

---

## BOARD OF DIRECTORS MEETING MINUTES

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

Prepared By: Bonnie Shows, Board Member

Board Members Present: Don Shackelford, Allen Baker, Barry King, Joel Carter, Tom Devine, Bonnie Shows, Linda Intschert

Board Members Absent: Graham Sherlock

1. The meeting was called to order at 7:01pm
2. Quorum was achieved.
3. Guests Present: Mark Shows, Sean Towery
4. Don asked Sean to be present to promote camaraderie between the Board and the ACC Committee so the two may work together harmoniously. Sean gave an overview of his background and qualifications. Elections for the ACC will be held at the annual board meeting. ACC election ballots will include the three residents who turned their names in for the elections last month and Sean. Ideally, an odd number on the committee would be best. The two current acting representatives for the ACC are Sean and Dave Schrandt who will resign from the ACC at the end of October this year. Sean is undecided at this time. Sean encouraged the Board to adopt the guidelines proposed by the ACC last month. The ACC wants a line item included in the budget for mailings, legal expenses, etc., and suggested we retain ACC documents for future reference and follow-up.

Barry made a motion that the Board approve the guidelines previously submitted by the ACC; Tom seconded. FOR (Barry, Tom, Allen, Don); AGAINST (Bonnie, Linda, Joel). Motion approved.

5. Secretary's Report
  - a. The Minutes for the August meeting were reviewed. One correction was requested. Item 6c to replace "complaint" with "inquiry".
  - b. Barry moved to approve the minutes with the noted correction; Tom seconded. Unanimously approved.
6. Treasurer's Report
  - a. Income. Five households on payment plans. Two households have not made payments.
  - b. Collections. Two household paid 2016 dues and still owe for 2017.
  - c. Tom made a motion to conduct the 2016 Financial Review this year instead of delaying it until 2018 since the \$2500 expenditure was already budgeted for; Linda seconded. Unanimously approved.
  - d. Joel moved to accept the Treasurer's Report; Tom seconded. Unanimously approved.
7. President's Report
  - a. Complaints. We addressed three complaints:
    - i. Storage of a boat in a driveway. A certified letter was issued to the homeowners. This has been resolved;
    - ii. Vines growing up the side of a house and onto the roof; this has not been resolved;

- iii. An unapproved structure build in a back yard; this issue has not been resolved.
- b. Wall repair. Approval for the repair of the walls in the amount of \$3900 was unanimously approved at the August board meeting; however, a question was raised regarding the contractor's insurance coverage for the cost of rebuilding the wall in the event the wall collapses while attempting to straighten it. This bid expired before an answer was received.

Linda made a motion to accept the Certificate of Insurance issued by Leon Foundation as sufficient for the Board for the rebuild of the wall and to initiate wall repair subject to any changes in pricing and, if pricing increases, subsequent pricing to be approved via email by majority vote of board members; Joel seconded. Unanimously approved.

- c. Bonnie gave a brief discussion of the Community Club activities:
  - i. National Night Out is scheduled for Tuesday, October 3<sup>rd</sup> at the Nelson residence, 15011 Benfer Road from 5:00p-8:00p. There is a line item in the budget for \$100 from the HOA.
  - ii. A report was submitted to the Board regarding the decorations for the neighborhood entrances. Included were requests for pressure washing (by Bonnie, Joel and Sean) the exterior panels on either side of both entrances, and climate controlled storage for entrance decorations.

ACTION ITEM: Bonnie will obtain a quote for climate controlled storage for HOA entrance decorations and document retention requirements. The information will be provided to the Treasurer and to the Document Retention Committee to include as a line item for the budget.

- d. Annual Meeting. Allen and Graham will create and provide visual aids for the annual budget to present to the homeowners regarding increased costs and expenses, and loss of revenue. If necessary, a special board meeting will be called to approve the budget.
- 8. Document Retention Committee. No meeting has been scheduled. Graham is Committee Chair and members include Allen Baker, Don Shackelford, and Mark Nisula. Graham researched and recommended which document were necessary to retain, including all original signature documents. Mark presented software needs. Bonnie will forward the quote (ACTION ITEM above) regarding climate controlled storage for entrance decorations.
- 9. Website Committee. Members of the Website Committee are Joel Carter- Chair, Don Shackelford, Graham Sherlock, Bonnie Shows, and Mark Nisula. Don spoke with Mark and Mark agreed to give Bonnie logon and password information to assist with website updates.
- 10. Allen moved to adjourn at 9:02pm; Tom seconded. Seven voted FOR; Barry voted AGAINST. Motion carried.