

**Autumn Ridge Homeowners' Association
5th Annual HOA Meeting Minutes
December 19, 2023 @ 7:07pm**

The meeting was held at 2145 Mountain Wind Loop, Bryan, TX 77807.

Attendees:	Proxies:
Jason McPhee (2145), Cody Browne (2143), Stephen Johnson (2121), Jordan Mitchell (2115), Prentice Darnell (2105), Matthew Kennedy (2161), Elizabeth Johnson (2121), Jessica Palacios (2101), Shelby Nguyen (2135) Raul Yanez (2149), Sherri Byron (2137)	Jason McPhee for Xochitl Flores (2154) Jessica Palacios for Karla Gonzalez (2156)

- **Welcome & Call to Order** – Jason McPhee welcomed the group and called the meeting to order.
- **Discussion of Elections**
 1. All Officer positions are open and 4 director positions
- **Review of Financials – Jordan Mitchell –**
 1. Bank account balance is \$1,715
 2. 8 residents have not paid 2023 HOA dues
 3. Need to improve communications when the HOA dues need to be paid.
 4. Working with property management company to improve process.
 - In the past the property management company has not been as proactive or timely in the past
 - Spoke with new admin regarding process and we are hopeful the process will improve.
 - Dues help pay for the liability insurance, landscaping of general areas, property management fee and maintenance of the retention pond

Q: Will there be any increase in the cost of dues?

A: Not at this time.

- **Open Forum –**
 1. Concern that the retention pond grassy area has not been mowed in some time. The landscaper indicated that the retention pond was not in his contract. Due to the fact that most of the general areas are mowed by residents or their respective landscapers, we have ended the contract with the landscaper. **Action Item:** We will be looking for a new landscaper to maintain the retention pond.
 2. Concern that empty lots are not being maintained by the owner. **Action Item:** Need to contact owner to request empty lots be mowed.
 3. Discussion of dead tree - the issue of the dead tree that is encroaching on a resident's back yard but the tree sits on the Autumn Lake side of the property line. Autumn Lake has indicated the death of the tree is the fault of the developer/builder (RNL) and there is no consensus on how to address/remove the tree and who will be responsible for the removal cost. Current debate is who is responsible to cut down the tree. **Action Item:** Will have property management company reach out to Autumn Lake HOA to address.

- **General Information -**
 1. Proxies were presented for Xochitl Flores and Karla Gonzalez.
 2. Provided an explanation of the HOA and the roles of the Board of Directors and Officers.

- **Election of Board of Directors and Officers -**
 1. Nominations:
 - a. President
 - i. Jason McPhee
 - ii. Jordan Mitchell
 - b. Vice President
 - i. Xochitl Flores
 - c. Secretary
 - i. Jessica Palacios
 - d. Treasurer
 - i. Raul Yanez
 - ii. Jordan Mitchell
 - e. Director
 - i. Position #1
 1. Shelby Nguyen
 2. Elizabeth Johnson
 - ii. Position #2
 1. Prentice Darnell
 - iii. Position #3
 1. Jason McPhee
 2. Individuals interested in becoming a member of the Board of Directors or Officer introduced themselves to homeowners/proxies in attendance.
 3. All in attendance voted via paper ballot. New Board of Directors and Officers voted in are as follows:
 - a. Director - Shelby Byron – 2137 Mountain Wind Loop
 - b. Director - Prentice Darnell – 2105 Mountain Wind Loop
 - c. Director - Jason McPhee - 2145 Mountain Wind Loop
 - d. President – Jordan Mitchell – 2115 Mountain Wind Loop
 - e. Vice President – Xochitl Flores – 2154 Mountain Wind Loop
 - f. Secretary – Jessica Palacios – 2101 Mountain Wind Loop
 - g. Treasurer – Raul Yanez – 2149 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. Solicit bids for landscaper to maintain retention pond.
 2. Contact empty lot owner to request lots be mowed.
 3. The property management company will contact Autumn Lake HOA to address dead tree.

Motion to adjourn the meeting was made by Raul Yanez, seconded by Jason McPhee. Annual meeting was officially adjourned at 8:10pm.
