

Pine Village North Association

C/o Randall Management, 6200 Savoy, Suite 420, Houston, Texas 77036

Wednesday, March 14, 2018 Board of Directors Meeting

The Pine Village North Association met for the monthly Board of Directors meeting at the East Aldine District, which is located at 5333 Aldine Mail Route Road, Houston, Texas 77039 at 7:00 p.m.

Board of Directors:

Tony Briscoe, President
Diane Gonzales, Vice President
Megan Latour, Treasurer
Shaz Kahn, Secretary
Augustine Rodriguez, ACC Chair
Manzur Malvi, Director at Large
Shawn Gibson, Director at Large

Absent:

Vikram Gulrajani Director at Large

Management Company:

Jane Godwin & Randall Smith, Supervising Association Manager, RMI
Bonnie Brown, Property Manager, RMI
Christa Deluna, Assistant Property Manager, RMI

Guest: Chris, Association Attorney

Courtesy Patrol Update, Harris County Sheriff, Deputy Jan

Deputy Jan was not present and no report was given. Bonnie Brown informed the Board that the schedule could not be changed at this time. The schedule was recently changed and the Association is not eligible to change the schedule again until May.

Call to Order:

With a quorum of Board Members present, the Board Meeting was called to order at 7:56 p.m.

Approval of Agenda:

A motion was made by Diane Gonzales, seconded by Augustine Rodriguez, and it was unanimously decided to accept the agenda as amended.

Approval of Prior Minutes:

No prior minutes were prepared by the prior management company.

Rules of the Meeting:

The rules of the meeting were reviewed. Owners were asked to hold their questions until the Open Forum section which is item IX on the agenda.

Ratification of Decisions made since last Board Meeting

Randall Management announced that a computer for the on-site office was purchased for \$700. The computer cannot be installed on-site until the building is better secured. A motion was made by Diane Gonzales, seconded by Augustine Rodriguez, and it was unanimously decided to ratify the decision made.

Management Report:

Financial Report – February 28, 2018 Financials – No financial report was presented.

Administrative

Transition of the Property from the Prior Management Company – Randall Q. Smith explained that the transition has been very difficult. He explained all of the items that have been completed in the transition process. Randall also announced that he was scheduled to pick up the remainder of the records and expressed concern that the prior management company would not be helpful. Some of the Board Members volunteered to be present.

Deed Restriction Report

Jane announced that an inspection took place and there are many outstanding violations. She recommended sending a newsletter first informing the owners and tenants that they need to correct their violations.

Wreckers – The Board discussed parking violations and ways to address the parking issues in the community. A contract for a new tow company was discussed and tabled until the April meeting.

Legal Update – Jane gave a brief summary of the accounts in legal. Instructions for the attorney were given in Executive Session.

Unfinished Business:

Appointment of Officer – The board discussed candidates for the Vice President position. A Motion were made to nominate Diane Gonzales and Manzur Malis. The Board voted and appointed Diane Gonzales as the Vice President. She will serve as the Vice President until next year's Annual Meeting.

Appointment of Architectural Control Committee (ACC) Chairperson - The Board discussed the Architectural Control Committee and candidates for the chairperson position. A motion was made by Diane Gonzales, seconded by Megan Latour, and it was unanimously decided to appoint Augustine Rodriquez as the chairman of the ACC Committee.

Clubhouse – The Board discussed the clubhouse and decided to repair the building so that meetings could be conducted on-site. They also discussed buying chairs for the clubhouse and instructed Bonnie to purchase 20-25 chairs in black for the clubhouse.

New Business:

Payable List – The Board discussed the financials and decided to implement a payable list for Megan Latour to approve each week. Jane explained that the payable list will be sent on Wednesday and the checks will go out of Friday.

Repairs and Reimbursements – A lengthy discussion took place concerning repairs and permitting owners to make their own repairs. A motion was made by Diane Gonzales, seconded by Shawn Gibson, and it was unanimously decided not to reimburse owners unless their repairs were approved prior to making the repairs. Work orders involving Board Members were also discussed.

Open Forum:

The Open Forum portion of the Monthly Board Meeting is for the owners to ask questions, express their opinions, concerns, comments and suggestions for the property and the association. No owners were present.

Adjournment:

The next meeting is scheduled for April 17, 2018. With no further business to discuss, a motion was made by Megan Latour, seconded by Augustine Rodriquez, and it was unanimously decided to adjourn the meeting at 9:33 p.m.

Pine Village North Association

C/o Randall Management, 6200 Savoy, Suite 420, Houston, Texas 77036

Wednesday, May 22, 2018 Board of Directors Meeting

The Pine Village North Association met for the monthly Board of Directors meeting at the Pine Village North Clubhouse located at 12301 Wild Pine Drive, Houston, Texas 77039 at 7:20 p.m.

