

# **FLEETWOOD PROPERTY OWNERS' ASSOCIATION, INC.**

## **MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**

**at 6:30 P.M. Wednesday June 29, 2022**

**17171 Park Row Dr. Ste 310 Houston, Texas 77084 and virtually with Zoom Link**

**<https://us06web.zoom.us/j/81170537853?pwd=WXdSK0NseWlacjdNelpVZXIMOEtRUT09>**

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### **DIRECTORS PRESENT IN PERSON OR BY PHONE/ZOOM**

Donna Haines, Justin Wilson, Sharon Swanson, Jesse Soto, and Caryn Craig.

### **DIRECTORS ABSENT**

Dan Bonner

### **HOMEOWNERS PRESENT**

There was 1 homeowner present in person, Member Sterling

### **ALSO PRESENT**

Michelle Villegas, CMCA, AMS, Crest Management Company

### **CALL TO ORDER**

With notice properly served and quorum duly established, the meeting was called to order by Secretary Swanson at 6:36 pm.

### **APPROVAL OF MINUTES**

The Board reviewed the May 17, 2022, minutes. Director Haines moved to approve the minutes as presented. The motion was seconded by Director Swanson and with all in favor, the motion passed.

### **FINANCIALS**

End of month May 2022 financials were presented to the Board for consideration. Mrs. Villegas provide a quick review of the financial standing of the association. The association had a total of \$630,320.98 in the operating and reserve accounts. There was an outstanding \$16,059.00 in unpaid assessments for 2022 as of May 31, 2022. With considerations of accounts receivable and account payable, the association has an approximate \$683,000.00 in equity over the lifetime of the association.

### **RATIFICATIONS**

Director Soto moved to ratify the following votes taken by the Board of Directors outside of the regularly scheduled association board meetings.

- \$47.19 repairs to the irrigation system
- \$294.00 repairs to the irrigation system

The ratification was seconded by Director Swanson and with all in favor the motion passed.

### **EXECUTIVE SESSION SUMMATION AND INITIATION OF ENFORCEMENT ACTIONS**

Mrs. Villegas summarized the executive session of the May 17, 2022, board meeting.

The Board of Directors reviewed all delinquent accounts and at this time there are no further collection enforcement actions to be taken on any accounts.

The Board of Directors reviewed uncured deed restrictions and at this time, there are no further deed restriction enforcement actions to be taken.

## **COMMITTEE REPORTS**

### **LANDSCAPE COMMITTEE-Director Haines reported- Irrigation:**

- 5/22 SOUTHSIDE IRRIGATION CONTROLLER and outlet fried by lightning –
  - OUTLET Chris Culberson replaced the fried outlet without request -- gratis
  - CONTROLLER After 3 BV Bids (#1 Hunter? #2 RainBird – both COMMERCIAL) negotiated price down from \$846.12 to a RESIDENTIAL 9 zone RainBird. (NOTE Donna purchased on Amazon for reimbursement of \$123.41) Installation approx. \$180 -- Board approved \$300 6/3 via e-mail (revise to cover actual)
  - SSide Controller installed 6/7/22
- INSPECTION REPORT 6/13 -- \$43.59 in head repairs approved via e-mail
  - Map from April and May included
  - Backflow SSide 1<sup>st</sup> 2 medians a warranty repair to be completed 6/21
  - Overspray issue noted in May to have been corrected with inspection 6/8
- 6/13 e-mail RE: emergency auth amount email (unanswered) – discuss amount: IE \$250-\$500
- EMERGENCY ISSUES REPORTED – all Irrigation issues, authorized and warranty repairs to be completed 6/21/22
  - Ivy Wall Court major leak at backflow or meter 6/16
  - Walkwood Court 6/20
- Full inspection of system delayed due to busy time of year

### **Landscape Maintenance:**

- June Color delayed til irrigation controller and repairs completed –
  1. 6/8 Installed Vincas pink, white and blue plumbago ("red", white, and blue)
- Some SWest bed pink vincas died first week to be replaced 6/22

### **Outstanding issues:**

- Irrigation:
  - N Side Box to be replaced gratis per e-mail 6/3/22.
  - Reminder NSide Controller kept clear.

**SECURITY-** Director Swanson reported on the focus of the security committee and Board of Directors on the matter of patrols, security, and camera system for the last 12 months.

