

annual
Southwyck CAI September 7, 2017 board meeting notes – Helen Bilyeu notes

Board members present: Vanessa Williams, John Fisher and Helen Bilyeu were present for the board meeting. Tony Bowlin was out of town. The meeting got started at 6:30 pm.

Homeowner Input: No homeowners were present but Cathie Tydelski sent in questions to the board and also Kathy Dooley through separate email which Kathy answered.

Secretary's Report: No minutes for last month were available to approve.

Financials: We approved the July financials unanimously with no changes needed. We also had a question about the section 1 forced lawn mowing. Cathie T had mentions a much larger number of forced mows to John, yet the amount we see in the financials is very low. Is section 1 giving the exact addresses and has given you supporting documentation from the mowers for the address or do they just type up an invoice with no supporting documentation?

Kathy, we need you to check in with section 5 board (section5@southwycktexas.com) and find out why they still have so many checks that haven't been cashed – 04/11/2017 for \$676.62, 06/09/2017 – for \$97.00, 07/10/2017 for \$150.00. Are we sending their checks to the correct address? Section 1 looked like they had a few too – 06/09/2017 for \$5215.97, 07/06/2017 for \$6000, 07/10/2017 for \$150.00.

Business: Checks were signed by John and Helen. The church needs a check for Aug/Sep/Oct.

We reviewed the 2017 Calendar to see what was up and coming. Patriot Day is Monday, September 11. The Boy Scouts will be providing flag service on that date.

Helen will contact Chris to make sure all the bushes get trimmed up.

Kathy needs to send each of the sections an email regarding TX NNO in October. The email needs to state that Southwyck CAI board has approved the usual amount (?) if the sections send in copies of their receipts and advertise the event. Receipts need to be turned in by November 2017 board meeting.

Kathy needs to have the dates and notices for the annual meeting, call for homeowners wanting to be included in the annual election and a copy of what the proxy would look like minus the folks who want to be put on the ballot for the October board meeting to approve at the next meeting AND include the dates for all aspects of the annual meeting and election in the newsletter as soon as possible since newsletter needs to be reviewed by the board in the next week.

Kathy, none of us can remember where we are in the new collection policy which was also suppose to be included in this next newsletter. Can you give us the status of where we are and a copy of the new policy so it can be included in the newsletter that needs to be proofed by the board next week.

Kathy, I believe the Christmas decoration contract expires this year at least maybe for some of the decorations. I'm not sure what the vendor thinks about the sleigh if it can still be used this year or not.



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We may want to see a catalog or list of suggestions for next month so call sooner than later since all decorations take some time to get in.

Kathy, does WaterLogic contract need to be renewed in November?

Project Caleb is set for Sept. 30th from 8:00 – 10:00 am.

Kathy, we need to have a starter 2018 budget ready for us at the October board meeting so we can begin to work on that for November meeting.

The board and Kathy, we need to come up with a list of projects we might want to tackle next year. More fence repairs will definitely be on the list.

Kathy, Certified Landscape contract expires this December. Did a letter go to Section 1 about the entrances?

Kathy, did letters go out to the homeowners in section 1 around the parameter fence that was asked at our last meeting?

Kathy, we will need to make sure all boxed documents have been sent to the auditor ASAP so they can get 2015 and 2016 completed and a preliminary available to us by Nov. or December so we have info available at our annual meeting.


John and Helen drove by the Emerald Pointe entrance and did notice that the brickwork looks to be completed but as it was dark, we didn't inspect the work.

Kathy, will continue working on locating the electrician that did the electrical work on the Emerald Pointe entrance to figure out what happen to the electrical in this area. We have also noticed that the Lakecrest Estates entrance on Northfolk globe lights appear to be on most of the time during the day. Why?

The board acknowledge that the Southwyck Lake fountain is up and running. John read the email from Lake Pro regarding what happen during the storm to shut it off.

Movie night updates – Tony will create a spreadsheet with all the costs associated with the event for next month. Tony wanted to know what the procedure was if we needed to pay the vendors if we didn't have enough folks making purchases. We are kind of hoping that they would wave that fee since this is our first attempt and we are inviting the neighboring communities, which is well over 4000 homes. We need to find out what happens if it rains with those vendors. If we had to pay, how do we do that? Do they take credit card and would Kathy's company card be able to be used? The board agreed that we need at least 2 porta potties for the event. Tony should be contacting Kathy about that. Vanessa will contact Pearland Neighborhood Center to check with them on details for making donations such as what they really need, what day we can drop off donations. We may need some boxes to hold the donations and get into a vehicle. Who will drop off the donations?

Kathy, did the reserve study get completed before the storm?

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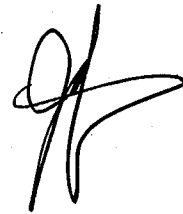
The board accepted Steve's resignation from the board.

Kathy, we need to see if our annual meeting can be held at the church or if we need to find another close by location. If they say to use the inside office space in the church, is it big enough?

We need to find a way for the homeowner email address to be placed somewhere where if the board needs to send out an emergency email to homeowners, they could. The email address list needs to be kept up-to-date.

We didn't really go over executive session stuff, but did acknowledge that the sections appeared to be getting a nice chunk of moneys. We didn't see where there was anything from our lawyer that needed to be addressed.

Southwyck CAI board meeting finished at 7:25 PM.



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