

# *The Woods of Wimbledon Civic Association*

P.O. Box 15109, Spring, Texas 77391-1509

## BOARD OF DIRECTORS MEETING MINUTES

JANUARY 4, 2012

Location: BIK, 14701 Benfer Rd, Houston, TX 77069

Minutes Prepared by: Mark Nisula

Board Members in Attendance: Mike Pannell, George Clifton, Barry King, Mark Nisula, Polly Black, Patsy Hunt, Melissa Hunt, Ken Lindsay

Meeting was Called to Order at 7:35 PM.

1. Mike Pannell welcomed and introduced all the new Directors. He talked about the 2012 theme of Deed Restrictions, and how important it is that we accomplish revising them. He presented the evening agenda.
2. Mark Nisula presented the November 2011 meeting minutes. Discussion of the minutes, there was no some prior discussion via email, all items where fix prior to meeting.
3. Barry King made a motion to approve the November 2011, meeting minutes. Polly Black seconded the motion, a majority of the board was in favor and the motion carried.
4. Barry King presented Transition Questions to discuss and take action on.
  - a. The Association holds 3 bank accounts. New signature card are needed for these account; Checking, Money Market, and Capital Reserve.
  - b. Polly Black made a motion to allow Barry King and Mike Pannell to be on the new signature cards for the bank accounts. Mike Pannell seconded the motion, a majority of the board was in favor and the motion carried.
  - c. The Association need to update the Registered Agent with the State of Texas, There is a \$5.00 filing fee for this.
  - d. Patsy Hunt made a motion to allow Barry King to be the registered agent and approved the expediter for the filing fee. Polly Black seconds the motion, a majority of the board was in favor and the motion carried.
  - e. Bill to be approved for payment
    - i. Paul Bailiff \$1,960.50 (Deed Restriction)
    - ii. Insurance \$ 1,632.00 (Director/Officer Insurance)
    - iii. Insurance \$ 691.00 (Fidelity)
    - iv. Re-imbursement for \$55.88 (Annual Billings)  
postage to Barry King
  - f. Barry King made a motion to pay the bills stated above. Polly Black seconds the motion, a majority of the board was in favor and the motion carried.
  - g. Printable checks were ordered in order to be used with the software Barry King is using to keep the Financial Records on.
  - h. Melissa Hunt makes a motion to reimburse Barry King for the order of Printable Checks. Ken Lindsay seconds the motion, a majority of the board was in favor and the motion carried.
  - i. Late fees for past due maintenance fees are have no end date, until full payment is received.
  - j. Reliant Energy Contract was renewed by Barry King, to lock in a rate plan, for the electric used to power the signs at the entrances. Reliant will still bill for rent on the street lights as in the past.

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- k. Mosquito Control agreement needs to be signed to continue there services. The contract is set to expire January 31, 2012.
  - l. Polly Black makes a motion to sign the contract for mosquito spraying. Patsy Hunt seconds the motion, a majority of the board was in favor and the motion carried.
  - m. The 3-year contract with Republic Waste is to expire on October 31, 2012. There will need to be a renegotiation of the contract later in the year. It was unanimously agreed upon that this item be table until next meeting.
  - n. Finical records to be retained for 4 years as required by tax auditing purposes. Barry King has been given finical records that are older than 4 years from the past Association Treasurer.
  - o. Barry King makes a motion to destroy all records older than 4 years (pre 2006). Polly Black seconds the motion, a majority of the board was in favor and the motion carried.
  - p. The Pacheco's are selling their house. Their old deal fell through. According to agent, house will close by January 31, 2012. Barry King told her of the \$450.00 annual maintenance fee plus the \$200.00 transfer fee. Barry King has re-billed the property to the Pacheco at the Woods of Wimbledon address. According to the agent, they are still living there.
  - q. The need to verify that all Government filings have been made:
    - i. Texas Non-Profit Periodic Report
    - ii. Texas Franchise Tax Return
    - iii. Federal Annual Report
    - iv. County Management Certificate
  - r. The Association's finance audit as required in the By-Laws will not be until July 2012.
  - s. The discussion with Paul Bailiff about late fees:
    - i. Snider's owe \$200.00 in late fee over the last 4 years (\$50.00 x 4 Years)
    - ii. Treuniet's past due account for last year.
    - iii. Shakin's filling for bankruptcy
    - iv. Refund for the over-collections made by Bailiff Firm.
- 5. Mike Pannell reported that there was no request for Architectural Control made in month of December 2011.
  - 6. Mike Pannell discussed what to do with the Holiday Decorations that were still on display at the entrances to the neighborhood. Mark Nisula offered to take them down. It was unanimously decided that new decoration is needed for December 2012. Polly Black offered to take the old decorations.
  - 7. Mark Nisula talked about still needing to get all the information from the residents to publish the online directory.
  - 8. Mike Pannell talked about Association projects and there statuses:
    - a. Curb numbering – Still need to be painted.
    - b. Tree removal along wall – Competed.
    - c. Brick Restoration / Wall Repair – Competed.
    - d. Pampas grass removal – Completed

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9. Mike Pannell set the date for the next meeting on February 1, 2012.
10. Mike Pannell and Barry King discussed the upcoming Deed Restrictions
  - a. Goals:
    - i. Remove McCorry-Hellbeck
    - ii. Modernize building materials.
    - iii. Architectural Control Committee
    - iv. Businesses in homes
  - b. Time Table:
    - i. September 12 is the DROP DEAD date –
      1. End of January 2012 – Preliminary Draft to be completed
      2. End of March 2012 – Final Draft to be completed
      3. End of April 2012 – 30 day for public comment
      4. Beginning of May 2012 – Signature Draft to be completed
      5. Beginning of June – August 2012 – Signature to be collected
  - c. Discussion was held on how should head the Deed Restriction Committee.
  - d. Melissa Hunt makes a motion for Barry King to head the Deed Restriction Committee. Mike Pannell seconds the motion, a majority of the board was in favor and the motion carried.
11. Patsy Hunt made a motion to adjourn the meeting. Polly Black seconded the motion, a majority of the board was in favor and the motion carried.

The Meeting was Adjourned at 9:43 PM.

Next Meeting Date, Time, and Location: February 1, 2012, Mike Pannell House, 15014 Benfer Rd, Houston, TX 77069 @ 7:30 PM.