Board of Directors:

Tony Briscoe, President
Megan Latour, Treasurer
Augustine Rodriguez, ACC Chair
Vikram Gulrajani Director

Absent:

Diane Gonzales, Vice President
Shawn Gibson, Director at Large
Manzur Malvi, Director at Large

Management Company:

Jane Godwin & Randall Smith, Supervising Association Manager, RMI
Bonnie Brown, Property Manager, RMI

Guest:

Chris Archambault, Association Attorney

Courtesy Patrol Update, Harris County Sheriff, Deputy Jan

Deputy Jan was present and informed the Board that the Association need to add some additional lights around the side of Wild Pine and fence the area off so that they will have no where to hide and run from the sheriff.

Call to Order:

With a quorum of Board Members present, the Board Meeting was called to order at 7:37 p.m.

Approval of Agenda:

A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to accept the agenda as amended.

Approval of Prior Minutes:

The minutes to the April 14, 2018 Board of Directors Meeting were reviewed. A motion was made by Augustine Rodriguez, seconded by Vikram Gulrajani, and it was unanimously decided to adopt the minutes as amended.

Rules of the Meeting:

The rules of the meeting were reviewed. Owners were asked to hold their questions until the Open Forum section which is item IX on the agenda.

Update on Executive Session held prior to the Open Meeting:

The Pine Village North Board of Directors convened for an executive session prior to the open meeting. They discussed the following: Legal Report from Daughtry & Farine reviewed and instructions provided by the Board of Directors. Attorney Chris Archambault reported \$30,455.77 collected since April 4 – May 1, 2018; The Legal Report from Beard & Lane was also reviewed and instructions provided by the Board of Directors.

Ratification of Decisions made since last Board Meeting

A motion was made by Augustine Roderiguz, seconded by Vikram Gulrajani, and it was unanimously decided to approve the ratification for the purchase of a wrought iron door and the change of the heavy trash service to JDOG Heavy Trash.

Management Report:

Financial Report – April 30, 2018 Financials – Jane Godwin reviewed the financials. The bank balances were reviewed. Items that were over or under budget were also reviewed and discussed. The percentages, collected for the month was announced. A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to accept the April 31, 2018 financials as presented.

Administrative - Transition of the Property from the Prior Management Company – Randall Q. Smith provided an update on the transition of the property.

Communication – The Board discussed that the third quarter newsletter will be published in August. A crime notice and other notices were posted a robbery on the property.

Roofs – Three bids were presented for roof replacement on 12331 West Village A-F, 12203 West Village A-D, 12301 Wild Pine (Clubhouse). The bids were reviewed and the Board agreed to place the bids on hold until Bonnie could clarify the bids with JP Roofing. The Board instructed Randall Management to only solicit bids for JP Roofing. JP Roofing was appointed as the Pine Village North roofer.

Deed Restriction Report - Bonnie reviewed the outstanding deed restriction violations.

Legal Update – Jane gave a brief summary of the accounts in legal. Instructions for the attorney were given in Executive Session.

Termite Treatment - Termite Treatment was discussed and placed on hold.

Purchase of Equipment – The Board discussed purchasing equipment and reviewed the bids. After a lengthy discussion, the motion was made by Augustine, seconded by Vikram, and it was unanimously decided to purchase Pressure Washer and a blower. The other equipment items were tabled until next month.

Unfinished Business:

Clubhouse – The Board discussed the various options for repairing the clubhouse and decided to place additional repairs on hold due to cash flow. The Board decided that roof replacement would be the priority.

New Business:

The Board discussed a Termite policy, Insurance policy, fining policy, roofing policy and a reimbursement policy. After a lengthy discussion, the Board decided to place the various policies on hold and review the fining policy at the next Board meeting.

Open Forum:

The Open Forum portion of the Monthly Board Meeting is for the owners to ask questions, express their opinions, concerns, comments and suggestions for the property and the Association. One owner was present and she discussed the property and repairs that she would like to see completed on the property.

Adjournment:

The next meeting is scheduled for June 13, 2018. With no further business to discuss, a motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to adjourn the meeting at 9:22 p.m.

Pine Village North Association

C/o Randall Management, 6200 Savoy, Suite 420, Houston, Texas 77036

Monday, August 27, 2018 Board of Directors Meeting

The Pine Village North Association met for the monthly Board of Directors meeting at the East Aldine District 5333 Aldine Mail Route. Houston, Texas 77039

Board of Directors:

Tony Briscoe, President
Diane Gonzales, Vice President
Megan Latour, Treasurer
Manzur Malvi, Secretary
Augustine Rodriguez, ACC Chair

Absent:

Shawn Gibson, Director at Large

Management Company:

Jane Godwin, Supervising Association Manager, Randall Management
Bonnie Brown, Property Manager, Randall Management

Courtesy Patrol Update, Harris County Sheriff,

Bonnie Brown updated the Board about activity reported by Deputy Jan. The property is experiencing some burglaries and auto theft.

Call to Order:

With a quorum of Board Members present, the Board Meeting was called to order at 7:00 p.m.

Approval of Agenda:

A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to accept the agenda as present.

