

**COMANCHE CLIFFS –HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES**

**DATE:** November 3, 2009

**PLACE:** C.I.A. Services Offices, 465 Bear Springs Road, Pipe Creek, TX

**ATTENDING:** Marianne Van Wagner-Jones, President  
Bert Grote, Vice President  
Carrie Scott, Treasurer  
Keith Eddingston, Secretary, was present by conference call. Deanna Bruce Assistant Secretary took the minutes.  
Joe Waddell, Member at Large  
Rob & Diane Platt, Deborah Nicholson and Jackie Sheppard were present

There was a brief executive board meeting held prior to the open board meeting. Two payment plans and a letter regarding covenant enforcement were approved.

The board meeting was called to order by President Marianne Van Wagner-Jones at 7:07 p.m. Marianne had prepared several documents into a slide presentation for the ease of viewing by the attending members.

**Secretary Report** – Minutes from the September 29, 2009, board meeting were read by Carrie Scott and approved by the board.

**Treasurer’s Report** – Carrie Scott read the monthly treasurer’s report. The report was distributed to the attendees of the meeting. Motion to accept was made and approved.

**Architectural Committee Report** – Joe Waddell stated that they currently had no plans to approve. Scott Stewart was asked to be on the committee and agreed.

**Maintenance Committee Report** – Joe Waddell mowed the south park and expressed his gratitude to the Dimarco and Dear families for mowing and maintaining the north entrance to the subdivision.

**Open Forum** – Suggestions for park hours were discussed. Jackie Sheppard expressed concern that community members phoned the police when her husband was in the park during posted park hours. Suggestion was made to close the parks at 10:30 p.m. Ms. Sheppard suggested park hours be extended to midnight for Friday and Saturday nights. Joe Waddell will check the decimal levels for noise for Bandera County. Rob Platt was concerned about open fires in the park. Recommendation was made to allow for park use after hours on special occasions with prior approval from the board.

**Old Business** –

- Park hours – Discussion was opened to members present. Motion was made and approved to set the same park hours for both parks, Sunday – Thursday parks will close at 10:30 p.m. and Friday

- Saturday parks will close at midnight unless prior arrangements have been approved by the board. Motion made and approved to post new signs. The CCHOA members would be notified by stating the new policy in the newsletter and on the website.
- Two payment plans and a letter regarding covenant enforcement were approved by the board in an executive session prior to the board meeting.
- Management Certificate was updated by Marianne and Joe; approved by the Board and will be filed at the courthouse. The certificate just states the corporation is a home owners association and it is required by law to file it with the court.
- Demand letter for dues payment was read and approved by the Board (copy attached). Keith allowed the board to add his signature to the letter.
- Carrie Scott presented a draft of Policies and Procedures for dues collections which included the option to pay dues in two installments. The draft was prepared by Rita Recker and Carrie Scott. This item was tabled for board members to have time to review it. Carrie will email copy to all Board members.
- Committee Appointments – a list of the volunteers for committees was presented.

## **NEW BUSINESS**

- Social Committee – Deborah Nicholson and Diane Platt presented two recommendations for events during the holiday season: 1) Christmas decorating contest with a prize for the winning home/lot; 2) have the community adopt a needy family. Both were approved by the board. Rita Recker needs to be informed on details for inclusion in the newsletter.
- Interest in board training by C.I.A. Services workshop had been previously indicated. The cost would be \$15.00 per person with a minimum of \$75.00. Attendees would be responsible for the fees, not the CCHOA. Discussion was held to set date. Date tentatively set for January 5<sup>th</sup>, 2010, pending confirmation with C.I.A. Services. Suggestion was made to advertise so that others interested could also attend.
- Budget needs to be prepared for 2010. Bert Grote was asked to research a way to collect on the Cantellop judgment.
- Next board meeting will be held December 8, 2009, at 7:00 p.m. at C.I.A. Services.
- Motion to adjourn – approved 8:30 p.m.

Prepared by: Deanna Bruce and Carrie Scott  
Assistant Secretary and Treasurer

Approved by email on 11-18-2009.

Approved by: \_\_\_\_\_  
Carrie Scott  
Treasurer

cc: CCHOA Board Members  
CCHOA Meeting Minutes file  
CCHOA Website



**Comanche Cliffs Homeowners Association**  
P.O. Box 2293  
Bandera, Texas 78003

November 3, 2009

**Unpaid Community Assessments**

The 2009 assessments for the Comanche Cliffs Homeowners Association are now long overdue. A current statement for your account is enclosed.

Please send a check for the amount shown on the statement and made payable to the *Comanche Cliffs Homeowners Association* for receipt no later than **December 3, 2009**. If you cannot pay the full amount at this time, please contact us before the due date to set up a **written** payment plan over a two or three month period. Payment plans must be in writing and are subject to Board approval. Your first installment payment on an approved payment plan must be received by the due date.

If payment is not received or other arrangements made, an Affidavit of Non-Payment of Maintenance Assessment will be filed in the Bandera County Public Records in December and a \$50.00 fee will be added to your account. The lien will be picked up by all credit bureaus and reflect on your credit. In addition, if your account remains unpaid on January 1, 2010, it will be turned over to an attorney to collect the unpaid fees. All legal fees and collection costs will be added to your account. The minimum legal fees added to your account will be at least \$250.

Please call Carrie Scott, Treasurer, at 830-796-4385 if you have any questions. Thank you in advance for your cooperation.

**Board of Directors, Comanche Cliffs H.O.A.**

Marianne Van Wagner-Jones, President

A handwritten signature in black ink, appearing to read "Marianne Van Wagner Jones".

Bert Grote, Vice-President

A handwritten signature in black ink, appearing to read "Bert Grote".

Carrie Scott, Treasurer

A handwritten signature in black ink, appearing to read "Carrie Scott".

Keith Eddingston, Secretary

A handwritten signature in black ink, appearing to read "Keith Eddingston".

Joe Waddell, Member

A handwritten signature in black ink, appearing to read "Joe Waddell".

**Via First Class and Certified Mail receipt**