

The Woods of Wimbledon Civic Association, Inc

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

Board of Directors Meeting Minutes

October 19th 2017

Location: John Wesley United Methodist Church, 5830 Bermuda Dunes Drive, Room A106, Houston, TX 77069

Prepared by Graham Sherlock, Secretary

Board Members Present: Graham Sherlock, Barry King, Don Shackelford, Bonnie Shows, Linda Intschert, Allen Baker.

Board Members Absent: Joel Carter, Tom Devine.

Guests Present: Sean Towery

1. The meeting was called to order at 7.04pm
2. Quorum was achieved.
3. ACC Report from Sean Towery.
 - a. A request has been received for a replacement roof on Westerham. The color and type conform to established guidelines.
 - b. The shed that has been built without permission on Westerham was inspected by the ACC and the plans for its completion were reviewed. Some members of the Board were not satisfied that it complies with the Deed Restrictions. Graham and Sean will give a second review and report back to the Board.
4. Secretary's Report.
 - a. The minutes for the September Board meeting were prepared by Bonnie. Three corrections were requested for item 4. Barry moved to accept the minutes as-amended. Graham seconded. Approved unanimously.
5. Treasurer's Report.
 - a. 124 homeowners have paid their dues in full, one is on a payment plan and two have not paid. Liens are in place for the two homes with non-payment.
 - b. Utility bills are 15% lower than planned thanks to Allen's work in re-setting the sprinklers to use less water.
 - c. Allen updated the Board with relative costs for the two different lien processes and gave clarification regarding timing.
 - d. There are no new homeowners. One house on Benfer has been leased but the new tenants have not yet moved in.

6. President's Report

- a. The query related to the work truck has been resolved; the truck is prohibited by the deed restrictions.
- b. There have been no new complaints regarding the loose dogs on Benfer Road.
- c. Best Trash has been contacted regarding the home that has been missed in trash collections. The company has promised to ensure it is not missed again.
- d. The wall repair quote was rescinded by the contractor without explanation. New quotes will be sought.
- e. Bonnie reported that the website is not created in a simple way and is not easily edited. The Board discussed whether it would be prudent to explore using a website creation company in future.
- f. Don confirmed that the notice for the Annual Meeting must be sent out to homeowners a minimum of 10 days prior to the meeting.
- g. Allen presented a Pie Chart showing how the budget is spent. This will be included in the mailing to homeowners.
- h. Graham has created a proxy and ballot form that will include the names of all declared candidates. This will have the names of the nominees as well as write-in spaces for both categories.

7. Document Retention Policy update.

- a. A meeting was held to review the first draft of the retention method policy. Changes were agreed and the sub-committee also agreed to use the new policy material to update the Document Retention Policy instead of creating a separate one.

8. 2018 Budget discussion

- a. Barry proposed the establishment of a reserve fund for legal expenses to be used in the event of a legal need. This would be in the amount of \$10,000 that could be accessed quickly without the need for a special meeting to gain homeowners' permission. If a legal need arises that necessitates spending more than an additional 10% of budget, such a meeting would be required. Don will determine whether the funds for this reserve fund can be taken from the operating budget surplus.
- b. Barry moved to increase the funding for National Night Out to \$200 from the current \$100 and to reimburse this year's organizers for the additional expense incurred over and above the budgeted \$100. Graham seconded. Unanimously approved.
- c. Graham moved to provide \$200 for maintenance or replacement of holiday decorations. Barry seconded. Unanimously approved.
- d. Graham moved to reimburse Mark Shows for the cost of repairing the sign board at the Mittelstaedt Road entrance. Barry seconded. Unanimously approved.
- e. Don proposed to record the ACC guidelines after the Annual Meeting so that the incoming ACC could review it and save the potential cost of having to record them twice. The Board agreed.

9. It was not possible to complete the agenda within the allotted time. The Board agreed to schedule an additional meeting to take place prior to mailing out the invitation to the Annual Meeting.

10. There was a motion to adjourn at 9.17pm. Graham moved, Barry seconded. Unanimously approved.