presented before a final policy is decided. The current insurance will remain in effect until that decision is made.
 4. Homeowners/proxies also requested 3 quotes for a lawn maintenance service be conducted to decide on a lawn maintenance service to maintain the common areas.
 5. Homeowners/proxies requested financials for calendar years 2019, 2020 and 2021.
- **HOA Dues**
 1. Current HOA fee is \$150/year.
 2. Homeowners/proxies asked if HOA fees were current. Ofczarzak/Theiss replied that two homeowners are past due but have made arrangements to pay.
 3. Discussion of potential fee increase was tabled until the Board of Directors have had an opportunity to review requested bids and historical financials.
 - **Maintenance of Houses & Lots** – discussion tabled until the next meeting.
 - **Renewing Management Contract with Brazos Valley Realty** – decision was tabled until the next meeting.
 1. Homeowners/proxies suggested soliciting three quotes for HOA Management contract
 - **Board of Directors Election-**
 1. Alton Ofczarzak presented the need to vote for Board of Directors and the number of individuals that should make up the Board. After discussion amongst the homeowners/proxies, Ofczarzak motioned for a vote. Those in attendance voted in favor of five board of directors.
 2. Individuals interested in becoming a member of the Board of Directors introduced themselves to homeowners/proxies in attendance. Motion was made to vote, all in attendance voted in favor (unanimous decision). New Board of Directors voted in are as follows:
 - a. Alton Ofczarzak – Oakwood Builders (developer)
 - b. Cody Brown – 2143 Mountain Wind Loop
 - c. Raul Yanez – 2149 Mountain Wind Loop
 - d. Karla Gonzalez – 2156 Mountain Wind Loop
 - e. Jason McPhee – 2145 Mountain Wind Loop
 3. Newly elected Board of Directors determined the election of Board of Officers be held immediately during this meeting. Pam Dettwiler was nominated for President, Xochitl Flores was nominated for Vice President, Jessica Palacios was nominated for Secretary, and Jordan Mitchell was nominated for Treasurer. Jason McPhee motioned for a vote; Raul Yanez seconded. Homeowners/proxies in attendance voted in favor (unanimously). Board of Officers were elected as follows:
 - a. President- Pam Dettwiler – 2109 Mountain Wind Loop
 - b. Vice President- Xochitl Flores – 2154 Mountain Wind Loop
 - c. Treasurer- Jordan Mitchell – 2115 Mountain Wind Loop

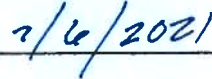
d. Secretary- Jessica Palacios – 2101 Mountain Wind Loop

- **Action Items/New Business-** The following list of action items and new business will be addressed in an email by Autumn Ridge HOA and sent out to homeowners:
 1. Board of Directors meeting was decided to be held at a different date until financials, quotes, etc. are reviewed.
 2. McPhee motioned the Board of Directors Meeting be held the 2nd Tuesday of each month at 6pm at President Pam Dettwiler's home at 2109 Mountain Wind Loop. Yanez seconded. The Board of Directors will determine when the next general meeting will be for the HOA.
 3. The idea of having a way for the homeowners to easily communicate about HOA and community issues was presented (such as NextDoor and a private Facebook Group). Secretary Palacios was asked to create the Facebook Group for communications, updates, and postings.
 4. Theiss was asked to email all homeowners a copy of the liability insurance policy. Theiss will also email all directors and officers needed contact information and any requested documents. Once the website is developed, Theiss will notify all homeowners as well.
 5. Theiss was asked to please ensure emailing from personal email to ensure delivery of emails to homeowners and to avoid confusion. Theiss will use her personal email for any future electronic correspondence.
 6. Karla Gonzalez requested plat map to determine maintenance.
 7. Provide financials to Board of Directors for calendar year 2019, 2020 and 2021.

Motion to adjourn the meeting was made by Margarita Palacios, seconded by Raul Yanez.
Annual meeting was officially adjourned by Alton Ofczarzak at 7:18 pm.



President, HOA of Autumn Ridge



Date

Autumn Ridge HOA 3rd Annual Meeting Sign-In Sheet

Meeting location: Oakwood Custom Homes, 4060 Highway 6 South, College Station, TX 77845

Date and Time: June 22, 2021 at 6:00pm

Welcome! Thank you for coming. Please sign in below:

