

Organization of Tiffany Park Homeowners, Inc.  
Minutes of November 13, 2023, Board Meeting by Zoom

Board Members attending: Eleanor Ford, Dennis Hoffman, Gene Nelson, Roger Norton, Marilyn Thompson, and Roger Widmeyer.

Board Members absent: Beth Goidel and Julie Villarreal. There is also one vacant position.

I. Call to Order – The meeting was called to order at 7:05 pm with a quorum present.

II. Reports

A. Secretary's Report: The minutes for August 2023 were distributed for approval. Dennis made the motion to accept the minutes, Roger W seconded, and the Board approved the August minutes as presented.

B. Treasurer's Report: The most recent financial reports from BHHS Caliber for the end of October 2023 were reviewed. The following is a summary comparing the current reports to last year's.

	10/31/2022	10/31/2023	difference	% change
Total Assets	31,120	39,984	8,864	22%
Total Liabilities	1	1	0	0%
Total Equity	31,119	39,982	8,863	22%
Total Income	35,119	41,466	6,347	15%
Total Expense	34,728	25,586	-9,142	-36%
Net Income YTD	391	15,880	15,489	98%
Delinquencies				
11/16/2022	17 homes, 6.23%, for a total \$5,037			
11/13/2023	6 homes, 2.20%, for a total \$2,691			
	5,037	2,691	-2,346	-87%

C. VP Administration's Report – Community Cooperation Committee updates:

1. Roger N continues to monitor the situation on Dawn Court. In August progress was reported with the mowing of the Froehling lots. Now the growth of grass and weeds is worse than it has been for some time. Froehling's office has been contacted and they will be following up with their landscape contractor. If the mowing is not done within the next week, the CCC recommends arranging with our landscape contractor to complete the mowing and trimming. The cost will be paid by the HOA, and the bill sent to Froehling.

Roger N made the motion to ask BHHS to arrange to mow Froehling's vacant lots and bill the Froehling's for the cost. The motion was seconded by Eleanor and passed unanimously.

2. We have observed vehicles parking on the street at 3613 Dawn Court and sent notifications. Roger N reports, "It hasn't been a problem for the last month or so, as far as we have seen." If it happens again, we will proceed with our plan to ask our attorney to send a letter to the owner.

D. VP Landscape's Report: This year Yards of the Month were selected by three volunteers: Roger Widmeyer for the area south of E Oak Hill, Eleanor Ford for Tiffany Park Circle, and Beth Goidel for the Park Hurst area. Roger placed the signs and took pictures for posting on the website. Because of the hot dry weather, the selection process has been suspended since August 2023.

E. Report on Architectural Control Committee's Activities (Two approvals.)

1. The ACC received a report of a new storage shed at 4739 Tiffany Park Circle. The situation was investigated. Because the shed is not visible from the street and is painted a neutral color, the ACC reported it as approved.
2. The second storage shed was also reported by a neighbor. The owner at 4737 Tiffany Park Circle was asked to submit an application to the ACC. The storage shed was a bright blue color. The ACC approved the shed subject to repainting it a neutral color that blends with the house.

F. Report from BHHS Caliber – Our new liaison from BHHS is Sharon Hauke (979-703-1819, hoamgmt19@bhhs caliber.com)

### III. President's Update

- A. The HOA's Fall-Winter Newsletter is being prepared by Roger W and Eleanor and will be delivered by the couriers during the first week of December.

### IV. Old Business

- A. Liens: At the last meeting, the Board approved moving ahead to file liens on properties with high delinquencies. We identified the three with the highest delinquencies and asked BHHS to initiate the process. The homeowners were notified of our intent. The attorney sent the letters the first week of August, and we must now wait to take further action for 45 days. It may be that the homeowners will pay their balances due before the middle of September. Gene will follow up with BHHS to get an update from the attorney on the status of this action.

