

The Woods of Wimbledon Civic Association, Inc

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

Board of Directors Meeting Minutes

September 15th 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: Steven Frankoff. Kara Ellis.

Guests present: None

The meeting was called to order at 7.03pm and quorum was achieved.

1. The minutes of the August meeting were reviewed and passed with one abstention – Allen was not present at the last meeting. Moved Barry, seconded Tom
 - a. Barry asked if it is correct that the bylaws preclude non-homeowners from attending. He suggested that article VI section 5 is ambiguous. He pointed out that our attorney is not a homeowner. The bylaws do not include provision for inviting guests. Mike committed to obtain clarification from our attorney before the next meeting.
 - b. Punctuation changes were requested.
2. Treasurer's report.
 - a. A correction has been made – mosquito spraying was being coded as landscaping.
 - b. There are still homeowners who have not paid their dues, leaving us \$3,000 under budget. All 6 are in the collection process moving towards Liens.
 - c. Transfer fees from home sales continue to be higher than expected.
 - d. The accounting review for 2015 is now finished.
 - e. Insurance
 - i. Special insurance is not required for Board meetings
 - ii. The agent really didn't know if the policy covered events such as National Night Out.
 - iii. The policy covers the association's property but not at a homeowner's property. The homeowner would be liable and the HOA would only be sued as a secondary party. In any case, the claimant would have to prove there was negligence on the part of the HOA.
 - iv. The liability insurance policy does not include an exclusion clause so we should be covered. We have liability insurance and there are no exclusions listed in the policy.

- v. It is clear the broker is not able to properly answer this and we need to get a statement from the insurance company.
 - vi. It was decided not to pursue a rider for National Night Out at this time. Allen proposed, Tom seconded, Barry abstained. Passed.
- f. Sprinklers. There was a problem with the sprinklers. Allen cycled the system. The left side circuit was working one sprinkler had lost a spray head and the pop-ups had lost their seats. On the other side two circuits would not turn on but all had power. The valves are buried and their location is not known. The landscape company charge \$110 plus \$105 per hour thereafter. The sprinkler system will likely need a lot of work. Allen has was authorized to spend sufficient funds to make repairs and replaced five pop-ups.
- g. Graham proposed we accept the treasurer's report. Don seconded. Unanimously passed.
- 3. President's report
 - a. Mike and Graham now have working log-ins for the website.
 - b. Mike sent out an email blast to invite people to volunteer for Board membership.
 - c. A paper copy was walked around although this is not a legal requirement.
 - d. No canvassing for members by the Board is permitted after September 30th.
 - e. The ballot will be put together after the next meeting.
 - f. A reminder will be sent a week prior to the 30th.
 - g. Allen & Graham will create a database of homeowners of record. Barry moved that the treasurer be allowed to spend up to \$200 at the county court to obtain page 1 of the records. Tom seconded. Unanimously approved.
 - h. It was noted that, at the Annual meeting, nominees cannot take part in the tabulation of results.
 - i. There are new homeowners.
 - j. No complaints were received this month.
 - k. Website – we need to review the document access/Dropbox. This is no longer easily accessed so a better method is needed for attaching links or attachments for email blasts.
 - l. Entrance planting – Joel may have received a quote.
 - m. The wall contractor (referred by Mike Marks) did not show up for the appointment.
- 4. By-Laws - During the meeting, the Board reviewed the proposed bylaw changes page by page and recommended changes that will be incorporated in the final draft to be presented at the October meeting.
- 5. Budget Proposal.
- 6. The Board reviewed the proposed budget for 2017. The current draft does not balance and dues may have to be raised. This is in large part because of the six homeowners who have not paid the dues for 2016 and it is not anticipated they will pay in 2017. This will leave a shortfall. It was agreed we will not plan a deficit budget – we did that for 2016 because there was a surplus at the end of 2015.
- 7. It was proposed to reserve an extra month's budget in the operating account from one year to the next for cash flow purposes and any excess would go into the capital reserve account. This has been done before but it should be included as a policy statement.
- 8. It was agreed to put the non-payment into the budget as a line item for full disclosure so homeowners can understand the effect of their neighbors who won't pay.
- 9. The landscaping budget is underfunded - the entrance plantings are in serious need of improvement and the sprinkler system needs major work.
- 10. The meeting was adjourned at 9.33pm Don proposed adjournment. Graham seconded. Unanimously passed.

The next meeting will be on October 18th.