

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

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

**at 6:30 P.M. Wednesday August 16, 2022**

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

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

---

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

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

### **DIRECTORS ABSENT**

None

### **HOMEOWNERS PRESENT**

There were no homeowners present

### **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 Director Craig at 6:31

### **APPROVAL OF MINUTES**

The Board reviewed the July 19, 2022, minutes. Director Craig moved to approve the minutes as presented. The motion was seconded by Director Bonner and with all in favor, the motion passed.

### **FINANCIALS**

End of month July 2022 financials were presented to the Board for consideration. Director Bonner provided a summation of the balance sheet which included \$554,603.30 in the operating and reserve accounts, and total equity in the association at an estimated \$609,957.92, and a review of the income and expense statement. The Board discussed areas where the association may be under budget for the year as well as anticipated overages such as security costs.

Director Bonner reviewed the current Cash on Hand report reflecting actual cash on hand including outstanding invoices at \$518,241.90 as well as the 2022 Assessment collection rate.

### **RATIFICATIONS**

Director Bonner moved to ratify the vote for approval of additional alley way repairs totaling \$36,290.00. the motion was seconded by Director Soto and with all in favor, the motion passed.

Director Craig moved to ratify the vote for approval of the change order for the wall rebuild to double wall so all sides match existing structure with the additional cost being covered by the Enterprise claim. The motion was seconded by Director Wilson and with all in favor, the motion passed.

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

Mrs. Villegas summarized the executive session of the July 19, 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 will approved enforcement actions in open session.

### **INITIATION OF ENFORCEMENT ACTIONS**

The Board of Directors unanimously moved to send the following accounts to the attorney for uncured deed restrictions-2110103011, 2110512006, 2110102043, 2110102037, 2110307001.

### **COMMITTEE REPORTS**

**LANDSCAPE COMMITTEE**-Director Haines reported-  
2022 Contract Amount: \$3578.22/mo = \$42,730.20 (changed March 1)

#### **GENERAL**

After requests to Brian on multiple questions were unanswered; I wrote to ask Ryan if Brian was still working there or on vacation – to my surprise I got a reply from Gary Armstrong who states that Brian left the company to work with his family several weeks ago and Ryan's last day was 8/8/22.... Gary is covering until a new manager is in place on or about September 1. Answered question below; irrigation have been passed to the Irrigation Manager.

#### **Irrigation:**

July 25 Irrigation Report not received (Requested 8/1; 8/12) Gary says Irrigation Mgr was not aware of a specific date commitment – Per Gary Armstrong – Irrigation Mgr. says it will be done early week of 8/15/22.

#### **Landscape Maintenance:**

Has our Landscape Date changed Requested 8/1; 8/8 Gary 8/12 -- Answer YES day changed to Monday

#### **8/12/22 Forwarded and noted to Gary Armstrong – TBD on answers:**

Pink Vincas died in NW and SE beds – some in SW – asked BV if can replace with more of same or something else pink

Little mowing is getting done IE: Grass unkept around the S fire hydrant

Contacted Brian about pricing for Wedelia installation on Crossroads – asked to bid worst sections first and by address as we may not be able to afford all – likely go to new Manager

Noted we want Podocarpus hedge to GROW up about a foot – is growing finally now. Will discuss with new manager

Noted that we asked for more water Jun 29 – now have issues with Jasmine in some areas and with dead grass.

#### **Outstanding issues:**

##### **Irrigation:**

N Side Box to be replaced gratis per e-mail 6/3/22. Followed 7/19 and 8/12 with Brian and to Gary Armstrong 8/12

Alley leaf cleaning credit from 4/30/21 skip – noted to Gary Armstrong 8/12/22

6/2022 Proposal for Alley leaf clean up sought and received in the amount of \$855 initially and lower depending on frequency

Emergency Authorization Amount confirmed \$500

**Next Irrigation Inspection:** To be week of 8/15/22

**SECURITY COMMITTEE-** Director Swanson reported- August Security Update and July Beat have been sent via eblast to the community.

The cameras can now be reviewed in the patrol cars by the associations assigned deputies.

The committee is currently working with the Constables office to determine how to best access camera footage for the pedestrian gate as well as how to access the notifications from the LPR cameras.

Temporary committee positions will be added to the security committee for the benefit of plan and service review of the options for the new security camera system that should be updated this year.

Fleetwood Property Owners Association will hold a townhall in October to discuss any anticipated changes to the camera system and to discuss the Constable patrol. The three companies that are being considered for the new camera system may also do presentations for the benefit of the members of the association. Tentative dates for the townhall are 10/4, 10/5 or 10/11, dependent on availability at Wolff Elementary.

**WALLS, STREETS, ALLEYS, SEWER, AND LIGHTS COMMITTEE-** Director Wilson reported- **Phase 1 of the alley way repairs has been completed.** Phase 2 is scheduled and should be completed within two weeks, weather permitting.

Director Wilson will get a inventory of the remaining wall lights that are in storage.

There is a \$6271.00 entry into the lighting general ledger account that may be a miscoding. Mrs. Villegas to research the expense.

**VOLUNTEER COMMITTEE-** Director Soto reported- Director Soto will make a spreadsheet of what is housed in the association storage unit.

Member Wormald has gained some additional volunteers to assist and is heading up the membership movement to combat the building of multiple Section 8 developments that are planned for the immediate areas around Fleetwood Property Owners Association that will greatly impact the association and the membership.

#### **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 July-August Application report to the Board to review applications that have been submitted and how they were voted on.
- Trash-Mrs. Villegas to set up a calibration drive with Best Trash and Director Craig to address some of the issues with the new service including pick up on Cranberry Hill Ct, questions about alley pick up areas, and back door pick-ups. Mrs. Villegas to review governing documents to see if there is a need to amend or clarify language regarding trash receptacles.

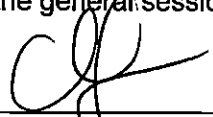
**BUSINESS/MAINTENANCE ITEMS**

- o Director Swanson moved to award the holiday décor contract to Certified Lights for the multiple year option, not to exceed \$5000.00. The motion was seconded by Director Craig and with all in favor, the motion passed. Mrs. Villegas to reach out to Certified Lights for additional design options for the season.
  
- o Director Craig moved to approve the insurance renewal with Brady, Chapman & Holland with a premium of \$11,104.00, a \$304 increase over last year. The motion was seconded by Director Swanson and with all in favor, the motion passed.
  
- o Director Craig moved to renew the Crest Administrative Agreement for another year with at \$1450.00 a month, a \$75 a month increase over last year. The motion was seconded by Director Bonner and with all in favor, the motion passed.

**Next Board Meeting Date** --Tuesday, September 20, 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 7:45 p.m.

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

9/20/2022  
\_\_\_\_\_  
Date