### **SUMMARY**

- In June of 2021, the Board of Directors updated new community manager, Michelle Villegas, that some changes were needed regarding security and to please start looking into contracts with law enforcement agencies at the June 8, 2022, meeting.
- Mrs. Villegas reached out to Harris County Sheriff's office and was directed to contract Captain Hutter with the Precinct 5 Constables office. Mrs. Villegas spoke with Captain Hutter at length about cost, patrol agreement structures and schedule options, and time frame to establish an agreement and get patrols started.
- The Board of Directors and Mrs. Villegas continued to talk about contract options and law enforcement agencies in the July 13, 2021, Board Meeting and Mrs. Villegas relayed the message that Houston PD does not have contract patrols, has to be done through Harris County if the association wants law enforcement.

- During the August 10, 2021, Board meeting, the Board met with Mr. Culberson about upgrades to the cameras and approved his cost estimate. The Board also determined that they would be moving forward with a law enforcement patrol contract most likely starting in January of 2022. The Board also adopted two additional seats to the Board. Appointments of Justin Wilson and Jim Nabors were made, their positions and terms to be decided at the September 2021 Board meeting.
- September 19, 2021, Board Meeting the oversight of committees was realigned and Director Nabors was primary contact and Director Swanson secondary over security. (Patrol, Cameras).
- During the January 18, 2022, Board meeting, the Board of Directors unanimously approved terminating the private security agreements with Elite and HPD and unanimously approved entering into a contract with Harris County for law enforcement officer patrol.
- During the month of February 2022, the private security companies were terminated in accordance with the requirements of the contracts.
- During the month of March 2022, patrol agreements between FPOA and Harris County were established and a shared cost agreement between FPOA and FWPOA was established. Precinct 5 constable patrols began March 1 (with temporary officers until the permanent deputies were determined).
- During the month of April 2022, the first permanent deputy (Deputy Robert Ghanen) was determined and scheduled for Fleetwood and Fleetwood West.
- During the month of May 2022, the second permanent deputy (Deputy Galo) was determined and scheduled for Fleetwood and Fleetwood West. Director Swanson became the primary liaison for communication with Captain Hutter and the Fleetwood Deputies. Director Swanson shared names and contact information for the 2 Fleetwood Deputies with Fleetwood (via Crest system) and the FWWPOA board.
- During the month of June 2022, initial Constables' "Beat Report" and definitions of same sent to FW and FWW. Beat report will be sent out monthly for the prior month to neighbors who have signed up for notifications from POA. Began review of the existing camera system and new options for cameras and ALPR system and relatedly, the process for establishing access to each by the Harris County deputies.

## **CURRENT ACTIONS**

- Director Craig moved to use the Fleetwood West cell phone for the patrol deputies through 2022. The motion was seconded by Director Haines and with all in favor, the motion passed.
- September contract- FWW suggested each community is listed on the patrol contract. Board of Directors is reviewing and considering.
- Looking into the need to post privacy signs on all alleys to assist with towing needs and deputies.
- Overall received positive feedback from neighbors on responsiveness and visibility of deputies and positive feedback on increased communication from the board on security.

## **PLAN**

- August- review renewal of contract for Harris Constables and September 2022 is the renewal date.
  - Meet with prospective companies to take over camera system and remove from homeowner's home. Evaluate 3 companies; met with one so far.
  - Set October Town Hall meeting for FW and FWW to discuss the 3 systems and cost. Solicit feedback.
  - October Board meeting vote on company to use for camera system.
  - January 2023- have new company running system and camera system no longer housed at resident's home.
- **WALLS, STREETS, ALLEYS, SEWER, AND LIGHTS-** Director Wilson reported-The alleyway repairs project has progressed and at this time Director Wilson and Contractor Dominion Custom Homes are working through best options for communicating with homeowners whose access through the alleyways will be impacted by repair work and planning a start date. Director Wilson will be working on a map of the community that shows the areas where repairs will be taking place. It is important to clearly communicate to homeowners that because of variables such as the weather or the size of the section being repaired, the date of work for each section may vary by a few days.

Member Sterling recommended that the street signs be cleaned. It is unlikely that the City of Houston will come out to complete that maintenance, but Member Sterling volunteered to take on that project. Mrs. Villegas will work with Volunteer Committee Chair Soto and Member Sterling to facilitate this project.

