

FLEETWOOD PROPERTY OWNERS' ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

at 6:30 P.M. Tuesday, May 17, 2022

17171 Park Row Dr. Ste 310 Houston, Texas 77084

DIRECTORS PRESENT IN PERSON OR BY PHONE

Donna Haines, Jim Nabors, Dan Bonner, Jesse Soto, and Caryn Craig.

DIRECTORS ABSENT

Justin Wilson

Sharon Swanson

HOMEOWNERS PRESENT

There was 1 homeowner present virtually at the start of the meeting.

There were 2 homeowners present in person at the start of the meeting, Member Choueifati and Member Haines.

ALSO PRESENT

Captain Hutter, Harris County Precinct 5 Constables Office

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 6:30 pm.

BOARD SEAT VACATED

The Board of Directors voted in 2021 to add two additional director positions to the Board moving from a five to a seven-member board. When reviewing the governance for the community, it appeared that the Directors could add the positions and appoint members to those positions at the same time. It was the Board's understanding that the terms would need to be staggered and that the appointees would be up for election at the Annual Meeting of the Membership, one position at the 2022 meeting and the second position at the 2023 meeting. It was discovered that our understanding of the governing documents was not completely accurate. The Board of Directors can increase the number of directors up to nine, or if need be, decrease the number as long as it is not cutting anyone's elected term short; however, both positions should have been up for election at the 2022 Annual Meeting. This has left the Board and association in the unfortunate position of having to unseat the appointed director Jim Nabors from the seventh directorship.

Q&A WITH CAPTAIN HUTTER

President Craig and Captain Hutter answered a number of questions that have come in from homeowners regarding the shared cost agreement for patrol services, inclusion of Fleetwood West in patrols, and transitioning camera access to the constable's office.

Q-How do we work with the constable's office to get the camera access to the constables?

A- Reach out to Captain Hutter's office and he will connect with IT for Harris County on what is needed.

Q-Nancy and the HPD night-shift officers had live access to the entrance camera feeds and the real-time alerts from our license plate monitoring system. Will this same kind of valuable live data be available to the Constables in the new camera solutions being considered?

A-Yes, and any changes to the camera systems will be done in a way to continue with that live accessibility.

President Craig stated for the record, “with regard to the cameras, we will make the right decision not a quick decision. We want to make sure the change is done properly, which is why it has not happened yet.”

Q-Are the constable hours being monitored to verify we are receiving the contractually obligated 80% of 80 hours per week coverage.

A-Yes, the security officer chair gets regular reports from the constable’s office on activity and will be alerted if deputies are going to be out of the community for any unscheduled/predetermined periods of time.

Q- What is the expectation on patrols?

A-The constables are there and they are patrolling but may not be patrolling the whole shift if they are pulling vehicles over, responding to calls, etc., that is part of their job. They have been seen by a number of residents regularly and the number of vehicles pulled over indicates they are very active in the community.

Q- Please explain why we opted for evenings when everyone is home instead of the day shift when most break-ins occur.

A-Statistically more crimes occur in the late evenings and very early morning hours but are not reported until the following day. The decision on when to have patrols was based on the need supported by statistics.

Q-Has a written agreement with terms and conditions for sharing the Constable contract services been executed between Fleetwood and Fleetwood West Boards?

A-Yes

Q-Given greater Fleetwood’s security and safety is necessarily a joint responsibility due to our shared streets, entrances and exits with Fleetwood West, what specific security initiatives are under consideration or already underway and who is leading the collaborative effort from each board?

A-There is a shared patrol agreement in place with Fleetwood POA and Fleetwood West. Security Chairs with both Boards are involved in the security, cameras, and patrol of the communities.

Q-Are they (Fleetwood West) sharing in the Constable service?

A-Yes

Q-If they are sharing, is the coverage map correct?

A-There was an issue with the initial mapping that was uploaded from patrol. We have been told that it was an error with IT/Headquarters but is now resolved and confirmed to be accurate.

Q-With the cost increase, if they are sharing, are they paying and paying on time?

A-Yes, Fleetwood West is paying and have been paying on time every month.

LEGAL ADVISORY COMMITTEE

The board of directors would like to have a legal advisory committee comprised of homeowners that are attorneys, to assist with reviewing legal documents and providing recommendations from a legal perspective in a volunteer capacity. This advisory committee would not take the place of the association’s legal counsel. Member Choueifati agreed to volunteer. President Craig will reach out to additional attorneys in the community to gauge interest. Formal committee adoption will take place in the June 2022 board meeting.

APPROVAL OF MINUTES

The Board reviewed the April 19, 2022, minutes. Director Bonner moved to approve the minutes with correction to include members present. The motion was seconded by Director Craig and with majority in favor, the motion passed.