Print Name	Unit(s) #	Signature
Alton Ofczarzak	2151 2120, 2121 , 2127, 2133 2139, 2130, 2125, 2137, 2147	
Margarita Jessica Palacios	201 Mountain Wind Loop	
KARLA J PROZAZA ZUERA	2156 MOUNTAIN WIND LOOP	
Pam Dettwiler	2109 Mountain Wind Loop	
SARA Plomey	2109 Mtn Wind hp	
Kochi Flores	2154 Mtn Wind hp	
Tabitha and Cody Browne	2143 Mt wind loop	Tabitha Browne
Prentice Darnell	2105 Mountain Wind/loop	
Mallory Pfeifer	2100 Mountain Wind Loop	
Jason McPhee	2145 Mountain Wind Loop	
Roch Yanez	2149 Mountain Wind Loop	
Carrie Siaturua	2162 Mountain Wind Loop	
Steffany Garza	2113 Mountain Wind Loop	
Jordan Mitchell	2115 Mountain Wind Loop	
Shaton Harris	2157 Mountain Wind Loop	
Veronica Correa	2129 Mountain Wind Loop	

Autumn Ridge Homeowners' Association
(979) 690-1504

PROXY FORM

One Homeowner per lot may vote on Association business. Any Homeowner wishing to vote by proxy must complete this form. This form may be mailed to the address below or given either to a neighbor who will attend or to any current Board Member prior to the meeting being held on June 22, 2021. Proxy forms received after such meeting will not be accepted.

Note: By not returning this proxy or not attending a meeting of the Association, your vote regarding Association business defers to the Board of Directors.

CONSTANCE L. ALLISON
Name

2162 MOUNTAIN WIND LN BRYAN, TX 77809
Address(es)

Number of Votes (each lot owner is allowed one vote): _____

Check only one of the following:

- I assign Mallory Pfeifer authorization to vote on my behalf on all items put to a vote by the Homeowners' Association during the June 22, 2021 meeting.
- I assign the Autumn Ridge Board of Directors the authority to vote on my behalf regarding Association matters during the June 22, 2021 meeting.

This form must be presented during the HOA meeting at the time of voting.

Please mail to: Autumn Ridge Homeowners' Association
4060 State Highway 6 South
College Station, TX 77845

Or Email to: apriltheiss01@yahoo.com

Autumn Ridge Homeowners' Association
(979) 690-1504

PROXY FORM

One Homeowner per lot may vote on Association business. Any Homeowner wishing to vote by proxy must complete this form. This form may be mailed to the address below or given either to a neighbor who will attend or to any current Board Member prior to the meeting being held on June 22, 2021. Proxy forms received after such meeting will not be accepted.

Note: By not returning this proxy or not attending a meeting of the Association, your vote regarding Association business defers to the Board of Directors.

Jonathan Nguyen
Name

2135 Mountain Wind Loop Bryan TX 77807
Address(es)

Number of Votes (each lot owner is allowed one vote): 1

Check only one of the following:

- I assign Raul Yanez authorization to vote on my behalf on all items put to a vote by the Homeowners' Association during the June 22, 2021 meeting.
- I assign the Autumn Ridge Board of Directors the authority to vote on my behalf regarding Association matters during the June 22, 2021 meeting.

This form must be presented during the HOA meeting at the time of voting.

Please mail to: Autumn Ridge Homeowners' Association
4060 State Highway 6 South
College Station, TX 77845

Or Email to: apriltheiss01@yahoo.com

Autumn Ridge Homeowners' Association
(979) 690-1504

PROXY FORM

One Homeowner per lot may vote on Association business. Any Homeowner wishing to vote by proxy must complete this form. This form may be mailed to the address below or given either to a neighbor who will attend or to any current Board Member prior to the meeting being held on June 22, 2021. Proxy forms received after such meeting will not be accepted.

Note: By not returning this proxy or not attending a meeting of the Association, your vote regarding Association business defers to the Board of Directors.

Blake Monie

Name

2155 Mountain Wind Loop, Bryan

Address(es)

Number of Votes (each lot owner is allowed one vote): 1

Check only one of the following:

- I assign Raul Yang authorization to vote on my behalf on all items put to a vote by the Homeowners' Association during the June 22, 2021 meeting.
- I assign the Autumn Ridge Board of Directors the authority to vote on my behalf regarding Association matters during the June 22, 2021 meeting.

This form must be presented during the HOA meeting at the time of voting.

Please mail to: Autumn Ridge Homeowners' Association
4060 State Highway 6 South
College Station, TX 77845

Or Email to: apriltheiss01@yahoo.com

Autumn Ridge Homeowners' Association
(979) 690-1504

PROXY FORM

One Homeowner per lot may vote on Association business. Any Homeowner wishing to vote by proxy must complete this form. This form may be mailed to the address below or given either to a neighbor who will attend or to any current Board Member prior to the meeting being held on June 22, 2021. Proxy forms received after such meeting will not be accepted.

Note: By not returning this proxy or not attending a meeting of the Association, your vote regarding Association business defers to the Board of Directors.

