



# TAHITIAN VILLAGE

## TAHITIAN VILLAGE PROPERTY OWNERS' ASSOCIATION

P.O. BOX 636, BASTROP, TEXAS 78602, (512) 321-1145

### TVPOA BOARD MEETING MINUTES

The regular board meeting of the Board of Directors of the Tahitian Village Property Owners' Association – 7:00 P.M., Tuesday, August 17, 2021

#### Zoom Meeting - ONLINE

#### TVPOA Board Members Present:

David Carter, Erika McDonald, Stacy Savage, Jan Kuchel and Mary Jo Creamer

Board Members Absent: Jan Schwindt

Association Manager: Amanda Homesley

Administrative Assistant: Tiffany Ferguson

**PUBLIC PRESENT:** Michele Anderson, Greg Stigall, Robert Wallenhorst, Isabelle Zachery, Jessica Zamora, Edwin Plummer, Christel Key, Jo Egitto, Rachel Duer, Pierre Wilson, Diana Hugo, Lynda Horton, Mary Linda Corpus Asuncion, Courtney Kellogg, Charitty Alexander, Jody Schwarck, Kathy Menegay, Kris Cook, Mallorie DePenning, Joel DePenning, Bruce Looman, Ruth Bullock

**MEETING CALLED TO ORDER:** Meeting was called to order at 7:03 p.m. by Treasurer, Erika McDonald.

#### SECRETARY'S REPORT

The minutes of the regular meeting of the Board, held on July 20, 2021, were presented.

**Jan Kuchel made a motion to accept the July minutes, as presented. David Carter seconded the motion. A vote was taken and the motion passed unanimously.**

#### OPEN FORUM/PUBLIC COMMENT

None

#### TREASURER'S REPORT

Discussion and possible approval of May 2021 financials.

Erika McDonald asked that the July 2021 financials be tabled to be presented next month along with the August financials.

**Stacy Savage made a motion to table the July financials. Mary Jo Creamer seconded the motion. A vote was taken and the motion passed unanimously.**

## OLD BUSINESS

### **1. ACC and Touring/Violation Report** – Report given by Amanda Homesley

Permits issued for July 2021:

- 3 fences
- 1 deck
- 1 pool
- 3 sheds
- 1 garage

Touring violation report showing a total of 35 letters delivered to residents:

- 1<sup>st</sup> letters sent out were 21
- 2<sup>nd</sup> letters sent out were 14
- 3<sup>rd</sup> letters sent out were 0
- Tiffany toured 8 hours during the month for a total of 98 miles.

Mary Jo Creamer asked how many active homes are under construction right now?

Amanda Homesley stated 80 homes across all units.

### **2. Discussion and possible action on Bylaws and Election Committees and Processes.**

Erika McDonald stated that there is a new set of proposed bylaws on the POA website prepping for the public forum meeting tomorrow (8/18/21). This is the Committees' verbiage and the attorney's additions, as well. I would like to decide on a meeting date for the special meeting date which I would like to recommend October 9th. This way we can finalize with a membership vote, get them filed with the County, and start the 2022 election process for POA/ACC candidates.

Mary Jo Creamer ask if that would give enough time for the mail out?

Erika McDonald stated yes. The Committees would like to do a post cards mail out and also paper copies to those who request it. It allows those to see the hyperlinks as well.

Stacy Savage asked what timeline do we need to consider, are we allowing enough time for those who want to give feedback via written statement?

I think the 9th is a little too far into the month. It is also Columbus Day weekend.

Erika McDonald is saying the 9th for the Special Meeting for the final meeting. We would send out the postcards by Sept 10th.

Courtney Kellogg stated the timeline seems rushed.

Erika replied that it has to be done prior to the next election because there are new processes for the Election Committee, candidate procedures, and other changes. This process started in 2020. I think we can fit in a 3rd or 4th public forum.

Stacy Savage reminded attendees that the Bylaws document has been available for feedback on the POA website for over a month and members can provide input at any time.

Erika agreed and said she has received great feedback from a very limited amount of people and we're seeking more input.

Are we good with the special meeting on Oct 9<sup>th</sup> and the invitations to be sent out by Sept 10<sup>th</sup>?

