

FLEETWOOD PROPERTY OWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

at 6:30 P.M. Wednesday, March 13, 2019

Crest Management 17171 Park Row Ste 310, Houston, Texas 77084

DIRECTORS PRESENT IN PERSON or BY TELEPHONE:

Elaine Dyson, President; Donna Haines, Vice President, Brian Hefty, Treasurer and Sharon Swanson, Secretary

ALSO, PRESENT:

Lindsey Hall-Wikenczy, CMCA®, AMS® with Crest Management Company

CALL TO ORDER

With notice properly served and quorum duly established, the meeting was called to order at 6:30 PM.

APPROVAL OF MINUTES

Upon motion made and duly seconded, motion carried to unanimously approve the minutes, as presented, from the January 9, 2019 meeting.

HOMEOWNER FORUM

There were no homeowners in attendance for this meeting.

OPEN SESSION

COMMITTEE REPORTS

- **ACC:** Director Swanson reported applications submissions had slowed down some. The Committee has requested to review the current Architectural Guidelines and will be working on revisions that will clarify current requirements of the Association.
- **LANDSCAPE & IRRIGATION:** Director Haines reported there has been a good amount of progress with regards to landscape improvements. At the request of Ms. Haines, Management shall follow up with IMS Landscape Services with regards to the requested maintenance reports, scheduled installation dates and irrigation mapping.
- **SECURITY:** Director Dyson reported there was not anything to report since the previous meeting. The Committee is satisfied with the new security contractor.
- **TRASH SERVICE:** Director Swanson reported there are still some inconsistencies with regards to pick up. This will be address with Texas Pride Disposal along with inquiring who has been responsible for the dedicated Fleetwood POA email.
- **WALLS, STREETS, ALLEYS, SEWERS & LIGHTS, MISC:** Director Jones requested proposals be obtain to power wash the brick wall that aligns with Memorial Dr along with obtaining an assessment and proposal to repair any alley damage.
- **TREASURER:** Director Hefty advised the Association is financially sound and working within the adopted budget. At the request of Mr. Hefty, Management will contact Canady & Canady to inquire as to when the 2018 Tax Return deadline is and when the Audit will be scheduled.

FINANCIALS

Lindsey Hall-Wikenczy reviewed the Preliminary February 28, 2018 financials. Total cash was noted at \$445,586.62. Total outstanding assessments for 2018 is \$12,014.62 and 2019 is \$56,786.72. The Income Statement for the same time period reflected the Association came in under budget.

UNFINISHED BUSINESS

Ratifications – Pursuant to the authority granted to the Directors in Article 1396-9.10 of the Texas Non-Profit Corporation Act, to act by majority written consent without a meeting, upon motion made and duly seconded, motion passed to hereby approve and confirm the following actions of said corporation:

- ✓ Richard's Bed Landscaping by IMS Landscape, \$390.00 – **APPROVED**
- ✓ Daria Ct Irrigation by IMS Landscape, \$266.50 – **APPROVED**
- ✓ Daria Ct Cul-de-sac Replanting by IMS Landscape, \$851.00 – **APPROVED**
- ✓ Crossroads Dr Dead End Replanting by IMS Landscape, \$1,267.00 – **APPROVED**
- ✓ Memorial Dr Monument Bed Replanting by IMS Landscape, \$9,860.00 – **APPROVED**
- ✓ South Side Irrigation Improvements, \$4,106.53 – **APPROVED**
- ✓ Decorative Lighting Repair by McKenna, \$150.00/light - **APPROVED**

NEW BUSINESS

BRICK WALL POWER WASHING: The Board reviewed multiple proposals to clean the perimeter brick wall along Memorial Dr. Upon motion made and duly seconded, motion passed to table this discussion until additional information can be obtained from the bidders regarding water access and if the bidders are using water only or chemicals.

ALLEY IMPROVEMENTS: The Board reviewed multiple proposals to make necessary repairs to the alleys throughout the community. Upon motion made and duly seconded, motion passed to table this discussion until additional information can be obtained from the bidders regarding warranties and quality of materials being proposed.

ELECTION OF OFFICERS: Per the By-Laws of the Association, the election of officers shall take place at the first meeting of the Board of Directors following each Annual Meeting. Upon motion made and duly seconded, motion passed to accept the following:

President: Elaine Dyson
Vice President: Laura Jones
Treasurer: Brian Hefty
Secretary: Sharon Swanson
Director at Large: Donna Haines

Schedule of Next Meeting – April 10, 2019 at 6:30pm.

Adjourn to Executive Session at 8:30 p.m.

EXECUTIVE SESSION

The Board adjourned the open session of the meeting and proceeded with Executive session. Upon the adjournment of Executive Session at 9:05 p.m., list the following results:

ATTORNEY STATUS REPORT

The Board was provided the most recent status report from Holt & Young. No action was required at this time.

DEED RESTRICTION ENFORCEMENT ACTIONS

Upon motion made and duly seconded, motion passed to forward the following accounts to the Association's Attorney for further action:

2110203025	Store miscellaneous items out of public view: shutters, stones, wood, mulch bags, etc.
2110511005	Replace front door
2110610023	Remove dead landscaping
2110104005	Repaint/replace wrought iron fencing
2110307012	Paint/clean garage doors
2110104026	Clean the mildew/residue from brick on home
2110306018	Paint/clean garage doors

The Board reviewed several other deed restriction matters within the community and ask that the following be addressed:

- Mailboxes that are being changed out without ACC approval
- When a resident asks to have a matter put on hold, advise the hold will only be good through the end of the prior month
- When addressing trash bags, state how many bags and where they are placed
- Acct 2110307001 – Board Member confirmed a car repair/sales business is being ~~run~~^{RUN} out of this property, notice to be sent to cease operations.

ADJOURNMENT

There being no further business to come before the Board, a motion was made to adjourn the meeting at 9:10 p.m.

Sharon Swanson (ayp)

Authorized Signer

4/10/19

Date