

Dear Highland Meadows Homeowners,

We're hoping this letter to our homeowners finds your family safe and well. Covid-19 has certainly presented challenges for everyone this year.

Last year the Board of Directors mailed a letter to all homeowners in Highland Meadows to foster better communication – starting what we hope will be a yearly letter from the Board. We've tried to limit mailed communication, as it costs our HOA over \$1,100 per mailing if handled by our management company. Email proves to be the most cost efficient way to get news to you. Notice of our annual meeting and dues statements will always be sent via postal mail - both in the fall.

There are several items on which we'd like to update you:

**1) Website Registration:** We have worked diligently over the past few years to encourage homeowners to register with CMA. We now have 333 out of 367 families registered! (We had 268 this time last year – our thanks to those of you who registered.) For those 37 remaining homeowners: PLEASE register your email address! Visit [cmamanagement.com](http://cmamanagement.com) to register. In the very least, please email the Board President and share your email so we are able to contact you.

**2) Email from the Board:** We email newsletters every other month, and will send important updates on a limited basis. Occasionally we pass on important news from the city. We do not abuse your inbox – sending less than 8 emails per year. **Please register at our website** - [cmamanagement.com](http://cmamanagement.com). We do NOT share our email list with anyone.

**3) Finances:** We currently have \$163,350.16 in assets for the HOA, with \$50,183.98 in Operating, \$58,857.84 in Restricted Reserve, and \$43,073.66 in Non-Restricted Reserve – as of June 30, 2020. We anticipate expenses for the remainder of the year to be around \$65,000. We are in the process of conducting a Reserve Study and hope to have results available at the annual meeting. HOA records are open for all homeowners to review. Contact our Treasurer for more information.

**4) ACC Applications:** Per our Deed Restrictions, **ALL** changes made to the outside of your home must be submitted to the Architectural Control Committee **prior to starting the project**. If you do not obtain approval prior to starting, you will be asked to submit for approval. If your project is denied, you may be required to remove your project and restore the property to the previous condition. You may be subject to a fine if you ignore the ACC process. Please log in at [www.cmamanagement.com](http://www.cmamanagement.com), and click on "ACC Request" in the "Homeowner Toolbox." You may contact CMA by phone at (817) 310-6928 for more information. If you are working on a **roof replacement**, your roofing choice must come from the **approved list** (which includes color, manufacturer and type), which is available online.

**5) Deed Restriction Violations:** We are tasked with enforcing the neighborhood Deed Restrictions (CCRs) in order to safeguard the appearance and value of the neighborhood. Each month the board receives a report from CMA regarding the postcards and letters they send out when a homeowner is in violation. This year we've noticed a decrease in violations reported to us! It is not our intent to burden you with letters and potential fines. Most frequent violations are: trash cans put out early – some days in advance of trash collection, trash cans left at the curb, weeds in grass, trash or debris on driveway & improper storage of boat or trailer. If you receive a postcard or letter, please be sure to contact CMA on the phone

number provided to explain any extenuating circumstances. Ignoring the notice will not resolve the issue. Please be respectful of your neighbors in making sure you adhere to Highland Meadows' guidelines

**6) Delinquent Dues:** Our thanks to the majority of Highland Meadows homeowners who pay their annual HOA assessment on time. A few homeowners have outstanding balances on unpaid annual dues, late fees and fines. You may check your balance online, or by calling CMA; payments may also be made online.

**7) Legal Documents:** Copies of our Bylaws, Deed Restrictions (CCRs) & Fining Policy are available on our website. We have filed these documents with the State of Texas, as required by law. If you cannot access them on the website, contact one of the Directors and a copy will be emailed to you.

**8) Updated HMHOA.org Website:** In addition to the CMAmanagement.com website, the board maintains our website – HMHOA.org, used more for social purposes. Our thanks to past Director, Gary Chemelewski, for getting this project up and running. And thanks to current Director, Dean Fittz, for his work in steering us to a new host and getting the new pages up and running. You can view past newsletters, download all of our legal documents, view the neighborhood calendar, and see a list of our Board of Directors. There is also a link to CMA's page for registration or ACC applications.

**9) Regular HOA board meetings** are held every other month during the year, and are open to all homeowners. A schedule of the year's board meetings and locations is printed in our newsletters, published on the website and a reminder posted on our Facebook page. The meeting dates for the remainder of the year are: September 21<sup>st</sup> and November 19<sup>th</sup> at 7:00 p.m. Though we normally meet in the upstairs meeting room at Market Street, we have been meeting by ZOOM this year. If you are interested in attending our next Zoom meeting, please email one of the Directors so we may send a link to the meeting.

**10) The Annual HOA Meeting** is scheduled for October 15<sup>th</sup> at 7:00 p.m. in the Colleyville Center, at which time we will vote on the annual budget and elect Directors to the board. A recap of the year's events will be presented along with plans for 2021. You will be sent notification from CMA Management a couple months before the meeting to see if any of you are willing to run for a Director's position, and asked to submit an interest form to formally place your name in the running and be included on the mail-in proxy/ballot. This will be mailed out a month before the meeting. Nominations will also be accepted from the floor. We will elect 3 Directors this year (4 were elected in 2019.) All serve a 2-year term.

**11) Social Calendar:** We're waiting to see the status of Covid-19 before we finalize plans... Upcoming events are a Welcome Party for new homeowners on September 5<sup>th</sup>, and our community fall garage sale on September 19<sup>th</sup>. We are working on details for an October Chili Cook-Off. Watch the newsletter for more information. If you have an idea for a social activity, please reach out to Michelle Appling, Social Chair, or any of the Directors. We are always looking for ideas of interest to our homeowners. If your street is having a block party or another event, let us know – we can help publicize it on FB.

