

**Minutes of the Regular Meeting of
The Board of Directors of the
Peninsula at Mystic Shores Property Owners Association
November 26, 2012**

The regular meeting of the Board of Directors of the Peninsula at Mystic Shores Property Owners Association, a Texas nonprofit corporation (the "Association"), was held at the Rolleg residence, 734 Arthur Court, Spring Branch, Texas 78070, pursuant to call by the President of the Association.

Directors Present: Marty Rolleg, Greg Petsch, and Ann Gibson.

Also Present: Steve Brown of Association Management Services, and residents Gary Kasch, Babara Rolleg and Pam Miller.

Call to Order: The meeting was called to order at 10:12 a.m., with the President being in the chair and the Recording Secretary present. The President determined that there was a quorum present.

Introduction and Opening Remarks: Mr. Rolleg welcomed all of those present.

NEW BUSINESS:

2013 Budget: Mr. Petsch spoke to a budget that had been distributed in advance of the meeting. Upon discussion, it was moved, seconded and unanimously approved to accept the budget as corrected; motion carried. It was resolved as follows:

RESOLVED, that the assessment rate for 2013 will be \$550 per year; and

RESOLVED, that the assessment rate will be billed annually and become due on January 1st; and

RESOLVED, that the proposed 2013 operating budget for the Association, attached hereto as Exhibit A ("budget"), is approved as the 2013 budget guidelines for the Association; and

RESOLVED, that the budget may be amended from time to time as determined by the Association's Board of Directors and shall not constitute a limitation on the power and authority of the Association's officers and Board of Directors to conduct the activities of the Association in accordance with the Association's Articles of Incorporation and Bylaws.

Maintenance Items: Mr. Kasch offered that a bid had been obtained for pest control, but that the bid was extremely high. Mr. Kasch asked Mr. Brown to try and obtain another bid for service. This item was tabled pending obtaining another bid. Painting of the gates was discussed, but it was decided to defer this maintenance item until 2014, and then include in the budget for 2014.

COMMITTEE REPORTS:

Social Committee: Mrs. Miller offered that the date had been chosen for the annual meeting. The meeting will be held on April 27, 2013, at 10:00 a.m., at the North Shore United Methodist Church. No food will be served this year.

Holiday Party invitations were mailed out to the entire membership. Forty four people have subsequently signed up to attend this social event.

Conservation Committee: Mr. Rolleg shared that the most current deer census has been completed and submitted to Rufus Stevens for consideration. The committee is currently awaiting the results. It would appear that some deer remediation will be needed on the south side of 306. It has been determined that this costs \$175 per head. More details will be shared upon receipt of the recommendations of Mr. Stevens.

ACC: Mrs. Rolleg shared that there are currently four new homes under construction. All is going well with these homes.

Newsletter: Mrs. Magana, the chair was not able to attend this meeting. However, it was discussed that an email blast and newsletter article should be prepared about not blowing grass into the streets when servicing a property. This article should also mention the gate beautification project. This information will be provided to Mrs. Magana for consideration.

Adjourn to Executive Session: The Board then adjourned to executive session at 11:50 a.m.

Reconvene from Executive Session: The Board reconvened the meeting from executive session at 11:57 a.m.

Summary of Executive Session: Mr. Rolleg relayed that two accounts had reached a point where the Association had exhausted its internal collection efforts. It was moved and seconded to allow management to refer these two accounts to the Association attorney to further the collection efforts of the Association; motion carried.

Adjournment: There being no further business, the meeting adjourned at 12:05 p.m.



Steven H. Brown, Recording Secretary

PENINSULA AT MYSTIC SHORES
PROPERTY OWNERS ASSOCIATION
2013 BUDGET

	9/30/12 ACTUAL 2012	BUDGET 2013
REVENUES:		
OPERATING INCOME		
Assessment - Homeowner \$550	\$140,894	\$141,350
Late Fees/Interest/Other	\$7,195	\$5,000
TOTAL INCOME	\$148,089	\$146,350
EXPENSES:		
ADMINISTRATIVE EXPENSE		
Office Supplies	\$118	\$200
Postage	\$848	\$1,200
Printing	\$659	\$900
Permits/Recording Fees	\$24	\$100
Management Fees	\$7,156	\$9,468
Bank Fees	\$10	\$50
Accounting Fees	\$725	\$750
Legal Fees	\$1,803	\$2,000
Professional Fees	\$3,627	\$5,000
Collection Fees	\$50	\$100
Subtotal	\$15,020	\$19,768
ENTRANCE GATES		
Gates - Maintenance	\$1,034	\$6,203
Gates - Supplies/Repairs	\$9,273	\$12,542
Gates - Telephone	\$642	\$750
Guardhouse Maintenance/Repairs	\$25	\$2,100
Subtotal	\$10,974	\$21,595
TAXES		
Taxes - Property/Franchise	\$125	\$200
Subtotal	\$125	\$200
UTILITIES		
Electricity	\$956	\$1,600
Water	\$2,410	\$1,650
Subtotal	\$3,366	\$3,250
GROUNDS MAINTENANCE		
Grounds - Improvements	\$5,404	\$11,662
Grounds Maintenance	\$11,496	\$12,470
Grounds - Irrigation	\$92	\$1,000
Grounds - Streets	(\$400)	\$1,600
Grounds - Lighting/Electrical	\$0	\$785
Grounds - Signage	\$0	\$200
Grounds - Pest Control	\$0	\$600
Grounds - Well/Walls/Fences	\$11,121	\$1,000
Subtotal	\$27,713	\$29,317
OTHER		
Bad Debt Expense	\$150	\$0
Subtotal	\$150	\$0
OTHER		
Social/Welcome Committee	\$585	\$1,500
Conservation Committee	\$0	\$800
Neighborhood Watch Committee	\$0	\$1,500
Subtotal	\$585	\$3,800
INSURANCE		
Property	\$5,730	\$5,900
Director and Officers	\$1,764	\$1,820
Subtotal	\$7,494	\$7,720
RESERVES		
Transfer to Reserves	\$63,000	\$51,400
Major R&R Expense	\$14,312	\$9,300
Subtotal	\$77,312	\$60,700
TOTAL EXPENSES	\$142,739	\$146,350
NET CASH IN (OUT)	\$5,350	\$0

Approved by the Board of Directors November 26, 2012.
This replaces all previously published budgets