Member Sterling stated that the city left a sign behind after their water system infrastructure work was completed on the north side right corner of Crossroads and Fleetwood Oaks. Mrs. Villegas will work on having the sign removed.

- **VOLUNTEER-** Director Soto reported-the association has six metal frames for community signs. Director Haines moved to approve the purchase of four aluminum double sided community meeting signs, two signs for monthly meetings and two signs for the annual meeting, to be put out in advance of the meetings at the entrances to the community, for \$324.51 plus tax. The motion was seconded by Director Swanson and with all in favor, the motion passed.

Director Soto will be working on removal of the weeds that have been sprayed and killed along the association wall by Barkers Landing.

- **MANAGEMENT REPORT-**

- Deed Restriction Violations-Mrs. Villegas presented a copy of the violation summary report for the Boards consideration.
- Homeowner Communication-Mrs. Villegas presented the Call Log report and updated the Board on her communications with homeowners.
- ACC Application Report-Mrs. Villegas provided the May-June Application report to the Board to review applications that have been submitted and how they were voted on. Mrs. Villegas also provided the January-June Application report for the Boards review.

- Trash-Mrs. Villegas presented a comparison packet for the Boards consideration of new service providers for trash disposal and recycling services. After review and discussion on the difficulties currently being experienced by the current provider, Texas Pride Disposal, Director Haines moved to terminate Texas Pride Disposal and award the service contract to Best Trash effective August 1, 2022. The motion was seconded by Director Swanson and with all in favor, the motion passed.

### **BUSINESS/MAINTENANCE ITEMS**

- Updated fencing guidelines have been sent to the attorney for filing. A copy of the filed guideline will be posted on the homeowner portal and community website as soon as received.
- Towing company has stated that signs do have to be posted at the entrances to all the alleys. The cost is \$80.00 per sign (includes aluminum sign, post, labor). Director Wilson will provide Mrs. Villegas with a count of the alley entrances so that a correct estimate can be provided for the board's approval. Mrs. Villegas will provide the Board with the city requirements for sign postage.
- Trash and recycling services was discussed, and action taken during management report.
- Holiday Decorating-Tabled until the July 2022 Board Meeting.
- Fleetwood insurance is currently up for renewal in August. Mrs. Villegas is working with two brokerage firms to find best rates for the association.
- ACC Committee seat vacancy-Committee member Forman has resigned from her position on the committee. The Board is considering candidates for appointment. Member Sterling asked to be considered for appointment to that position. The Board will table this appointment to allow time for Member Sterling to complete the candidate bio and be added to the boards review. Mrs. Villegas will email Member Sterling a copy of the form and provide it to the board as soon as received.
- Vehicle accident/Memorial Dr. Wall-The driver that hit the wall was in a rental car and did not sign up for additional insurance with the rental company. The driver provided an expired policy for his private insurance and does not currently have car insurance coverage. The cost for the wall repairs will be approximately \$8500.00. The association insurance will cover the repairs with a \$1000.00 deductible. The Board is considering other avenues aside from association insurance, to avoid a potential cost hike in the premiums for Fleetwood.

Director Wilson will explore options to hold Enterprise Car Rental accountable for their customer and their vehicle causing damage to association property. Director Swanson will reach out to legal consultant and Manager Villegas will reach out to Board attorney to explore legal options against driver and/or Enterprise Car Rental for POA out of pocket costs.

Mrs. Villegas will be reaching out to the association insurance company to find out what the impact of this claim would be to the cost of coverage going forward.

**OPEN FORUM**

Member Sterling stated that there are Meeting Minutes missing from the association website and provide a report for the board's consideration.

Member Sterling stated that the governing documents were confusing and should be re-labeled and provided a report for the board's consideration.

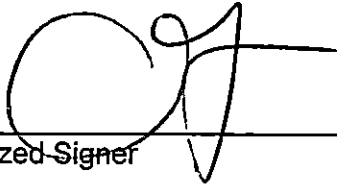
Member Sterling stated that she liked the adoption of a legal advisory person, the association should have someone review and update documents for the association.

Member Sterling noted that July 2022 is the 50 year anniversary of Fleetwood Property Owners Association.

**Next Board Meeting Date** –Tuesday, July 19, 2022.

**ADJOURNMENT**

There being no further business to come before the Board by the membership, a motion was made to adjourn the general session meeting at 8:27 p.m.



\_\_\_\_\_  
Authorized Signer

7/19/2022

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Date