

**SOUTHDOWN COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
\*\*GENERAL SESSION\*\***

**Date:** Thursday, October 4, 2012

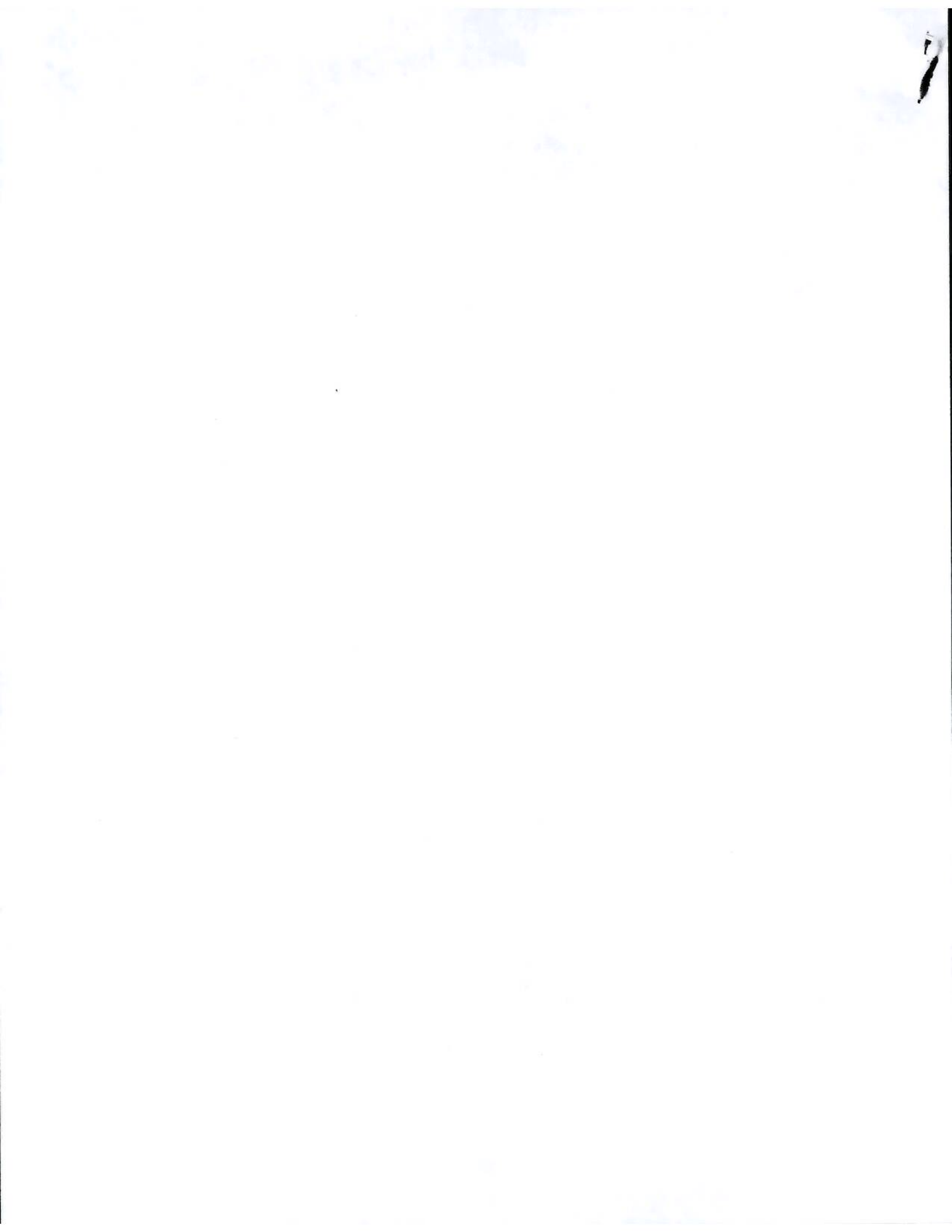
**Location:** Westside Events Center  
2150 Country Place Center Parkway  
Pearland, TX 77584

**Attendees:** Ricki Willoughby, President  
Lou Bruce, Vice President  
Thomas D Rushing, Secretary  
Kenton Heider, Treasurer  
Allan Darnell, Director

Sussan Martinez, RealManage

**Absent:** none

- The meeting was called to order at 7:04 pm.
- The minutes from the September 6, 2012 were read: Mr. Rushing made a motion to approve the minutes as prepared. Mr. Heider seconded the motion, all in favor, motion carried.
- Financial update - in transition
  - a. Update on Financial Preparation: RealManage is through the budget mapping, account histories and PMC financial information. The first set of financials prepared by RealManage will be complete by the end of October.
  - b. Letter/s closing the current bank accounts and moving the money to PNC: Mrs. Willoughby signed the bank closure letters prepared by management
  - c. 2013 Budget Discussion: The Board discussed any additional items they would like to have done for the 2013 fiscal year. They talked about tree replacement and a 5% increase for landscaping and pool maintenance. The assessments will not be increased and the 2013 budget should mimic the 2012 with increases for landscape and pool.
  - d. Discussion on the invoice from CIA Services: The Board discussed whether they just pay the invoice and be done with it or send it to an attorney for review and comment. Mr. Darnell made a motion to pay the invoice. Mr. Heider seconded the motion for paying the invoice minus the postage cost for mailing they messed up, \$437.03 needs to be deducted from \$19,483.58. The total to be paid is \$19,046.55. All in favor, motion carried.



- Discussion items:
  - a. Newsletter: The Board discussed whether they actually need a newsletter with the web-site and portal in place now. They haven't done a newsletter for over a year and have not gotten one complaint. Mrs. Willoughby made a motion to cancel the newsletter. Mr. Bruce seconded the motion, all in favor, motion carried.
  - b. Website update: the website is up and running, after the Board has reviewed it and approved notice will be sent out to the membership.
  
- Adjournment: The next meeting will be November 1, 2012. Mr. Heider made a motion to adjourn the meeting at 8:03 pm. Mr. Rushing seconded the motion, all in favor motion carried.

*Thomas D. Rushing*

Thomas D Rushing, Secretary

*11/1/12*

Date