Mary Jo Creamer and Stacy Savage said yes.

**Mary Jo Creamer made a motion to get the special meeting invitation postcards in the mail by September 10th for the Bylaws recommendation Special Meeting to occur on October 9th. David Carter seconded the motion. A vote was taken and the motion passed unanimously.**

**3. Discussion and possible action on Tahitian Village beautification project.**

Jan Kuchel described new discussions with Pines & Prairies Land Trust regarding partnership for and submitting an October plan for installing pollinator plants in the forest.

**NEW BUSINESS**

**1. Discussion and possible action on Texas Legislature new laws affecting POA.**

Stacy Savage stated that the Texas State Legislature had passed new laws and we have sent the provisions to our attorney to see what laws will affect us. Some of those have already gone into effect but most of the provisions go into effect on 9/1/2021.

We want to be sure we will be in compliance. Once we get that information we will see where we go from there. I have asked the board and staff to be as nimble as possible in case we need to move quickly and put new policies and procedures into place for compliance.

Pierre Wilson asked what are some of the changes that are being proposed?

Stacy Savage stated you can google "POA/HOA Texas legislation 2021", but mainly affected was golf carts on roads and updating deed restrictions that may contain possible discriminatory language in them.

**2. Discussion and possible action on in person monthly meetings being temporarily suspended.**

Erika McDonald stated the bylaws indicate we have the ability to move or arrange meetings how we see fit. We are going to go back to Zoom only meetings for now until we secure an acceptable location. We will reassess at that time.

Stacy Savage stated that this seems like a clerical duty and that staff will need to notify the membership in a timely manner.

No motion needed and no vote taken.

**3. Discussion and possible action regarding technology.**

Mallorie DePenning is our IT person and showed the Zoom people a presentation of possibilities for future online signage through SignNow. This service takes existing documents, converts them into digital form, and allows for a legally binding signature for things like electronic voting, code of conduct forms, resident complaint forms, etc. Confidential information is transmitted securely and the account holder can review and sign documents at their convenience. Using this service for electronic voting would require a deeper community discussion, but instead of receiving a paper ballot in the mail, the account holder would receive a unique link to cast their ballot. The link expires after initial use. This would be an opt-in process and would need steps for verification to ensure member validity and no double voting.

Erika McDonald stated it is too forward thinking for this election, but for future elections, it could work.

Jan Kuchel what is the financial reduction in postage and mailing versus the cost of implementing this system?

Erika McDonald stated to start it would be minimal because it is opt-in, but would grow over time. Ultimately, it would save us in the long run.

Mallorie DePenning stated this is not an expensive app and runs about \$30/month, billed annually.

Pierre Wilson asked if there are other people using this service and the efficacy.

Mallorie stated she did not know other than the Bastrop County Water District and the name of the system is SignNow, which is up to date on all data security standards.

Jo Egitto asked who would receive the filled out electronic ballots? The staff or Election Judge?

Erika McDonald-It would be set up for the Election Judge. We would need to add the language of the Bylaws and if members are interested in utilizing this process, we need to outline this in the new Bylaws revision before they are finalized at the October 9<sup>th</sup> special meeting.

Michele Anderson stated she would love to see this utilized now rather than later. She is aware that other people are using this, and it is successful. She is more than happy to reach out to them and bring back information.

Jessica Zamora stated \$360 for the year to use the online voting process versus \$3000 to do paper ballots shows a 90% cost reduction, so that sounds like a great idea.

Jo Egitto-Can we bring this us at tomorrow's meeting?

Erika said yes we can discuss it.

Courtney Kellogg said it is interesting and would like further research and discussion.

A few people thanked Mallorie for her time and effort in her presentation.

Stacy Savage stated we ran into a problem with our Mailchimp service because we reached our limit of send outs. We can't be hindered in sending out information to our membership. I asked Tiffany early today to gather information on what would get on each paid per tier.

Tiffany Ferguson stated that our free tier offers 2,000 contacts with 10,000 sends and the \$20.99 plan offers 1,500 contacts with 15,000 sends and any additional will be \$9.99 for 15,000 additional sends for that month. For \$51.99 we would get 2,500 contacts and 30,000 sends. We currently have 903 sends every time we send a newsletter out.

