

The Woods of Wimbledon Civic Association, Inc

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

Board of Directors Meeting Minutes

March 16th 2017

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, Bonnie Shows, Linda Intschert, Joel Carter.

Board Members Absent: None.

Guests present: Mark Shows,

The meeting was called to order at 7.00pm and quorum was achieved.

1. The 1st revision minutes for the January 19th 2017 meeting were reviewed and approved with corrections to sections 3b and 4b. It was noted that points 3c through 3i were really part of the Treasurer's report but have been left in section 3 to properly reflect the order in which they were discussed at the meeting.
 - a. Barry moved to accept the minutes providing that the corrections are made. Bonnie seconded. Passed unanimously.
2. The minutes for the February 16th 2017 meeting were reviewed.
 - a. Corrections were made to 2a, 7j & 7l.
 - b. The minutes for February were an accurate record of the discussion. Mike's opinion is that some of the stated opinions were factually incorrect.
 - c. It was agreed to give the Board more time to review the minutes and review at the next meeting.
3. Treasurer's Report
 - a. Collections – 108 have paid
 - b. 10 not paid, including the four who also did not pay in 2016
 - c. 10 are on payment plans.
 - d. Over 90% of dues have been received.
 - e. PO Box cost has risen more than cost of living increase.
 - f. Water usage has reduced after Allen altered the timer settings to avoid over-watering.
 - g. Late fees have been sent in February and March for the 10 who have not paid.

- h. We discussed whether the collection process was clearly laid out on the back of the invoices that were sent out but did not have a copy at the meeting.
 - i. Graham proposed a motion that if the collection process as laid out on the back of the invoice is clear and includes a timetable for formal collection the Allen should follow it. If not then formal collection will begin if no payment is received by April 1st. Joel seconded. Unanimously approved.
 - j. Don moved to approve the Treasurer's report. Bonnie seconded. Unanimously approved.
4. Mosquito discussion
- a. Don called the application company and the rate given was 4.1 oz per minute assuming a wind speed of 10mph. This gives 8.5 billion drops per minute.
 - b. The active ingredient is diluted 6.5 to 1 and they check the pump weekly.
 - c. Texas A&M did a study that showed the fog moved out in a swath 300 feet either side of the truck over a 6 hour time period.
 - d. The county only sprays during an identified emergency and they can use other active ingredients and concentrations. The County makes public presentations if requested.
 - e. The Board considers the treatment to be effective.
 - f. Graham moved to renew the contract. Joel seconded. Mike voted against. Motion passed.
 - g. Allen made a motion to allow Don to complete the contact on behalf of the Board and to not pay for record retention. Unanimously approved.
5. Website discussion.
- a. We have a document retention policy that covers which documents should be retained.
 - b. We do not have a policy that stipulates how the documents are retained.
 - c. It was agreed to form a sub-committee to draft a retention method policy to be chaired by the Secretary. Barry advised that the committee must have fewer members than would be required for Board meeting quorum otherwise a notice of public meeting must be made in order to avoid risking violation of state law related to open meetings.
 - d. Barry made a motion that Mark Nisula be appointed chairman of the records retention subcommittee but Mike pointed out that the chairman must be a Board member.
 - e. Barry requested the subcommittee consider physical storage of paper documents and offered a facility at his office on a temporary basis.
 - f. Moved to approve the formation of a subcommittee chaired by the secretary and also including Don, Mark, Allen and a floating member of the ACC. Seconded by Graham. Unanimously approved.
 - g. Graham will circulate an email with a proposal for a meeting date.
6. Executive session
- a. We learned that our attorney has initiated a process to begin foreclosure proceedings against the four homeowners who have not paid. This is in line with a contract that was agreed between a previous Board and the attorney and was not requested by this Board. Consequently we do not have sufficient budget to cover legal costs.

- b. The Board discussed whether we should go to the next step on the resolution to foreclose and continue the collection process or to stop once a lien has been placed on the property. Proceeding further will incur additional cost and is not guaranteed to result in payment of outstanding bills.
 - c. Graham made a motion that we will stop at liens and drop the idea of foreclosure. Seconded by Joel. In favor – Graham, Joel, Bonnie, Allen, Linda. Opposed – Mike, Barry, Don. Motion carried.
7. Program of work for 2017
- a. Walls – Mike met with the second contractor. Next month the wall repairs and quotes will be included on the agenda.
 - b. 2nd quote – contractor has a different approach that will be presented and discussed next month.
 - c. Maintenance compliance – Linda provided a copy of a form letter from another subdivision.
 - d. The capital reserve fund is, strictly, part of the operating account because we don't have a policy to set aside a restricted reserve. A policy needs to be created.
8. ACC
- a. No complaints or new homeowners.
 - b. Mike announced that Sean Towery has been appointed to the ACC, replacing Jeff Bosch. This was strongly objected to by some members of the Board because the original deed restrictions show that the Board is required to be elected and because the practice of membership by appointment is non-inclusive and unrepresentative of the subdivision.
 - c. The deed restrictions state that replacement members must be elected. Mike explained that this has not been the practice to-date.
 - d. Mike explained that the original document does not explain how an election should be conducted and that this is a challenge. Graham argued that lack of a description of method is no excuse for not holding an election.
 - e. It was decided to continue the discussion at the next meeting after the Board members have had time to study the original deed restrictions.
9. Barry moved to adjourn at 9.30. Allen seconded. Unanimous.

The next meeting will be held on April 20th at 7.00pm.