**12) Entrance Sign Project Complete:** We are pleased to announce the installation of monument signs at our entrances is complete! The project began after 4 of our entrance signs were vandalized and the brass letters stolen in August 2018. Using insurance coverage on the vandalism we updated the look on all HM entrances. Total cost of the entrance sign project was \$77,665.00, with \$32,857.14 of that coming from our insurance coverage due to the vandalism. The total cost from HOA Reserves was \$44,807.86. Our thanks to Wall & Landscape Committee members Ray Allee, Joe Buchanan & Ron Ziolkowski for their diligence in completing this project.

**13) Hall Johnson Tree Project:** The City of Colleyville assigned the care and maintenance of the 54 oak trees along our subdivision wall on Hall Johnson to our HOA - a burden the HOA was unprepared for. As we disagree with this action, we have worked to reach an agreement with the City to mitigate issues with the trees. Several trees are in need of removal due to poor health, blocking turn lane visibility, and for thinning out to allow proper growth for stronger trees. Phase 1 Agreement will remove 18 trees and do substantial pruning to one tree that blocks an intersection, with the City absorbing the cost for the project. Work is scheduled to begin sometime in August. There may be a need for Phase 2 and 3 in the future depending on the results of Phase 1. The tree removal will create open spaces in our landscape area along Hall Johnson. HM HOA has developed a new landscape strategy for that area which we will install and maintain at the HOA's expense. A tree replacement program for those homeowners who have a tree removed behind their home will be created, with homeowners responsible for planting the tree. Replacement trees must be inside the wall; be planted no closer than 15 feet to the wall (so as not damage the wall with future growth) and must come from an approved list. Ballantrae homeowners have been mailed a letter informing them of this project.

**14) Wall/Landscape Maintenance:** During repairs to our entrance signs, additional wall damage was discovered and repaired. The landscape plants at the entrances on Hall Johnson have been updated. Our next project is to change out the plants on the three Pool Road entrances to match the plant selections on Hall Johnson. The City of Colleyville is scheduled to remove some of the problem trees along Hall Johnson. Once that project is complete we will work with our landscape contractor to improve the look along Hall Johnson. Landscaping is not a one-time effort; it must be periodically updated and refreshed with overgrown plants removed and replaced.

**15) Highland Meadow home resales:** We have had 6 home resales in Highland Meadows since January 2020; down this time from previous years - but to be expected. Home values in our subdivision remain strong, with sales averaging \$178.63 per square foot. Currently, there are 3 HM homes on the market.

**16) Facebook Page: Highland Meadows HOA – Colleyville, Texas:** Please like us on Facebook. We post pictures from around the neighborhood, upcoming City of Colleyville events, occasional updates from the Colleyville Police Department, and information on HOA-sponsored activities. If you have news on an upcoming activity, please let the HOA President know and we may be able to publicize the event on Facebook.

**17) Volunteer to help serve on the board:** We invite you to become involved in our neighborhood. To quote one of our Directors, Jack Bullard, "I wonder if any of the other home owners realize how much effort the Board does to protect the community. I know that I was pretty much unaware until I joined." We are always in need of help and new ideas. We invite you to become involved: attend board meetings, and volunteer to work on one of our 7 committees: Architectural Control Committee, Social, Wall & Landscape, Newsletter, Website, Curb Appeal and Welcome. We have 367 families in our subdivision, with only 19 families represented on our Board. NOTE: Our Board is a 'working' board, in which most of us serve on one or more committees. We need Directors willing to take an active position, i.e. chair a committee or take one of the four officer's positions (President, VP, Treasurer and Secretary. Currently, we have to pay CMA an additional monthly fee to take minutes for our board meetings due to our inability to get a Director to volunteer for the position. Please look over the committees on the next page and see if your skills and interests will match the work we do for Highland Meadows.

**Finally**, should you know of a situation that should be brought to the attention of the Board, please reach out to any of the Directors - emails given below.

We wish everyone a safe end-of-summer and hope that fall brings a return to normalcy for us all!

The Highland Meadows HOA Board of Directors

**2020 HM HOA Board of Directors**

President:	MaryAnn Nicholson	nicholsonma@verizon.net (817) 291-4369
Vice President:	Stu Gardner	stu@sgaconsulting.net
Treasurer:	Jack Bullard	jack.hmhoa@gmail.com
Secretary:	none	
Director:	Roderick Capelo	roderickcapelo@gmail.com
Director:	Dean Fittz	fittzfamily@gmail.com
Director:	Adrian Lewis	amlewis42@yahoo.com
Director:	Kim Wallace	kimberlyaf@aol.com

**2020 HM HOA Committees**

Architectural Control (ACC):	
Kourtney Spilker (Chair)	Kmiller @dallascowboys.net
Sharon Bothe	
Dean Fittz	
Mike Vitek	
Brandon Weaver	
Wall/Landscaping: Ray Allee (Chair)	rayallee@aol.com
Sharon Bothe	
Joe Buchanan,	
DeWayne Smart	
Ron Ziolkowski	
Curb Appeal: Kim Wallace (Chair)	kimberlyaf@aol.com
Welcome: Becky Prentice (Chair)	aprentice1@verizon.net
Social: Michelle Appling (Chair)	michellea@c21bowman.com
Joanna Budries	
Ann Spicer	
Kourtney Spilker	
Website: Dean Fittz (Chair)	fittzfamily@gmail.com
Newsletter: MaryAnn Nicholson (Chair)	nicolsonma@verizon.net