Matthew Kennedy
Name

2161 Mountain Wind Loop
Address(es)

Number of Votes (each lot owner is allowed one vote): 1

Check only one of the following:

- I assign Raul Yanerz authorization to vote on my behalf on all items put to a vote by the Homeowners' Association during the June 22, 2021 meeting.
- I assign the Autumn Ridge Board of Directors the authority to vote on my behalf regarding Association matters during the June 22, 2021 meeting.

This form must be presented during the HOA meeting at the time of voting.

Please mail to: Autumn Ridge Homeowners' Association
4060 State Highway 6 South
College Station, TX 77845

Or Email to: apriltheiss01@yahoo.com

Autumn Ridge Homeowners' Association
(979) 690-1504

PROXY FORM

One Homeowner per lot may vote on Association business. Any Homeowner wishing to vote by proxy must complete this form. This form may be mailed to the address below or given either to a neighbor who will attend or to any current Board Member prior to the meeting being held on June 22, 2021. Proxy forms received after such meeting will not be accepted.

Note: By not returning this proxy or not attending a meeting of the Association, your vote regarding Association business defers to the Board of Directors.

Anna Inloe

Name

2153 Mountain Wind Loop

Address(es)

Number of Votes (each lot owner is allowed one vote): 1

Check only one of the following:

- I assign *Rachel Yarey* authorization to vote on my behalf on all items put to a vote by the Homeowners' Association during the June 22, 2021 meeting.
- I assign the Autumn Ridge Board of Directors the authority to vote on my behalf regarding Association matters during the June 22, 2021 meeting.

This form must be presented during the HOA meeting at the time of voting.

Please mail to: Autumn Ridge Homeowners' Association
4060 State Highway 6 South
College Station, TX 77845

Or Email to: apriltheiss01@yahoo.com

Autumn Ridge Homeowners' Association
(979) 690-1504

PROXY FORM

One Homeowner per lot may vote on Association business. Any Homeowner wishing to vote by proxy must complete this form. This form may be mailed to the address below or given either to a neighbor who will attend or to any current Board Member prior to the meeting being held on June 22, 2021. Proxy forms received after such meeting will not be accepted.

Note: By not returning this proxy or not attending a meeting of the Association, your vote regarding Association business defers to the Board of Directors.

Sunil V. Segu
Name

2107 Mountain Wind Loop, Bryan, TX 77807
Address(es)

Number of Votes (each lot owner is allowed one vote): 1

Check only one of the following:

- I assign Sara Plomey authorization to vote on my behalf on all items put to a vote by the Homeowners' Association during the June 22, 2021 meeting.
- I assign the Autumn Ridge Board of Directors the authority to vote on my behalf regarding Association matters during the June 22, 2021 meeting.

This form must be presented during the HOA meeting at the time of voting.

Please mail to: Autumn Ridge Homeowners' Association
4060 State Highway 6 South
College Station, TX 77845

Or Email to: apriltheiss01@yahoo.com

Autumn Ridge HOA 2021 Notes

- Began introductions at 6:04pm
- Began official meeting at 6:09 pm
- Discussion of what the HOA does and who are current Board of Director members and their roles, and if they are homeowners within the subdivision
- Proxies were presented by homeowners
- Insurance policy was requested to be sent to homeowners and homeowners requested that two more quotes for liability insurance be conducted and the insurance quotes be sent to all homeowners for approval before a final liability policy is decided upon
- Requested 3 more quotes for lawn maintenance service be requested and quotes sent to board for approval
- Discussed need for elections of Board of Directors and Board of Officers
- Need for 5 board of directors voted on, 78% approval
- Voting on Board of Directors conducted. Unanimous approval. Alton Ofczarzak 11 lots, Cody Brown 2143, Raul Yanez 2149, Karla Gonzalez 2156, Jason McPhee 2145.
- Asked if voting on activity meeting would be an interest. Decided would be best later at a different meeting.
- Decision to vote on officers next is made. Pam Dettweiler asked to be nominated for President, Xochitl Flores and Alton Ofczarzak asked to be nominated for Vice President, Jessica Palacios nominated to be Secretary, Jordan Mitchell nominated for Treasurer.
- McPhee motioned; Raul seconded. Unanimous decision. Board has approved new officers.
- McPhee says a new meeting needs to be made in a quarter to review budgets, see if dues need to be increased, what financials need to be changed.
- Raul seconds that the Board of Directors meeting be postponed until financials are reviewed.
- Nextdoor or a Facebook group was brought to the table for communication and homeowner notices. Jessica Palacios asked to create the Facebook group and Nextdoor for communication and postings.
- McPhee motions 2nd Tuesdays at 6pm of each month be made a Board of Director meeting at 2109 Mountain Wind (Pam Dettweiler's home). Raul seconds. The Board of Directors will determine when the next general meeting will be for the HOA.
- Meeting officially adjourned at 7:17pm

