

# The Woods of Wimbledon Civic Association, Inc

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

## Board of Directors Meeting Minutes

July 21<sup>st</sup> 2016

Location: Cypress Creek Christian Community Center, 6823 Cypresswood Drive, Spring, TX 77379

Prepared by Graham Sherlock, Secretary

Board Members Present: Michael George, Graham Sherlock, Allen Baker, Barry King, Don Shackelford, Kara Ellis, Tom Devine.

Board Members Absent: Steven Frankoff.

Guests present: None

The meeting was called to order at 7.01pm and quorum was achieved.

1. Following the resignation of Sam Al-Khudhairi, the Board invited homeowners to volunteer to replace him. Tom Devine was the only candidate and a vote was held to appoint him to the Board. Don moved, Kara seconded and the vote was carried unanimously.
2. The revised minutes for the May 2016 meeting and for the June meeting were reviewed and were approved.
3. Treasurer's report.
  - a. Income is still down 3% overall to plan but there are still six delinquent accounts to be collected.
  - b. Late fees are still owed by four homeowners.
  - c. Admin costs are higher than budgeted due to correspondence arising from the above.
  - d. More houses have sold than expected so Transfer fee income is higher than anticipated.
  - e. Late fee income has also helped offset the shortfall from non-payment of dues.
  - f. Expenses to-date are lower than budgeted
  - g. Net income is higher than budgeted.
  - h. The meeting room has been booked and paid for the rest of the year.
  - i. The review of the 2015 accounts is nearing completion.
4. Administrative Reports and/or committee updates.
  - a. The remaining meetings for the rest of the year have now been booked.
  - b. Two meetings have been re-scheduled to accommodate board members commitments:
    - i. The October meeting will now be held on Tuesday 18<sup>th</sup>.

- ii. The Annual Meeting will now be on the Tuesday 15th November.
  - c. A website sub-committee meeting was held. Present were Mike, Graham and Mark Nisula. At the meeting;
    - i. The remaining meetings for the year were posted to the calendar.
    - ii. The Policies folder was moved to become more prominent.
    - iii. The policies for solar devices, roofing materials and Records production & copying were added to the Policies folder.
    - iv. An advertisement for HAR.com was removed as they were not paying a fee for it.
    - v. A notice was added stating that the Board meetings are open to all.
    - vi. An email sign-up box was added so people can sign up to receive newsletters and notices.
    - vii. Two documents were removed that were not related to the HOA.
  - d. No record could be found that showed the Board had formally approved the creation of the website. Barry moved to accept the website, Kara seconded. Unanimously approved.
  - e. A vote was held to approve the changes listed above. Barry moved, Tom seconded. Unanimously approved.
  - f. The next phase of improvements to the website will be the addition of a President's welcome letter, addition of the HOA phone number and the re-design of the contact form to include drop-down menus for each contact category. These changes will be detailed and voted on at the next meeting.
  - g. We would like to add notices for the Women's Club, 4<sup>th</sup> July parade etc and needed to understand how such notices would affect HOA liability.
    - i. Our insurance company advised that a simple notice advertising an event organized by a group that did not include the HOA would not make us liable.
    - ii. Any event that is organized by the HOA or that is funded by the HOA may require a rider. Allen is continuing to determine the details and costs associated with that.
  - h. Two new homeowner welcome letters have been sent out. The Women's Club gave them welcome baskets.
  - i. Five complaints were received and one of these was later withdrawn. Complaints regarded the parking of a boat and commercial vehicle on the street and poor yard maintenance. Letters were sent to the four homeowners requesting corrective action.
- 5. ACC
  - a. Stump removal and other planting maintenance will take place in the fall after the weather has cooled.
  - b. Entrance notice boards. It was confirmed that physical notice boards are no longer a legal requirement as the website fulfills the function of notification.
- 6. Closed session
  - a. The delinquent accounts were discussed and it was re-confirmed that the collection process will continue to be followed.

- b. It was established that none of the delinquent homeowners have filed for bankruptcy.
  - c. Our attorney sent 30 day notices on July 6<sup>th</sup>.
- 7. The next meeting will be held on August 25<sup>th</sup>.
- 8. Motion to adjourn was made by Don, Kara seconded. Unanimously carried. Adjourned at 8.34pm.