

Travis Oaks Condominium Association, Inc.

Minutes of the Meeting of the Board of Directors

Tuesday, January 12, 2010 6:00 p.m.

2215 Post Rd. #2054

Austin, Texas 78704

Meeting called to order at 6:22 p.m.

Board Members in attendance President Timothy Zabawa, Treasurer Jennifer Mehis, Secretary Adam Muehling and Director Fred Aikman.

Representing RealManage was Cristy Chatfield Association Manager.

Fred Aikman made a motion to approve the minutes from meeting held September 29, 2009 and Adam Muehling seconded. Carried.

Business:

a) Financial Review- Jennifer Mehis gave Treasurer's report. Jennifer Mehis requested back up for RM invoices, Association Manager to provide and see if can be posted to Board Portal. Need to email Association Accountant to publish year end financials for Annual Meeting on 2/4/2010.

b) Delinquency Review- Reviewed collection candidate report and Board would like a full attorney referral for Michael McKinley #2000. The Board requested Cristy Chatfield to make follow up contact with Frederick Fernandez and give deadline at the end of 1st quarter 2010 the balance on the account needs to be below \$6000.00 or will be referred to the Association Attorney.

c) 2007 Audit Status Report- Tim Zabawa motioned to approve 2007 Audit draft and Fred Aikman seconded. Carried.

Tim Zabawa to contact Jane Allen CPA to order formal 2007 audit and will order to start 2008 Audit.

Maintenance Issues:

a) Contact Fred with Integrity to schedule #2074 Diane Strother's balcony for replacement prior to Annual Meeting.

Annual Meeting Preparation:

Briefly discussed Annual Meeting notice to include a notice regarding election of 3 new directors.
Association Manager to send Power Point Template for Board to review.

Old Business:

a) Parking Space Issues

- Association Manager provided Board a preliminary resolution to re-designate covered parking for 1043, 1041 and 1035. Need to add 1045 and send to Adam Muehling.
- #2031 needs to be added back to parking map. Cristy Chatfield contacted John Leonard to assign parking space back to rightful owners.

b) Association Manager gave brief update on water meter usage reimbursement. Attorney needs additional information from the City and they are working on gathering the information to present to the Board.

There being no further business to discuss the meeting was adjourned at 7:35pm.

Respectfully submitted,

Cristy Chatfield

Community Association Manager