

Minutes of the Annual Meeting of
The General Membership of the
Peninsula at Mystic Shores Property Owners Association
April 14, 2018

The annual meeting of the General Membership of the Peninsula at Mystic Shores Property Owners Association, a Texas non-profit corporation (the "Association") was held at the Mystic Shores Community Center, 25801 FM 306, Spring Branch, Texas 78070, pursuant to a call by the President of the Association.

Directors Present: Gary Kasch and Steve Broadaway in person, and Jackie Kiehm by phone.

Also Present: Camille Belcher represented FirstService Residential and recorded the minutes. FirstService Residential's Community Administrator, Elizabeth Sandoval, and Community Manager, Nancy Bowling, assisted at the registration table.

Call to Order: President Gary Kasch called the meeting to order at 10:00 AM

Quorum: 44 homeowners were present in person or by proxy, so the quorum of 10 % (26 homeowners) was met.

Affirmation of Notice: The notice for the meeting stating the place, date, and hour was delivered by written communication addressed to the members at their last known address, as required by the Bylaws.

Introduction and Opening Remarks: Mr. Kasch, President, chaired the meeting for the Association.

Approval of Minutes: The minutes from the April 15, 2017 annual meeting of the general membership were presented. It was moved and seconded to approve the minutes as submitted, and the motion was approved unanimously.

President's Report: Mr. Kasch reported there was no assessment increase in 2018, but, as reported at the 2017 Annual Meeting, assessments are schedule to increase by 10% to \$660 for 2019. He reported that approximately \$250 of the \$600 yearly assessment yearly is placed in a reserve fund each year for future road maintenance. Reserve transfers, as a percent of revenue, has been approximately 40% for the last three years (40.1% in 2016, 41.3% in 2017, and, and 40.13% in 2018).

In 2017 the security system at the gates was updated with the installation of 7 new cameras, a DVR, other associated equipment, and a one year contract for a DVR / Camera Monitoring Service (total cost = \$13,715.17). Since the security system was not part of a previous Reserve Study, the funding for it had to be paid for from the Operational Budget. However, there was not enough money in the 2017 Operational Budget to cover the entire expense in 2017, so the security system was initially paid for with a "loan" from reserves, with the following 2-year reserve payback plan established: 1) \$10,162.96 from actual 2017 committee savings, and 2) the remaining \$3,552.21 from projected 2018 committee savings.

The Board has contracted with Global Solutions Partners, Reserve Study professionals, to develop and update the Peninsula's current reserve study that was done in February 2015. Assets were added to the reserve that were not part of the previous study. The Engineering Study of roads performed by Coyle-SDA in November 2014 was used as one source for this update. A draft of the new Reserve Fund Study has been received and is currently being reviewed.

FirstService Residential Presentation - Ms. Belcher explained the role of FirstService Residential Management Company and the Board:

- a) The Board of Directors' Role is to plan for the future of the Association, approve budgets and contracts, determine assessment rates, establish committees, and adopt policies and rules.
- b) FirstService Residential stays informed of legislative changes, industry advances and advises the Board; carries out the decisions of the Board; facilitates meetings; prepares a draft budget for Board approval, acts as the resident liaison; assists with the Association's operations to the Board and to the community at large; and performs administrative duties including accounts payable and receivable, coordination with vendors, and CC&R enforcement.

Election / Floor Nominations – Ms. Belcher announced that one position on the Board is expiring (currently held by Jackie Kiehm). Gary Kasch thanked Jackie Kiehm for her years of service and announced that one candidate, Jana Kovar, is on the ballot for this election. Gary Kasch called for any nominations from the floor, but there were none. Owners cast their ballots, and representatives from FirstService Residential began counting them.

Financial Presentation - Steve Broadaway presented a comparison of the 2018 budget to 2017 budget, and the 2017 actual expenses. Actual income in 2017 was greater than predicted (by \$13,818) which was attributed to the fees associated with new home builds. The actual operational expenses were less than budgeted due to community volunteer effort, allowing \$13,840 extra to be transferred to Reserves. The net income (Income minus expenses including Reesve transfers) was a positive \$10,163.

