

**Amber Wood at Fall Creek Homeowner Association, Inc.  
Board of Directors Meeting Minutes  
May 31, 2016**

**In attendance:**

<b>Board Members</b>		<b>Management</b>		<b>Guests</b>	
<b>X</b>	<b>Sauda Callahan, President</b>	<b>X</b>	<b>Abigail Castrejon</b>	<b>X</b>	<b>Rosalyn Roberts</b>
<b>X</b>	<b>Sabina Scott, Vice-President</b>		<b>Shirley Austin</b>	<b>X</b>	<b>Michelle Barry</b>
<b>X</b>	<b>Laura Flocks, Secretary</b>				
	<b>James E. Hughes, Treasurer</b>				
<b>X</b>	<b>Drew McKay, At Large</b>				

(Please check mark to the left of individuals who are present)

**Call Meeting to Order:**

Due notice of meeting a quorum was established, Open Forum was called to order by the President, Ms. Sauda Callahan, at 6:30 P.M. The meeting was conducted at the clubhouse located at Fall Creek Information Center, 7930 Fall Creek Bend, Humble, Texas 77396.

**Call Open Forum to Order:**

- a. **Residents Input-** Several concerns were voiced by residents concerning standing water or roof leaks: Standing water at back of 7227 Commons Walk, water at door of 7229 Commons Walk. Roof leak in garage at 7205 Commons Walk. Other concerns were voiced about items posted on webpage: Reserve Study was posted before all the information is complete and accurate. Items that should be posted include: quarterly financial statements, 2014 audit, and all minutes from 2015. A concern was also voiced about changes to Article XVI of the bylaws that implies Board has authority to amend bylaws with a majority vote of the Board. A final concern was about 2016 budget still not being prepared and posted.

**Call Business Meeting to Order:**

7:45 PM

**Actions between Meetings:**

Gutters cleared, trees trimmed, irrigation and brick repaired, webpage completed and residents notified, contracts reviewed and approved.

**Approve Minutes of Previous Meeting:**

Ms. Sabina Callahan made the motion to accept the minutes of the April 28, 2016 as written. A second by Ms. Sauda Callahan with motion passing unanimously.

**Amber Wood at Fall Creek Homeowner Association, Inc.  
Board of Directors Meeting Minutes  
May 31, 2016  
Page Two**

**Treasurer's Report:**

- a. **Cash Balances** – Abigail Castrejon presented the Board with the financials for the month ending April 30, 2016. Ms. Castrejon reported total cash assets of \$105,315.14 which included insurance payment of \$14,953.13
- b. **Delinquencies** – No discussion during Open Forum
- c. **Review Financial Reports** – No report
- d. **2016 Budget & Assessments** – Mr. Jim Hughes advised the Board (by email) that the budget would be completed within two weeks and posted.

**Management Report:**

- a. **Correspondence received by Association, Directors, Management** – no report
- b. **Association Business and Operations** – no report
- c. **Common Area Maintenance Report** – no report
- d. **Building Area Maintenance Report**
  1. **JRD Construction Maintenance Contract-** The Board tabled approval until further review.
- e. **Landscaping Report**
  1. **Silver Sand Landscaping 2016 Contract-** The Board reviewed and approved irrigation proposal. A request was made by resident that the community be notified when mulching or additional landscaping is performed.
- f. **Webpage Report/News Letter** – Ms. Abigail Castrejon reported that the webpage is completed and the community has been informed.
- g. **Architectural Control Committee-** No report.

**Amber Wood At Fall Creek Homeowner Association, Inc.  
Board of Directors Meeting Minutes  
May 31, 2016  
Page Three**

**Executive Session**

**a. Collections**

- 1. **Enforcement Action** – The delinquency status report was reviewed. Units E7214 and E7311 information was corrected, E7315 agreed to a 15 month payment plan that began on May 16, 2016. All others will be notified of pending balances.
- 2. **Owners Request-** No report

**b. Deed Restriction Report**

- 1. **Owners Request-** No report.
- 2. **Enforcement Action** – No report

**Reconvene in Open Session and Report on Actions Approved During Executive Session.**

The Board reported on decisions made in executive session.

**Set Date, Time and Agenda of Next Meeting/Adjournment**

The next meeting is scheduled for September 1, 2016 at 6:30 P.M. at the clubhouse located at Fall Creek Information Center, 7930 Fall Creek Bend, Humble, Texas 77396.

Being no further business; the meeting was adjourned by the President, Mrs. Sauda Callahan at 8:30 P.M.

Submitted by: [Signature], Manager

Date: Sep 1, 2016

[Signature], President

[Signature], Secretary