Erika McDonald stated right now we are at the Free level. That would give us 16 emails per month.

Mallorie stated that Zoho email campaigns are free and allows

Amanda Homesley stated if we don't have the Bylaws and Election Committee meetings anymore, then that would save on the number of emails sent out monthly.

Erika McDonald said the weekly Committee meetings will continue, but I think we should go up one tier.

Amanda Homesley-We could always bump it up if we need to.

Jan Kuchel said that this is a budgeted line item so we can just go up to the appropriate tier.

Stacy Savage-As we are sending out can we follow up next month where we are?

Christel Key asked if email addresses able to be removed when members move or sell their home.

Erika McDonald said it has an unsubscribe button so they would have to remove themselves from the email blasts.

Tiffany Ferguson stated no we don't remove because some may have multiple lots, so we don't remove them.

Kris Cook stated this could be an issue if someone does not unsubscribe and emails are sent that don't need to be.

Mallorie DePenning stated you are able to sign up to add your email on the website now.

Erika McDonald stated we will put a notice on the postcard invites to the Bylaws special meeting to let people know they can sign up for email blasts from the Association. Will someone ask if Paul Hightower, the General Manager of the BCWCID, if he will add the Special Meeting announcement

to the water bill in September?

Amanda Homesley verified that this is for the Special Mtg.

Erika McDonald stated, yes.

Stacy Savage stated wanted to be sure that all meeting notices are both posted on the POA website calendar and the official TVPOA Facebook page. Staff is only required to get them posted to our website and the actual TVPOA social media page and we rely on others to post on other Tahitian Village neighborhood Facebook pages and word of mouth to spread the word.

She doesn't know what system is in place, so we don't miss post.

Erika McDonald stated there is a button on Mailchimp that includes to add to Facebook, so we need to be sure that button is clicked.

Kris Kook stated it needs to be more than an hour notice.

Erika McDonald stated that is probably my fault because I have been stretched a little thin because I didn't get with staff until this matter.

Stacy Savage stated, I am not going to let this slide. The public forum has been August 18th for weeks. I want to make sure the staff is taking accountability for not being on the website. We just solidified the Oct 9th date for the Special Meeting and that needs to be up there fairly quickly as well.

Courtney Kellogg stated this has been an inconsistency she has seen as well. The website did not show an ACC vacancy.

Stacy Savage stated that the ACC vacancy was posted on the TVPOA Facebook page and on the website.

Mallorie DePenning stated the website showed the board vacancy under calendars and on the ACC's page on the POA website.

Tiffany Ferguson stated one of the new laws stated the POA agendas must be posted 6 days in advance.

Mallorie DePenning she would just need it in advance.

Tiffany Ferguson stated we would need to get the monthly meeting agendas to Mallorie even quicker.

Erika McDonald stated that another one of our website functionalities will show the archive of all TVNNN blasts.

Rachel Duer stated there are dates listed on the POA website under the calendar.

Courtney Kellogg stated there was still no vacancy listed under the "Elections" page.

Erika McDonald stated that was because it is not a "Board" vacancy. The ACC is a Committee and the vacancy announcement is shown on the news page and the home page.

Stacy Savage stated we did get a statement back from the attorney in regard to the Texas State Legislature. No legislative provisions pertain to the TVPOA other than the meeting announcements going out 6 days in advance.

**The POA entered an Executive Session at 7:58 p.m.**

**The POA reconvened in regular session at 8:33 p.m.**

**Mary Jo Creamer made a motion to send 3rd letter violations to our attorney David Bragg. Stacy Savage seconded the motion. A vote was taken, and the motion passed unanimously.**

**Stacy Savage made a motion to adjourn. Jan Kuchel seconded the motion. A vote was taken, and the motion passed unanimously.**

Meeting was adjourned at 8:34 p.m.

[Redacted Signature]

Stacy Savage – TVPOA Secretary

9-22-21

Date

[Redacted Signature]

Amanda Homesley – Association Manager

9/22/2021

Date