**Hidden Hills Harbor Owners Association**

Hidden Hills Harbor Club House

141 Deer Run Road, Mabank Texas 75156

Saturday, September 9, 2023

10:00 AM

**AGENDA**

1. Call to Order
2. Pledge
3. Prayer
4. Certification of Quorum

This is the monthly meeting of the Hidden Hills Owners Association Board of Directors for the Hidden Hills Harbor Subdivision in Henderson County, State of Texas.  This meeting has been posted and is being conducted in accordance with the Texas Property Code, Section 209 and the By-laws of the Association.

1. Homeowners Forum
2. Review and Approval of, August 12, 2023, Minutes, including Executive Meeting report
3. Review and Approval of Financial Statements
4. Homework – What do each of the Board Members want to see accomplished in the coming year?
5. Committee Reports
	1. Communications (Website and Facebook)
	2. By-laws and Restrictions
	3. Architectural Control
	4. Road Committee
	5. Member Engagement
6. Old Business
	1. Office personnel
	2. Assessments
	3. Directors' insurance
	4. Shady Trail Road back entrance
		1. Scott Tuley
	5. License plate look-up capabilities
7. New Business
	1. Policy & Procedure Development
		1. General Office Policy
		2. Collections and Liens Procedure
		3. Architectural Committee Procedure
		4. New Owner Packet and Office Procedure
		5. STR/VRBO Policy and Procedure
			1. Application
			2. Packet
	2. Fee Table Development
	3. Fine Schedule Development
	4. Member/Owner information update (email addresses and other corrections)
	5. Cameras for office and “you are being recorded” notice
	6. Tree removal and electrical drop rehang project.
	7. Sign for gate with office hours
8. Adjournment
9. Executive Session - The Board may, with the approval of a majority of a quorum, adjourn a meeting and reconvene in executive session to discuss and vote on personnel matters, litigation in which the Association is or may become involved, contract negotiations, enforcement actions, confidential communications with the Association’s attorneys, matters involving the invasion of privacy of individual members, other business of a confidential nature involving a member, and maters requested by the involved parties to remain confidential.

Job Assignments:

1. Brian Pittman – Email Campaign, Assist Tony with Architectural Procedure, Watch over mayhem I have created.
2. Debbie Hicks – Get books in order, Assessments, Train Millie
3. Melissa Sulak - Get minutes to Webmaster for posting as soon as possible. Assist Debbie with assessments and training Millie if needed.
4. Tony Sawyer – Getty architectural committee moving. Want red tag process set and red tags generated by the committee within 30 days. Brian to assist with setup.
5. Robert Hill – Collections and Email Campaign
6. Dan Miller – Collections and Email Campaign
7. Mike McCully – Collections and Dumpsters
8. Colleen Willis – Member Accounts, Maps, see about getting soft copy of list of members and property information (Debbie’s Books) from the county clerks office, Get a copy of same information from Debbie from Quickbooks for comparison. Resolve discrepancies by verifying with actual members. File copy of Bylaws with County Clerks office.