

FLEETWOOD PROPERTY OWNERS' ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

at 7:30 P.M. Tuesday, January 18, 2022

17171 Park Row Dr. Ste 310 Houston, Texas 77084

DIRECTORS PRESENT IN PERSON OR BY PHONE

Donna Haines, Sharon Swanson, Jim Nabors, Dan Bonner, Jesse Soto, Justin Wilson and Caryn Craig.

DIRECTORS ABSENT

None absent

ALSO PRESENT

Michelle Villegas, Crest Management Company

CALL TO ORDER

With notice properly served and quorum duly established, the meeting was called to order by President Craig at 7:30 pm.

APPROVAL OF MINUTES

The Board reviewed the November 16, 2021, minutes. Director Craig moved to approve the minutes as presented. The motion was seconded by Director Soto and with all in favor, the motion passed.

FINANCIALS

End of month December preliminary financials were presented to the Board for consideration. Treasurer Bonner discussed the overall financial standing of the association. Cash account balances at the end of December totaled \$524,534.02. December monthly operational costs were under budget. 2021 operational cost totals were under budget as well.

2021 COLLECTION

The Board reviewed 10 delinquent accounts with balances including assessments from 2021. After discussion, Director Craig unanimously voted to forward the following accounts to the attorney for escalated collection efforts.

2110304005
2110511022
2110512021
2110102009
2110306011
2110104018
2110102019
2110512016
2110512007
2110301026

ENFORCEMENT ACTIONS

The Board of Directors reviewed the Enforcement Action report, the Violation Summary report and the Inspection report. The Board unanimously approved forwarding account number 2110101001 to the attorney for further enforcement of deed restriction violation on lot.

The Board approved an amendment to the case filed for account number 2110102043 to include a second uncured deed restriction violation.

COMMITTEE REPORTS

- **LANDSCAPE**-The Board unanimously approved irrigation repairs in the median totaling \$320.56, to be completed by Brightview.

Recent invoices have had an incorrectly applied increase. Mrs. Villegas alerted Brightview to the error and is monitoring for receipt of a corrected invoice.

All the debris piles in the alley corners have been cleared. The Walls/Streets/Alleys/Sewer/Lights committee will take over monitoring at this time. Crest inspector will also help monitor.

Additional dianella plants to be installed in front beds but will have to wait until after anticipated upcoming freezes.

A cover box for the irrigation system will be added on the North side controllers.

There is still a wiring issue with the South side irrigation system. Director Haines is continuing to monitor Brightview to make sure they complete repairs. An outside irrigation company may need to be brought in for additional inspection and bid for system wide repairs.

- **WALLS, STREETS, ALLEYS, SEWER AND LIGHTS**-The Board of Directors unanimously approved engaging Dominion Custom Homes for the alley repairs needed throughout Fleetwood Property Owners Association, not to exceed \$52,000.00. Directors Nabors and Wilson will meet with Dominion to approve areas of repair. Mrs. Villegas to update Dominion on contract reward and stipulations and to establish communication with Directors Nabors and Wilson to Dominion.

Director Bonner and Director Wilson will be exchanging possession of the lighting fixtures to replace those out on the Northeast Wall along Memorial Drive. NE entrance bed wall lighting to also be checked/repared. Mrs. Villegas to schedule approved contractor to finish project after Director Wilson has taken possession of the lighting.

- **VOLUNTEER**- No changes or updates at the time of the January meeting.
- **SECURITY/COURTESY OFFICERS**- Director Nabors moved to enter into an agreement with Harris County Constable Precinct 5 for two deputies patrolling and servicing the Fleetwood Property Owners Association at an annual cost of \$170,000.00 with services to start March 1, 2022. By entering into the agreement starting March 1, 2022, the association is saving \$40,000.00 over entering agreement later in the year. The motion was seconded by Director Bonner and with all in favor, the motion passed.

Director Swanson moved to terminate Elite Security Force services with an end date of service of February 28, 2022. The motion was seconded by Director Bonner and with all in favor, the motion passed.

Director Haines moved to terminate Frizzell Group International with an end date of service of February 28, 2022. The motion was seconded by Director Bonner and with all in favor the motion passed.

• **MANAGEMENT REPORT-**

- Deed Restriction Violations-Mrs. Villegas presented a copy of the inspection report and answered questions from the Board.
- Homeowner Communication-Mrs. Villegas presented the Call Log report and updated the Board on her communications with homeowner. Most communications that have come in are with regard to 2022 assessments and getting copies of billing statements.
- ACC Committee-Mrs. Villegas presented the Exterior Modification Application report. Thirteen applications were submitted since the November 2021 Board meeting. Mrs. Villegas presented the Management EMR inspection report and went over details on accounts that need additional action on applications submitted.

BUSINESS/MAINTENANCE ITEMS

- Tow enforcement signs will be installed at the community entrances by January 28, 2022.
- Mrs. Villegas to provide the Board of Directors with comparable bids for holiday décor for 2022 season.
- Mrs. Villegas to provide the Board of Directors with comparable bids for the soft wash of association alley way walls
- Mrs. Villegas to provide the Board of Directors with comparable bids for the refresh of the monument "FLEETWOOD" letters.
- The Marquis on Memorial and Fleetwood common alley wall matter has been tabled until March 2022.
- 2022 Annual Meeting will be held in person at Wolfe Elementary School on February 24, 2022. Sign in starts at 6:30pm and the meeting will call to order at 7:00pm. Candidate solicitation notices have been sent to the association members. The annual meeting notice will be mailed to the membership at the end of January and will include a proxy.
- The association will be holding a gathering to thank long term security services provider Nancy Hill, for her dedication to the community over the last 20 years.
- The Board of directors unanimously voted to approve honoring Nancy Hill with a gift of appreciation of \$2500.00 at the gathering. More information to come from the volunteer committee on the details of the party but it is tentatively scheduled for February 26, 2022.

HOMEOWNER INPUT

- No homeowners were present

Next Board Meeting Date –Tuesday, February 15, 2022.

ADJOURNMENT

There being no further business to come before the Board, a motion was made to adjourn the meeting at 9:29 p.m.

Authorized Signer

2/15/2022

Date