

Tiffany Park Homeowners Association

Board of Directors Meeting

Date: April 16, 2012

7:00P.M., Carriage Inn, Bryan, TX 77802

Attendance: John Bush, Ronnie Starkey, Eleanor Ford, Chris Sullivan, Randy McGregor, Denise Maggard, Dawn Parker, Kathy Curtis

Absent: Julie Villarreal, Deanna Flusche

Guests: Don Curtis, Randy Haynes

I. Call to Order: 7:01pm

II. Ronnie asked Randy to introduce his guest. Randy introduced Randy Haynes, a project planner with the City of Bryan. Mr. Haynes had been asked to give the board a briefing on the process of applying for rezoning of the subdivision to prohibit more than 2 unrelated persons from occupying properties inside the subdivision. The following is a bullet point summary of his briefing.

- Current Bryan ordinance limits a maximum of 4 unrelated parties occupying a single family residence.
- In 2006 a petition process was established to allow subdivisions to request rezoning to lower this number to two unrelated persons.
- Since that time no request that has been submitted with the required documentation has not been approved
- The threshold for requesting rezoning at 66% of all owners.
- Request can be made by phase or by entire subdivision.
- If done by phase, minimum of 50% of lots must have a house completed on them.
- Phases 13-15 do not yet appear to meet this requirement.
- He estimates 85% of all residential lots in Tiffany Park are homestead properties currently. This includes lots that are not yet built on.
- Process involves mailing a ballot and copy of city ordinance to all property owners. A cover letter may accompany the mailout. Mailout must be documented.
- There is a limited amount of time (he believed it was 120 days) to obtain all necessary signatures. All signatures obtained must be obtained within that timeframe of earliest to latest.
- One lot = one vote so some individuals may have more than one vote. This applies only to phases with more than 50% of lots built on if done by phase.
- Properties that are currently occupied by more than 2 unrelated properties would be grandfathered as of the date of effect of the rezoning. This grandfathered status would continue until 365 days have elapsed since that use.
- There is a process to apply to become a petition circulator.
- All signatures must be notarized.
- Recommended hosting party for information and signature gathering based on his own experience.
- Once threshold is achieved, petition may be submitted to P&Z committee. They will review and submit to city council with a recommendation. A notification is send to all property owners within a 200 ft radius of the affected area. City council then holds a public reading. This process normally takes 45 days.
- Ordinance requires two public readings with opportunity for citizens to comment before a vote.
- Enforcement of ordinance is done by complaint to code enforcement and then followup through municipal or county court.

III. Reports

- A. Secretary – JB presented the minutes of the March 19, 2012 meeting. Denise offered a spelling correction. Randy made a motion to approve, Eleanor provided a 2nd. Motion passed.
- B. Treasurer – Chris presented a treasurer’s report showing there are 145 current properties on their assessments. He will be sending out postcard reminders to the other properties later this month. JB made a motion to approve, Kathy provided a 2nd. Motion passed.
- C. VP for Administration – Eleanor reported that a letter from the city of Bryan had been received approving the variance for the 3rd sign to remain at the entrance to Tiffany Park Circle. She also reported that a resident of that area had made arrangements to repaint that sign (labor and materials) at their own expense. She said she had mailed 6 CCR violation notification letters.
- D. VP for Architectural Control – Eleanor reported that she had approved a storage building for a resident.
- E. VP for Landscape – Kathy reported that her committee had selected 2 houses to be recognized as yard of the month. A brief discussion was held regarding including pictures of the property on the website, in the newsletter and recognizing all properties at the annual meeting.

IV. Old/New Business

- A. JB reported that Mike Gentry has been engaged to perform a review of the CCR’s and bylaws to insure compliance with state law and also discuss other services related to those that may be determined to be necessary. Estimated fee is \$1,500. Anticipate this review will be completed by next board meeting.
- B. Board discussed tree affected by overwatering and residents contacted regarding this. Board discussed areas that needed mowing. Chris has contacted Froehling homes regarding lots that they own. He reported that they asked who we use. Board discussed landscaping that had recently been performed and general satisfaction with that. Ronnie asked that a committee be formed to consider short term and long term landscaping, lighting, fencing, signage, etc. needs of subdivision and individual phases. Dawn volunteered to chair this. Denise also volunteered to serve and they will solicit residents as well. As there are more pressing items currently presenting themselves, this committee will not ramp up until the fall.
- C. Ronnie informed the board of a need to update the city of Bryan city secretary with the names of new board members. Randy volunteered to do this.
- D. Chris led a discussion about the website. The website hosting will cost \$72 / year and after a brief discussion of required maintenance options, he recommended that we choose the option of \$35 / each maintenance need. The need for maintenance has averaged approximately twice a year in the past. Other options were over \$100 annually. Chris made a motion that we choose this option, JB provided a 2nd. Motion passed. Chris and Eleanor also asked that the board consider ideas to recommend at future meetings for improving website. Several ideas such as decreasing the number of tabs and adding a FAQ item were discussed.
- E. Chris led a discussion about how we are currently paying sales tax. He will investigate necessary steps to insure we are registered as a tax exempt organization with secretary of state.
- F. Chris reported that we have a few more registrants on the website and we had received several emails for discussion at the board meeting. He read each of them and they were discussed. No action is required, but Chris will respond to each.
- G. Dawn discussed a desire to hold some type of annual or semi-annual “night out” type of event. A general discussion of holding either a subdivision or neighborhood type event was held.
- H. Ronnie brought the discussion back around to the rezoning briefing from earlier. Randy made a motion that a committee be formed to pursue this process. Chris provided a 2nd. Motion passed. Dawn volunteered to chair this committee along with Eleanor. Chris reported that there are 273 properties total in the subdivision with 40 vacant. General consensus was to pursue rezoning for entire subdivision. Discussion was held regarding holding an “event” to inform and solicit signatures. Board members are to investigate use of elementary school cafeteria for such an event this summer.

V. Adjournment – JB made a motion to adjourn, Randy provided a 2nd. Motion passed and meeting was adjourned at 9:24 PM.