



Meeting Minutes
Board of Directors of Creekwood Property Owners Association
31 January 2013

Members present included:

Dr. Warren Otterson, President
David Brown, Vice President and Unit I representative
Don Stutsman, Secretary
Carole Stegman, Treasurer and At Large Member
Paulette Standard, Unit II representative
Kathy Smith, Unit III representative
Donald Skrovan, Unit IV representative
Cheryl Smith, At Large Member

Dr. Warren Otterson, Board President, opened the meeting at 7:00 pm.

Dr. Otterson presented the Board with an agenda for discussion as follows:

1. Review new policies to ensure compliance with Texas laws regarding POA's and attach necessary revisions to the present By Laws and Restrictions.
2. Need to develop a formal welcome package for new residents.
3. Review real estate assistance requirements when property is purchased or transferred within the community.
4. Discuss Annual Garage Sale and establish a date to be held.

Discussion involved the need to review changes to POA/HOA laws of the state of Texas. Carole Stegman motioned that the applicable state laws and regulations be attached to the current CRPOA By-Laws and Restrictions as necessary. The motion was seconded by Dr. Otterson and the measure passed by unanimous vote of members present.

Compiling a formal Welcome Package to greet new residents to the neighborhood was discussed and, all agreeing the idea had merit, Carole Stegman and Kathy Smith were assigned to prepare a list of items and information to be included in the Welcome Package.

Discussion was had regarding the responsibilities of the CRPOA Board involving the sale or transfer of properties within the community. It was noted that these responsibilities have been and currently are handled by Anne Kelly. Discussion was had regarding the need to compensate Mrs. Kelly for the costs she incurs when preparing and forwarding necessary materials to realtors and title agencies. David Brown motioned that the CRPOA pay an amount of twenty dollars monthly for the person handling real-estate matters for the community. Dr. Otterson seconded the motion and the matter passed by unanimous vote.

Discussion was had relative to the need to assess a Transfer Fee to be paid by the purchaser of property. Dr. Otterson motioned that a Transfer Fee of \$100.00 be established and payable for all transactions occurring on or after 1 April 2013. The motion was seconded by Don Stutsman and the matter passed by unanimous vote. It was noted an Addendum to the current By-laws will be required and will be composed and presented to the Board for approval.

Carole Stegman gave the Treasurer's report, presenting Profit & Loss statements prepared by the POA bookkeeper. Don Stutsman motioned the report be accepted as read and the motion was seconded by Don Skrovan. The matter passed by unanimous vote.

Discussion was had concerning sponsoring an Annual Yard Sale for the community. A motion from Dr. Otterson that the event be held on Saturday 18 May 2013 and will be held in the community park or at individual residences and that a pot luck & BBQ for the community be had at the park following the yard sale. The motion was seconded by David Brown and passed by unanimous vote

There being no further business before the Board, Don Stutsman motioned that the meeting be closed and the motion received a second from Dr. Otterson. The measure passed by unanimous vote and the meeting was closed at 8:02 pm.