

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

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

**at 6:30 P.M. Wednesday October 25, 2022**

**17171 Park Row Dr. Ste 310 Houston, Texas 77084**

---

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

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

### **DIRECTORS ABSENT**

Justin Wilson

### **HOMEOWNERS PRESENT**

There were 0 homeowners present in person and virtually.

### **ALSO PRESENT**

Blanca Galvan, CMCA, AMS, representing Crest Management Company

### **CALL TO ORDER**

With notice properly served and quorum duly established, the meeting was called to order by Director Craig at 6:41

### **APPROVAL OF MINUTES**

The Board reviewed the August 16, 2022, minutes. Director Swanson moved to approve the minutes as presented. The motion was seconded by Director Craig and with all in favor, the motion passed.

### **FINANCIALS**

End of month September 2022 financials were presented to the Board for consideration. Director Bonner provided a summation of the balance sheet which included \$443,317.38 in the operating, \$41,435.48 in the reserve accounts, and total equity in the association at an estimated \$480,487.18, and a review of the income and expense statement.

### **2023 BUDGET AND ASSESSMENT**

The Board reviewed the budget with 5% increases in all landscape services. Adjustments were also made to Security expenses. After discussion Director Craig motioned to accept the 2023 budget with changes, Director Swanson seconded, all were in favor.

Per the changes in the budget Director Craig motioned to increase the 2023 Assessment by 5% bringing the total to \$850, Director Haines seconded, all were in favor.

The Board asked Ms. Galvan to get bids for an audit.

### **RATIFICATIONS**

A motion was made, seconded, and carried to ratify the following votes made in between meetings:

- a. Brightview Flowerbed, \$2718.54
- b. Alert Fire, Backflow Preventer Testing, \$110
- c. Brightview, Backflow Preventer Replacement, \$359
- d. Backflow Preventer Re-test, \$110

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

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 approve enforcement actions in open session.

## **INITIATION OF ENFORCEMENT ACTIONS**

No action was taken.

## **COMMITTEE REPORTS**

**LANDSCAPE COMMITTEE**-Director Haines reported the association received a notice from Public Works about a backflow preventer needing to be tested. The test was scheduled, and the preventer failed causing a need to replace the whole thing. She noted there might be more of these notices coming since all the preventers are around the same age.

### **Irrigation:**

July and August repairs were completed—no additional repairs in 9/22 inspection  
Unexpected and unbudgeted City inspection of backflow preventer – failed inspection resulted in \$569 in costs (\$110 Inspection; \$359 repair; \$100 retest) – likelihood of more in 2023 should be budgeted for. Note: Irrigation increase, or separate line item discussed in Budget discussion.

10/17 requested irrigation time be adjusted for South Beds (Yuri)

Next Irrigation Inspection: Either 10/21 or 10/24 (no report as of 10/23)

### **Landscape Maintenance:**

Podocarpus and Holly trim and N controller area clearing has been completed.

Tree issues covering signal on SE corner and overhead N Side have been sent to Yuri for bids.

Spoke with neighbor about trimming his trees and asked Yuri to advise him on how to trim.

Fall flowers and NW steppingstone installed, Dianella placement reviewed

NW Bed -- Landscape repairs from September 28 Accident completed \$2718.54 submitted to Drivers Insurance (NOTE: 2 Podocarpus not installed; held in reserve in case the damaged ones don't survive -- Value \$236.05) Wall repair bid \$3,570 submitted to Insurance carrier. Lights damaged bid \$700 have not yet been repaired, but have been added to insurance claim?

Yuri will review Jasmine issue in N 1st esplanade on 10/20. On 10/24 Yuri will fertilized; he believes the Jasmine will come back.

Wedelia was installed for bare area median at 935 Crossroads BID: \$1826.54 recommend approval of this and additional up to \$5000 to include Jasmine repair N Side if needed. Director Craig motioned to spend up to \$5000 for Wedelia, Director Bonner seconded, all were in favor.

### **Outstanding issues:**

At this time there are no outstanding issues.

### **Next Irrigation Inspection:** TBD

**SECURITY COMMITTEE**- Director Swanson reported

The Constable contract for the year, 9/2022 -10/2023, is \$177,400 and she anticipates a 7% increase in the 2023-24 contract.

The Association will need approx. \$13k to install two cameras for Fleetwood at \$4800 per camera to be installed at Crossroads N and Crossroads S. These are higher grade cameras – Sparrow Real Time which have a memory of up to 30 days. Fleetwood West will have two cameras of their own at Fleetwood Place and Bayou River.

After discussion a motion was made, seconded, and carried for Fleetwood to have their own contract with the chosen company for LLPR's

**Town Hall:**

The town has been rescheduled for Nov 29<sup>th</sup> at 6 pm before the start of the Board meeting.

**VOLUNTEER COMMITTEE-** No report given.

The Board would like a list of the record retention policy and a list of what records Crest has stored for the association.

**MANAGEMENT REPORT-**

- Deed Restriction Violations-Mrs. Galvan presented a copy of the violation summary report for the Boards consideration. The Board directed Crest on how to handle certain violations and asked for clarification from the attorney on others.
- Homeowner Communication-The Board reviewed homeowner communications.
- ACC Application Report-Mrs. Galvan provided the September-October Application report to the Board to review applications that have been submitted and how they were voted on.
- Trash-The Board discussed having a Trash Procedures and FAQ flyer go out with the assessment statements.
- Recycling: The Board is currently in negotiations with Royal Eagle for an individually billed recycling program.

**OLD BUSINESS**

- Towing Policy: Ms. Galvan reported per the association attorney in order to legally tow vehicles, towing signs need to be placed at every entrance and exit to the alleys.
- Basketball Goals: The Board instructed Crest to cite for basketball goals in the streets or on the curb facing the street but not the ones in the alleys.
- The Fence Policy was tabled to the next meeting.

**NEW BUSINESS**

- Elections: The Board asked for a timeline leading up to the election.
- The appointment of vacant Board seat was tabled.
- Gift for Deputies was tabled.
- 

**Next Board Meeting Date** –Scheduled for November 29<sup>th</sup>, 2022

**HOMEOWNER OPEN FORUM**

Homeowners spoke and asked questions regarding the recycling program.

**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 10:12 p.m.

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

\_\_\_\_\_  
Date