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## BOARD OF DIRECTORS MEETING MINUTES

Location: John Wesley United Methodist Church, 5830 Bermuda Dunes Dr., Room A106, Houston

Prepared By: Bonnie Shows, Secretary

Board Members Present: Graham Sherlock, Barry King, Don Shackelford, Bonnie Shows, Linda Intschert, Allen Baker, Roger Nelson, John Spire

Board Members Absent: None

Guests Present: Sean Towery, Steven Clough, Rick Jovane

1. The meeting commenced at 7.03. Quorum was achieved.
2. Secretary's Report.
  - a. The minutes for December were presented. A request was made for the deletion of one sentence in item 13a. Roger Nelson moved to approve the minutes, Allen seconded. Unanimously approved.
3. Treasurer's Report.
  - a. The new Treasurer, Barry, has changed the monthly report format for more complete reporting.
  - b. As of January 18th, \$27,500 has been received in dues for 2018.
  - c. There are two new homeowners in the neighborhood.
  - d. John moved to approve the Treasurer's Report. Linda seconded. Unanimously approved.
4. Pressure Washing.
  - a. Graham presented 3 quotes for pressure washing the perimeter walls. All three were within \$400 of each other.
  - b. Graham & Sean reported that when the volunteers pressure washed the entrances, no deterioration of the brick was seen. The high bidder employs "soft washing" which is a low pressure method used for siding. The Board did not consider this was necessary for the perimeter walls.
  - c. Allen moved to use Cypress Pro Wash providing they show they have Workman's Comp coverage & liability insurance or sign a waiver. John seconded. Unanimously approved.
  - d. Graham will verify the tops of the walls are included as specified in the request for quote and verify that the insurances are in place in writing to the Board.
5. Entrance Planting.
  - a. Graham & Linda reviewed the entrances prior to the meeting and noted that there were dead plants and stumps at both entrances, a partly dead and overgrown tree and gaps at the Mittelstaedt entrance and the hedges on Strack Road are overgrown and not salvageable.
  - b. Linda presented a plan for modification and repair of the Mittelstaedt plantings and a plan for complete removal and replanting on Strack Road including removal of ivy from the walls and mulching of both entrances.
  - c. The estimate for the work is \$8,000. John moved to allow Linda to proceed and complete the replanting work with a not to exceed budget of \$8,000. Allen seconded. Unanimously approved.
  - d. It was agreed that the ivy must be removed first, followed by the pressure washing.
  - e. The electrical box relocation that is budgeted for this year will also happen before replanting.
  - f. Graham will notify the homeowners and request access for the contractors.

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6. Wall Straightening.
  - a. The company who quoted to straighten the wall sections on Mittelstaedt (Leon Foundations) was contacted twice. On both occasions they failed to return calls. Don had previously called them multiple times with no response. Graham reported that he will not call them again and will seek bids from other companies.
  - b. The Trophy club had walls straightened recently. Graham & Linda both committed to finding out the name of their contractor.
7. Document Retention Policy.
  - a. Graham circulated the draft policy prior to the meeting. Barry moved to accept the policy. Allen seconded. Unanimously approved. Graham will have it recorded.
8. Website subcommittee.
  - a. Roger Nelson has replaced Joel Carter. The committee members now are Graham Sherlock, Don Shackelford, Bonnie Shows, Roger Nelson & Mark Nisula.
  - b. Graham will convene a website sub-committee meeting.
9. Architectural Control Committee Report.
  - a. The committee met on Monday 15th and elected Sean Towery as their chairman. All five members were present.
  - b. The ACC agreed there is a need to discuss and revise guidelines.
  - c. The ACC will meet at least Quarterly as well as when the need arises.
  - d. Requests were received for replacement windows, tree removal and for an accessory building.
  - e. It is known that a homeowner wishes to install an electric gate. Sean committed to contacting them proactively to help with request submission.
  - f. It was re-confirmed that the ACC is responsible for approvals and the Board for enforcement of deed restrictions. The ACC and the Board committed to working closely together.
  - g. There is a problem with Title Companies not contacting the Board at every closing.
  - h. Graham & Barry will find out what is required for annual recording per the Texas Property Code and make sure we are complying.
10. Public Comment
  - a. Sean Towery asked if electronic payment could be introduced for dues. Graham replied that this is in the plan for 2019. He also noted that any additional fees associated with electronic payment would be borne by the homeowners who elect to use it. Check payment without the electronic processing fee will still be available.
11. New Business.
  - a. None.
12. Executive Session.
  - a. Alternative HOA attorney options were discussed. One in particular may be a suitable candidate.
  - b. There are currently three homes with outstanding debts. Liens have been obtained for all three. The Board will review further collections measures at the next meeting.
  - c. John moved to adjourn at 9.25. Barry seconded. Unanimously approved.