

**CAMP BRANCH ACRES SUBDIVISION
PROPERTY OWNERS ASSOCIATION
125 W. BIG LAKE RD
TRINITY, TX 75862**

BOARD MEETING MINUTES

Date: Saturday, July 27, 2024

Time: 8:30 a.m.

Place: Hawg Heaven Center

AGENDA

- **Call to Order:**
 - Kelle Rahm, Chairwomen called the meeting to order at 8:31 am.
- **Roll Call:**
 - Kelle Rahm, Chairwomen called roll the following Board Members were present:
 - Charlene O'Brien
 - Jerry Sullivan
 - Philip Canady via telephone
 - Kelly Harrell
- **Approval of minutes:**
 - Approval of minutes from May 11, 2024, Special Board Meeting and from June 22, 2024, Annual Meeting
 - Motion made to accept meeting minutes by: Kelly Harrell
 - Motion seconded: Jerry Sullivan
 - All in Favor no one was opposed.
- **Financial Report:**
 - Kelly Harrell read the financial report for June 2024.
 - Motion made to accept financial report made by: Jerry Sullivan
 - Motion seconded: Charlene O'Brien
 - All In Favor no one was opposed.
- **Board Position Vacancy from 2023:**
 - Discussion as to who will fill and act on nominating Phil Canaday to serve one year term to fill vacant board position.
 - Motion made to accept Phil Canady for the one-year term made by: Jerry Sullivan
 - Second: Charlene O'Brien
 - All in Favor no one was opposed.
- **Discuss and act on new signers for bank account:**
 - Effective 7/27/24 new signers on bank account will be Jerry Sullivan, Charlene O'Brien, and Kelly Harrell. Driver's License copies for Jerry Sullivan and Kelly Harrell are needed.
 - Motion made by Kelly Harrell to proposed new signers on bank account.

- Seconded: Jerry Sullivan
- All in favor no one was opposed.

▪ **Discuss and Act on FEMA letter from POA:**

- Kelle Rahm read a letter from David Simons from FEMA. In the letter it stated that CBASPOA was not eligible for FEMA funds as our sub-divisions rules state that CBAPOA is responsible for road repairs. She said we could appeal but needed the following documents to proceed:
- Letter stating, we had no insurance coverage for the road damage.
- Letter and proof that we applied to the Small Business Association for funding and was denied. Charlene O'Brien will file the SBA loan application.
- Bank statements from CBASPOA account from March 2023 and one for after the damage.
- These documents can be sent online by fax 1-800-827-8112 or by regular.
- Motion made by Jerry Sullivan to send loan application to SBA.
- Seconded: Kelly Harrell
- All were in favor none were opposed.

▪ **Budget:**

- Budget was reviewed with a list of outstanding expenses for the year was presented by the Treasurer.
- Road Repairs: Jerry presented the board with a proposal to repair the road. This is attached to the meeting minutes.
- The question arose if old pipes would be addressed. Response was yes.
- Current concrete etc. will be re-used and broke up to be rip rap and additional rip rap will be provided by the county.
- A question was asked about other bids. Response we do have other bids and we should include these with the ballot.
- Discussion on the need for a bank loan and that we will need to send out ballots to community in order to get an approval for a bank loan. The bank agreed to loan us \$20,000.00 and that will be the amount being requested for the property owners to vote on. The question of when ballot can be sent out and what is the period for them to be returned Kelle Rahm stated it is 20 days. Kelle stated that the bylaws need to be compliant and that would also need to be voted on. Discussion had that ballot should only contain a vote to approve the loan with nothing else and the vote to make the bylaws complaint can be sent at a later date. Comment made that the vote may not pass to get the loan.
- Motion to move forward with sending out ballots to obtain loan from bank made by Jerry Sullivan.
- Seconded by Kelly Harrell.
- All in favor no one was opposed.
- Discussion to open a separate bank account for FEMA money. All money received from FEMA or from property owners from FEMA should go into a separate account. All expenses for road repair should also go through this separate FEMA account in order to provide transparency. Discussion on 3 party check. Property owners can sign FEMA checks over to CBASPOA for deposit or write a personal check.

- Motion made to set up new bank account for FEMA money made by Kelly Harrell.
- Second: Jerry Sullivan
- All in favor no one was opposed.
- Discussion on donation to Hawg Heaven donation for use of building. Per Charlene will not accept any money from us. The usual rental fee is \$50.00 per use.
- Discussion regarding approval from property owner in Hawg Heaven to have road going through her property. Per Charlene all approvals were received from the Hawg Heaven board and Tommy Park has all he needs.
- David Simon stated he is willing to pay for the container upfront of \$5,000.00 if the board chooses to move forward with the road proposal that was presented. However, he will want to be paid back this money.

- **Current Expense Approval:**
 - Board Insurance \$1,112.00
 - TRA \$13.50
 - Motion made by Phil Canady to approve expenses for the Board Insurance and the TRA.
 - Seconded: Charlene O'Brien
 - All in favor of no one was opposed.

- **Next Board Meeting:**
 - Special Board Meeting 9:00 am on August 24th
 - The conference call will need to be set up as Charlene O'Brien, Phil Canady, Kelly Harrell are unable to be there in person due to prior commitments.
 - Charlene O'Brien will see if we can use the Hawg Heaven building again.

- **Adjourn:**
 - Motion to adjourn 9:38 Motion by Kelly Harrell. Seconded by Jerry Sullivan. All were in favor.

- **Executive Session:**
 - Liens will be filed on 2 properties. Charlene O'Brien the new treasurer will do this.
 - Certified Letters: Will be sent to 11 people. Charlene O'Brien will do this.
 - Payment Plan: There is 1 property owner who asked for payment plan but has not honored it. Charlene O'Brien will follow up with the property owner.
 - The outgoing treasurer presented the treasurer binder, and a review of the following sections was conducted:
 - Bank Info
 - IRS
 - Maintenance Fees
 - Payment Plans
 - 2024 Financials by Month
 - 2024 Liens
 - A director who is not on Facebook director took issue with another director's personal FB page as a code of conduct issue.

- Motion to adjourn Executive session was made at 10:12 by: Jerry Sullivan
- Motion Seconded by: Charlene O'Brien
- All were in favor no one was opposed.