- B. Work at the vacant house at 4004 Park Hurst has continued this summer and fall. We understand that the plumbing froze during the great winter storm of February 2021, and they must go back and restore drywall, etc. Maybe, they will finish soon and move in.
- C. The chicken issue: The chickens are still in residence at 4714 Tiffany Park Circle. In fact, there appear to be some new additions. The plan is to proceed with having our attorney send the draft petition that would be sent to the court requesting the injunction to the homeowner. Gene will follow up with BHHS to get an update from the attorney on the status of this action.

#### V. New Business

- A. Two members of the three-member ACC are to be appointed by the Board at the last regular meeting of the year with new terms beginning January 1 of even-numbered years. The appointees may not be a current board member; a current board member's spouse; or a person residing in a current board member's household. Members will serve for two years. Mike Littlejohn was reappointed last year and has another year to serve. Current members George Eustance and Stephen Voltin have agreed to be re-appointed.  
Roger W made the motion and Roger N seconded the motion to re-appoint George Eustance and Stephen Voltin to two-year terms on the ACC. The motion passed unanimously.
- B. Approve Proposed 2024 Budget (to be distributed by email). Based on the year-to-date financial data from 2023, it appears there will be no need to increase the annual assessment fee. We are projected to have a cash flow surplus coming out of 2023. Board action is required to approve the 2024 Budget.  
Marilyn made the motion and Roger W seconded the motion to approve the budget as presented with one change: moving \$500 from the Miscellaneous category to the Legal category. The motion passed unanimously. The revised budget is attached.
- C. We are currently recruiting nominees for election to the Board at the Annual General Membership Meeting, January 16. Our currently serving Board members whose terms are expiring have agreed to be nominated for re-election for another term. We will also be soliciting nominees from all members of the HOA. We currently have at least one vacancy to be filled, but Dennis mentioned that he has his house listed for sale, so we may be looking for two Board candidates. Please let Nelson Gene know about any prospects.

D. Next Meetings: Annual Meeting: 1/16/24 @7, Board Meetings: 2/19/24 @7,  
5/20/24 @7, 8/19/24 @7, 11/18/24 @7.

VI. Executive Session (not needed)

VII. Adjourn: Dennis made the motion to adjourn, it was seconded by Roger N, and the meeting adjourned.

Submitted by Gene Nelson, President, on behalf of Julie Villarreal, Secretary.

**Tiffany Park  
2024 Approved Budget**

				2023 Estimated EOY	Difference Budget minus EOY
<b>Income</b>					
	Total Homes	260 @	\$145.00		
	Vacant Lots	13 @	\$72.50		
	<u>GL Account</u>				
4101	Assessment Income		\$38,643	\$40,476	(\$1,834)
	Less Delinquency		(\$725)		(\$725)
	Other Income (inc late pymts)		\$1,500	\$990	\$510
	<b>Total Income</b>		\$39,418	\$41,466	(\$2,049)
<b>Expenses</b>					
5000	Management Fee		\$7,800	\$7,800	\$0
5003	Postage		\$600	\$648	(\$48)
5016	Web Site		\$730	\$571	\$159
5017	Meeting Expense		\$300	\$100	\$200
5063	Liability Insurance		\$1,200	\$1,200	\$0
5064	D&O Insurance		\$2,000	\$2,000	\$0
5072	Legal Fees		\$1,500	\$397	\$1,103
5005	Lawn Maintenance (+6%)		\$15,500	\$14,581	\$919
5006	Irrigation Repairs		\$1,000	\$507	\$493
5013	New Plantings		\$1,000	\$0	\$1,000
5015	Mulch/Color Change		\$750	\$0	\$750
5092	HOA Technology (new)		\$620	\$635	(\$15)
5100	Miscellaneous Expense		\$500	\$169	\$331
5403	Electric		\$450	\$423	\$27
5405	Drainage		\$588	\$588	\$0
5406	Sprinkler Water		\$4,000	\$3,316	\$684
5610	Office Supplies		\$400	\$267	\$133
	<b>Total Expenses</b>		\$38,938	\$33,201	\$5,737
5660	Contingency & Reserves		\$480	\$8,265	(\$7,786)
	<b>Total Expenses &amp; Reserves</b>		\$39,418	\$41,466	(\$2,049)