FINANCIALS

End of month April 2022 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 April totaled \$655,106.45. April monthly operational costs were again under budget and annual variances are all positive year to date.

RATIFICATIONS

Director Haines moved to ratify the vote taken by the Board of Directors on May 2, 2022 by email approving the irrigation repair cost of \$438.13. The vote ratification was seconded by Director Craig and with all in favor the motion passed.

ENFORCEMENT ACTIONS

The Board of Directors reviewed all delinquent accounts and unanimously approved the following accounts be sent to the attorney for unpaid assessments.

2110301026
2110102055
3110103008
2110201015
2110303017
2110303018
2110305007
2110306017
2110307003
2110307008
2110503037
2110511025
2110512022
2110512024
2110609008
2110609017
2110610002
2110610016
2110610027

COMMITTEE REPORTS

- **LANDSCAPE**-Committee Chair Haines reported-Irrigation repairs that have been approved have been completed. Additional testing will need to be scheduled for Southside irrigation. Summer flower choices should be coming up in the next month. Mrs. Villegas update the Board of Directors about the backflow preventer valve testing mandated by the City of Houston was completed during the month of May.
- **SECURITY**-President Craig reported on behalf of Committee Chair Swanson- Association is waiting for the Constables' reports for March and April. Working with the Constables to get the deputies access to the LPR alerts. Monthly reports will be sent out to the community via email along with a copy of the beat reports for the month attached. Chair Swanson is working on an information page with beat code explanations to be put on the Crest/Fleetwood website and the Fleetwood POA website.

- **WALLS, STREETS, ALLEYS, SEWER AND LIGHTS-** President Craig reported on behalf of Committee Chair Wilson-The alleyway project has made significant progress moving forward with the selection of the phase 1 repairs to be made. Mrs. Villegas to supply a copy of the original approved estimate to Director Wilson and arrange for down payment check to be cut. Mrs. Villegas to engage Mario with Mario's Construction Group on the light repairs/installation and arrange for the lighting to be picked up from storage at Director Wilson's home. Alleyways will be cleared of leaf and tree debris twice a year approximately March and October.
- **VOLUNTEER-** Committee Chair Soto reported-pricing for board meeting signs is approximately \$600.00. Mrs. Villegas to see if less expensive options are available.
- **MANAGEMENT REPORT-**
 - Deed Restriction Violations-Mrs. Villegas presented a copy of the inspection report and violation summary report and answered questions from the Board.
 - Homeowner Communication-Mrs. Villegas presented the Call Log report and updated the Board on her communications with homeowners. The Board asked for any feedback or communications received regarding the change from private security to law enforcement officers. Most communication is positive, but some homeowners indicate that they are not seeing the officer patrol.
 - ACC Application Report-Mrs. Villegas provided the April-May Application report to the Board to review applications that have been submitted and how they were voted on.
 - Trash-The association continues to experience issues with the service provided by Texas Pride Disposal. Texas Pride is also doing a cost increase of 12% and implementing a sticker system for pick up tracking and billing. Mrs. Villegas has presented bids from multiple contractors for alternative service. The Board of Directors is interested in engaging BEST TRASH as the new provider, but recycling needs to be removed from the association billing estimate and billed to homeowners separately as it currently is. Mrs. Villegas will also look for any additional bids with providers that have high ratings. There will be an increase in cost with any of the new providers but there is also an anticipated increase from Texas Pride.

BUSINESS/MAINTENANCE ITEMS

- Holiday Decorating-The Board reviewed three proposals for holiday decorations at the entrances. The Board likes the options available but would like to see if there are some better cost options. Mrs. Villegas to get additional proposals for the Board to review during the June and July Board meetings.
- The fencing policy was reviewed and unanimously approved. Mrs. Villegas to have attorney's office file with the county.

Next Board Meeting Date –Tuesday, June 21, 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 8:31 p.m. The Board will reconvene general session after executive session, approximately 8:45 p.m.

EXECUTIVE SESSION

Director Craig called executive session to order.

The Board of Directors reviewed the enforcement action report for all uncured, fully noticed deed restriction violations.

The Board of Directors reviewed the aged receivables report for all unpaid assessments.

The Board of Directors reviewed the legal status updates from Holt & Young and from Quezada Law.

GENERAL SESSION RECONVENE

President Craig reconvened general session at 9:00. Mrs. Villegas provided a summary of executive session. No further votes on actions are required.

ADJOURNMENT

There being no further business to come before the Board by the membership or management, a motion was made to adjourn the general session meeting at 9:22 p.m

DocuSigned by:

Sharon Swanson
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Authorized Signer

secretary

6/30/2022

Date