

BOARD OF DIRECTORS MEETING

Location: John Wesley United Methodist Church, 5830 Bermuda Dunes Dr., Room A106, Houston

Minutes Prepared By: Bonnie Shows, Secretary

Board Members Present: Graham Sherlock, Allen Baker, Barry King, Bonnie Shows, Linda Intschert,
Don Shackelford, Roger Nelson, John Spire

Guests Present: None.

1. The meeting was called to order at 7:02p.
2. A quorum was established.
3. Secretary's Report.
 - a. The minutes for January were provided in advance of the meeting. No corrections or modifications were noted. Barry moved to approve the minutes; Allen seconded. Unanimously approved.
 - b. Bonnie inquired about using Staples for printing copies for WOWCA business meetings. Receipts will be forwarded to the Treasurer for reimbursement.
4. Treasurer's Report.
 - a. The financial reports were provided in advance of the meeting. No corrections or modifications were noted. John moved to approve the Treasurer's Report; Allen seconded. Unanimously approved.
 - b. There are new homeowners at 5131 Wightman Court.
 - c. Proposed Invoice Format.
 - i. Barry made a motion to rescind the adopted policy to not accept and, therefore, return partial payments for maintenance fees, and then moved to allow the Treasurer to deposit all monies received. Seven members voted For; One abstained. Motion carried.
 - ii. Barry made a motion to establish a policy to apply a due date of 30 days after mailing for all fees or expenses charged to homeowners, except the annual maintenance fee.; Roger seconded. Unanimously approved.
 - iii. Barry made a motion to allow the Treasurer to use discretion to offer a grace period regarding checks that are received after the January 31st and for people who paid the old amount; John seconded. Seven members voted For; One abstained. Motion carried.
5. President's Report.
 - a. Pressure Washing.
 - i. Update: Waiting for ivy to be removed from perimeter walls. Cypress Pro Wash said they may delay the start date which may interfere with the planting schedule. Graham will confirm they can start immediately; if not, the second bid (\$3400) may be contacted as the winning bid.
 - ii. Graham has been speaking with the current insurance carrier for policy clarifications. He will report via email to the board with his findings.
 - b. Document Retention Policy.
 - i. A meeting was held and a policy discussed to be posted on the document server.
 - c. March's Board Meeting will be moved to March 22nd because of Spring Break.

6. Entrance Planting.
 - a. Linda reported the dead plants and trees at the Mittelsteadt Road entrance were removed. The stumps and roots will be removed before new plants are put in.
 - b. Five medium-to-large sago palms were donated for the entrances.
7. Website subcommittee.
 - a. Graham will issue minutes of the meeting. Roger is the Committee Chair.
8. Architectural Control Committee. No report.
9. Old Business. None.
10. New Business. None.
11. Executive Session.
12. Barry moved to adjourn at 9:12p; John seconded. Unanimously approved.