Committee Updates:

Maintenance Committee - Betsy Kasch, chair of the Maintenance Committee, introduced the committee members (Doug Digman, Duane Weldon, Bill Wyman), the Board liaison (Steve Broadaway), presented accomplishments to date, and identified objectives for the coming year. One significant accomplishment during 2017 was the telephone system update with the DoorKing DKS Cellular equipment eliminating kiosk connectivity issues and allowing long distant numbers. Betsy announced that with the help of volunteers, the maintenance committee realized about a \$9000 savings from the 2017 Maintenance budget.

Architectural Control Committee (ACC) -Jesse Solis gave the report for Bruce Frey, the ACC chair, and introduced the other committee members (Bob Wentz, Ralph Thompson, Bruck Koenig, and Charlie Kahn). Jesse announced there are currently 59 homes in Peninsula at Mystic Shores, 9 more under construction, and about 20 additional applications have been received and are pending a decision. He also said that several renovation/addition projects are in progress. Jesse announced that the latest version of Architectural Guidelines, Verison 3.3, has been posted on www.peninsulapoa.com. He said that there were some minor updates to the builder bond requirements (The builder bond fee was increased to \$1,500 and a new fine schedule was issued). Owners can apply for builder and vendor codes, which will open the gates from 7 am to 7 pm, 6 days a week.

Neighborhood Watch Committee (NHW) – Marty Rolleg, chair of the NHW, introduced the committee members (Steve Broadaway, Barry Carpenter, Clay Crum, Steve Diamond, Bruce Koenig, Kearney Morgan, Greg Petsch, and Tom Prosch) and liaisons (Gary Kasch is the Board liaison and Doug Digman is the Maintenance Committee liaison). Marty stated that committee members attend 2 to 3 Mystic Shores NHW meetings a year and attend Peninsula NHW meetings, as needed. Mr. Rolleg spoke about the Neighborhood Watch function and he advised that if owners will be away from their homes for an extended period, they can contact the Sheriff's office and ask them to make extra rounds to check on their homes. Mr. Rolleg also advised that feral hogs have been coming in packs and have done much damage to owners' yards. Efforts to trap them had been successful in years past, but not recently. So Peninsula at Mystic Shores contracted with Muddy Ruckus to

perform a new method of capturing the hogs. Mystic Shores POA has also signed on and will pay their portion of the cost. Owners are asked to stop using their deer feeders so the trapping company can attract the hogs to their feeding area.

Social Committee - Maria Broadway, chair of the Social Committee, introduced the committee members (Gail Morgan, Judy Hall, Lucy Huff, Betsy Kasch, Sue Koenig, Becky Newman, Jan Prosch, Karen Wentz, and Kathy Sawicki), and Board liaison (Jackie Kiehm). Maria announced that in 2017 the committee welcomed 12 new families to the Peninsula; provided meals and support to assist neighbors in times of grief or illness; hosted a Wine and Cheese Welcome Party; set up Christmas decorations; hosted the annual neighborhood Christmas Party, and assisted with annual meeting preparations.

Communications Committee - Famia J. Magana, chair of the Communications Committee, reported that she coordinates with chairs of the Web and Social Committee; maintains the property owner electronic contact list for e-blasts; added 20 new contacts to, and deleted 15 contacts from. the contact list; and sent out 11 e-blasts since April 2017. She informed the group that if owners wish to opt out or update contact information, requests should be addressed to: ThePeninsulaMail@gmail.com.

Website Committee - Paula Rieker, chair of the Website Committee, reported that updates have been done to the website. She also presented statistics that showed significant increase in site views/hits from 10,219 in 2016 to 11,737 IN 2017.

Election Results: Jana Kovar was elected to the Board and will serve a three-year term.

Adjourn: There being no further business, the meeting was adjourned at 11:35 am.

Minutes submitted by Camille Belcher, Recording Secretary