Annual Budget - Comparative

Exported On: 06/22/2021 03:47 PM

Properties: Autumn Ridge HOA - 4060 State Hwy 6

As of: Jun 2021

Additional Account Types: None

Accounting Basis: Cash

Account Name	MTD Actual	MTD \$ Var.	YTD Actual	YTD \$ Var.
Income				
Prepayments	300.00	300.00	-750.00	-750.00
Transfer Fee	100.00	100.00	200.00	200.00
Association Income	236.10	236.10	5,108.73	5,108.73
Total Operating Income	636.10	636.10	4,558.73	4,558.73
Expense				
BANDWIDTH	0.00	0.00	37.88	-37.88
DOMAIN REGISTRATION	0.00	0.00	16.24	-16.24
Insurance	0.00	0.00	681.00	-681.00
Legal and Professional	0.00	0.00	225.68	-225.68
Management fees	0.00	0.00	2,400.00	-2,400.00
Common Area Maintenance	129.90	-129.90	519.60	-519.60
Total Operating Expense	129.90	-129.90	3,880.40	-3,880.40
Total Operating Income	636.10	636.10	4,558.73	4,558.73
Total Operating Expense	129.90	-129.90	3,880.40	-3,880.40
NOI - Net Operating Income	506.20	506.20	678.33	678.33
Total Income	636.10	636.10	4,558.73	4,558.73
Total Expense	129.90	-129.90	3,880.40	-3,880.40
Net Income	506.20	506.20	678.33	678.33

Autumn Ridge Homeowners' Association

AGENDA

- Welcome and Call to Order from Alton Ofczarzak, President
- General Information
- Open Forum
- 2021 Budget
- HOA Dues (and potential increase), Fees, and Fees for Violations
- Maintenance of Houses and Lots
- Renewing Management Contract with Brazos Valley Realty
- Action Items/New Business-Election of Officers
- Other Business
- Adjournment

Current Nominee for the open Treasurer and Secretary Positions are:

April Theiss (current HOA Coordinator for Brazos Valley Realty)

Autumn Ridge Homeowners' Association

AGENDA

- Welcome and Call to Order from Alton Ofczarzak, President
- General Information
- Open Forum
- 2021 Budget
- HOA Dues (and potential increase), Fees, and Fees for Violations
- Maintenance of Houses and Lots
- Renewing Management Contract with Brazos Valley Realty
- Action Items/New Business-Election of Officers
- Other Business
- Adjournment

Parking

3-BID YARD

Current Nominee for the open Treasurer and Secretary Positions are:

April Theiss (current HOA Coordinator for Brazos Valley Realty)

letter send out for owners
welcome letter -
Notice letter

Rules:

Portal Bylaws

Billout website →

Asheville

Annual Budget - Comparative

Exported On: 06/22/2021 03:47 PM

Properties: Autumn Ridge HOA - 4060 State Hwy 6

As of: Jun 2021

Additional Account Types: None

Accounting Basis: Cash

Account Name	MTD Actual	MTD \$ Var.	YTD Actual	YTD \$ Var.
Income				
Prepayments	300.00		750.00	-750.00
Transfer Fee	100.00		200.00	200.00
Association Income	236.10		5,108.73	5,108.73
Total Operating Income	636.10		4,558.73	4,558.73
Expense				
BANDWIDTH	0.00		37.88	-37.88
DOMAIN REGISTRATION	0.00		16.24	-16.24
Insurance	0.00		681.00	-681.00
Legal and Professional	0.00		225.68	-225.68
Management fees	0.00		2,400.00	2,400.00
Common Area Maintenance	129.90		519.60	-519.60
Total Operating Expense	129.90		3,880.40	-3,880.40
Total Operating Income	636.10		4,558.73	4,558.73
Total Operating Expense	129.90		3,880.40	-3,880.40
NOI - Net Operating Income	506.20		678.33	678.33
Total Income	636.10		4,558.73	4,558.73
Total Expense	129.90		3,880.40	-3,880.40
Net Income	506.20		678.33	678.33

Balance Sheet

Properties: Autumn Ridge HOA - 4060 State Hwy 6 South College Station, TX 77845

As of: 06/30/2021

Accounting Basis: Cash

Account Name	Balance
ASSETS	
Cash	
Operating Cash	3,316.47
Total Cash	3,316.47
TOTAL ASSETS	3,316.47
LIABILITIES & CAPITAL	
Liabilities	
Total Liabilities	0.00
Capital	
Calculated Retained Earnings	-1,721.67
Calculated Prior Years Retained Earnings	5,038.14
Total Capital	3,316.47
TOTAL LIABILITIES & CAPITAL	3,316.47