

The Woods of Wimbledon Civic Association, Inc

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

Board of Directors Meeting Minutes

October 18th 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, Tom Devine.

Board Members Absent: Kara Ellis, Steven Frankoff.

Guests present: Sharon Devine, Mark & Bonnie Shows, David & Nancy Jones.

The meeting was called to order at 7.04pm and quorum was achieved.

1. The minutes for the August 2016 meeting were reviewed and approved pending the following alterations:
 - a. 2f. Note that Allen was authorized at the July meeting to make repairs.
 - b. 3h. Should be Annual meeting, not Board meeting.
 - c. Barry moved to accept the minutes, Barry seconded. Passed unanimously.
2. Treasurer's report
 - a. Two of the six homeowners who had not paid their 2016 dues has now paid, including the late fees and legal fees incurred. There are still five homeowners who have not paid.
 - b. We are over budget for legal fees due to the cost of collection efforts, deed restriction enforcement and because of the fees related to legal advice and correspondence in dealing with a Board member who was not a homeowner of record.
 - c. The sprinkler system repair was more extensive than anticipated. Expense was \$500
 - d. The cost for by-law preparation was \$900.
 - e. The net income is down by \$1,000. Unexpectedly high turnover of homes resulted in greater than expected income from home sale fees which mostly offset the shortfall from delinquent accounts and higher than expected legal fees.
 - f. Tom moved to approve the Treasurer's report, Barry seconded. Approved unanimously.
3. President's report

- a. The question from the last meeting as to whether non-members are permitted to attend was answered. Non-members do not have a right to attend but the Board can vote to accept non-member guests on a meeting by meeting basis.
 - b. Allen has completed an accurate list of Owners of Record.
 - i. Per our attorney, any record we have is deemed valid unless someone can prove otherwise.
 - c. A reminder for ballot candidates was not sent in September because the first invitation resulted in more candidates than Board places.
 - d. There was a motion to approve consolidating the contact & complaint forms into a single form with drop-down menus. Proposed by myself, seconded by Tom. Unanimously approved.
 - e. Welcome letter. Mike suggested to modify the homepage of the website and create a standard welcome letter and place it on the website. The individual letter sent to homeowners will then be shorter. Barry moved, Tom seconded. Unanimously approved.
 - f. Complaints. There were four complaints received.
 - i. Food waste in a dumpster attracting vermin.
 - ii. Homeowner having more than 2 dogs.
 - iii. A green pool.
 - iv. New electrical supply cable higher than previous but which is correct to latest code requirement.
4. ACC.
- a. A request was received to remove five oak trees from a backyard. The trees were damaging the pool and it was considered the trees should have been removed when the pool was built. Request was approved.
 - b. Wall repair. A proposal was received from Brick Restoration. They are able to straighten the wall without the need for demolition and rebuilding. Two panels on Mittelstaedt and 3 panels on Strack need this work. The rest of the walls do not need straightening. The quote for the five sections is \$20,000. This will be included in the 2017 budget.
 - c. A quote was received to pressure wash the walls but the amount seems excessive and further quotes are being sought.
 - d. A quote is being sought for tuck pointing the insides of the walls.
 - e. Barry asked if we need to have a policy to create a capital reserve. Mike agreed and has started drafting one.
5. Planting Committee
- a. A quote was received for entrance plantings at both entrances. The plan includes extending the culverts on Strack Road and making the land flat, removing overgrown trees & creating a lower profile with stone borders and repairing or replacing the sprinkler system.
 - b. The vendor will be asked to give a presentation at the Annual Meeting.
 - c. The cost will be included in the 2017 budget and will come from the capital account.

6. Trash. Republic notified us that they will be stopping garage door collections. Quotes have been received from other companies that include garage door pick up. The cost is expected to be lower than we currently pay Republic. Quotes have also been requested for recycling service.
7. 2017 Budget. The fees for 2017 will have to rise by \$75 to \$575 in order to balance.
 - a. The cost of wall repair and entrance planting will come from the capital account. These expenditures do not affect the annual fees.
 - b. The 2016 budget was a deficit budget – expenditure was planned to be higher than income with the difference coming from cash reserves. This cannot continue.
 - c. In two of the past five years, expenditure exceeded income by more than \$10,000.
 - i. Barry moved to approve the increase to \$575, Mike seconded. Unanimously approved.
 - d. Barry proposed we include the cost of wall repairs (\$20K) and entrance plantings (\$25K) in the 2017 budget and that the money should come from the capital account. Unanimously approved.
8. By-laws. Barry moved that we present the bylaws to the Annual Meeting as discussed at the September meeting. This was modified to include a paragraph to allow typos to be corrected without approval as long as the meaning & intent are not altered. Seconded by myself. Unanimously approved.
9. Annual Meeting.
 - a. This will be held on Tuesday, November 15th.
 - b. 3 people, other than current Board members, requested to be included on the ballot for At-large positions.
 - c. Tom Devine withdrew his name from the ballot.
 - d. The ballot must be mailed to homeowners by November 1st.
 - e. The bylaws amendments will be posted on the website and not mailed as paper copies.
10. The meeting was adjourned at 9.09pm. Proposed by Don, seconded by Tom. Unanimous.
11. The Annual Meeting will be held on Tuesday November 15th.
12. The next Board meeting will be held on Thursday, December 15th.