

The Woods of Wimbledon Civic Association, Inc

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

Board of Directors Meeting Minutes

June 16th 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, Steven Frankoff.

Board Members Absent: Sam Al-Khudhairy, Kara Ellis.

Guests present: None

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

1. The minutes for the May 2016 meeting were reviewed and were approved (pending the revision of point 3i.)
2. Treasurer's report.
 - a. Income is down 3% overall to plan (an improvement from last month's 4%) but there are still delinquent accounts to be collected.
 - b. Net income is higher than budgeted due to fewer expenses than planned.
3. Administrative Reports and/or committee updates.
 - a. The remaining meetings for the rest of the year have now been scheduled.
 - b. The Annual Meeting will be on the third Thursday of November.
 - c. A transition meeting to hand over from current to new board members will be held in December.
 - d. Sam Al-Khudhairy has resigned from the board due to relocation.
 - e. Mike has been requesting quotes from construction companies for wall repairs but has not yet received responses.
 - f. For bylaw changes to comply with Texas State law, our lawyer, Sarah, advises that we should not redline the existing by-laws but to simply add a footnote after each affected section stating that it is superseded by State law.
 - g. A certified letter was sent to a homeowner who has been ignoring requests to keep their lawn mowed. Our lawyer advises that after correct procedure has been followed

we have the authority to send a landscaping company to mow the lawn and then charge the homeowner for the work and an administrative fee.

- h. It was advised that, in the case where a homeowner has filed for bankruptcy, we are entitled to send an invoice for money owed but we are not permitted to send payment demand letters.

4. ACC

- a. Two requests were received regarding repairs but neither constituted a change and so no approval was necessary.
- b. Entrance notice boards. Barry suggested a board could be placed at each entrance stating that notices will be placed on the website and giving the website address.
- c. Another suggestion was to put the website address on a board and fix it to the wall at each entrance.

5. Closed session

- a. As decided at the May meeting, formal notices were sent regarding non-payment.
- b. The Board will verify bankruptcy status of homeowners who do not make payment by the date stipulated in the letter.
- c. The accounts for homeowners who have not paid and have not filed for bankruptcy will be turned over to our attorney for collection. Barry moved, Allen seconded.
Unanimously approved.

6. The next meeting will be held on July 21st.

- 7. Motion to adjourn was made by Don, Barry seconded. Unanimously carried. Adjourned at 8.33pm.