Approval of Prior Minutes:

The minutes from the July 11, 2018 Board of Directors Meeting were reviewed. A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to adopt the minutes as present.

Rules of the Meeting:

The rules of the meeting were reviewed. Owners were asked to hold their questions until the Open Forum section which is item IX on the agenda.

Update on Executive Session held prior to the Open Meeting:

The Pine Village North Board of Directors convened for an Executive Session prior to the open meeting. They discussed the following: Legal Report from Daughtry & Farine were reviewed and instructions were provided by the Board of Directors. The report from Daughtry Farine \$30,730.06 collected from July 3 – August 8, 2018; The Legal Report from Beard & Lane was also reviewed, and instructions were provided by the Board of Directors. The Association currently owns 16 units. These units were foreclosed on. The Board also announced that Board member Vikram Gulrajani resigned from the Board and his resignation was officially accepted by the Board in the Executive session.

Ratification of Decisions made since last Board Meeting:

Trees were trimmed by Raydon Tree World for \$1,000.

Installed a shingled garage roof at 5743 East Hampton A-D for \$3,000. A motion was made by Megan Latour and seconded by Augustine Rodriguez, and it was unanimously decided to approve the items approved since the Board of Directors Meeting.

Management Report:

Financial Report – July 31, 2018 Financials – Jane Godwin reviewed the financials. The bank balances were reviewed. Items that were over or under budget were also reviewed and discussed. The percentages collected for the month was announced. A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to accept the financials as presented.

Communication - A newsletter will be sent with annual meeting to all owners. Copies of newsletter were posted at the office and in the mailbox area.

Roofs – A motion was made by Diane Gonzales, seconded by Augustine Rodriguez, and the motion passed to replace two garage roofs at 12203 West Village and 12339 West Village. The Board reviewed the roof replacement bids, a motion was made by Diane Gonzales, seconded by Augustine Rodriguez. The motion passed to replace the following roofs:

5715 East Hampton A-D was approved for \$25,200

5710 East Hampton A-D was approved for \$25,200

12314 Wild Pine A-D was approved for \$18,000 living quarters

12347 West Village A-D was approved for \$18,000 living quarters

12239 West Village A-F was approved for \$20,000 living quarters

12407 West Village A-D was approved for \$25,000 living quarters and garage

12435 West Village A-D was approved for \$17,000 living quarters

12311 West Village A-D was approved for 25,000 living quarters and garage

The roof replacement for 5738 East Hampton, 12435 West Village, and 5702 East Hampton were tabled.

Deed Restriction Report :

Bonnie Brown reviewed the outstanding deed restriction violations. The Board agreed to continue to phase in the letters. A unit was reported for running a mechanic business out of their unit.

Legal Update:

Jane Godwin gave a brief summary of the accounts in legal. Instructions for the attorney were given in Executive Session.

Unfinished Business:

No unfinished business was discussed.

New Business:

No New Business was discussed.

Open Forum:

The Open Forum portion of the Monthly Board Meeting is for the owners to ask questions, express their opinions, concerns, comments and provide owners an opportunity to make suggestions for the property and the Association. One owner was present.

Adjournment:

The next meeting is scheduled for September 24, 2018. With no further business to discuss, a motion was made by Augustine Rodriquez, seconded by Diane Gonzales, and it was unanimously decided to adjourn the meeting at 7:35 p.m.

Pine Village North Association

C/o Randall Management, 6200 Savoy, Suite 420, Houston, Texas 77036

Tuesday, November 27, 2018 Board of Directors Meeting

The Pine Village North Association met for the monthly Board of Directors meeting at the East Aldine District, which is located at 5333 Aldine Mail Route Road, Houston, Texas 77039 at 7:00 p.m.

Board of Directors:

Tony Briscoe, President
Diane Gonzales, Vice President
Megan Latour, Treasurer
Augustine Rodriguez, ACC Chair

Absent:

Manzur Malvi, Secretary

Guest:

Chris Archambault, Association Attorney

Management Company:

Jane Godwin & Randall Smith, Supervising Association Manager, RMI
Bonnie Brown, Property Manager, RMI

Courtesy Patrol Update, Harris County Sheriff:

No Sheriff was in attendance.

Call to Order:

With a quorum of Board Members present, the Board Meeting was called to order at 7:07 p.m.

Approval of Agenda- A motion was made by Diane Gonzales, seconded by Augustine Rodriguez, and it was unanimously decided to accept the agenda as amended.

Approval of Prior Minutes- The minutes from the August 27, 2018 Board of Directors Meeting were reviewed. A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to adopt the minutes as presented.

Rules of the Meeting- The rules of the meeting were reviewed. Owners were asked to hold their questions until the Open Forum section which is item IX on the agenda.

Financial Report :

August 31, 2018 Financials – Jane Godwin reviewed the financials. The bank balances were reviewed. Items that were over or under budget were also reviewed and discussed. The percentage collected for the month was announced. A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to accept the financials as presented.

September 30, 2018– Jane Godwin reviewed the financials. The bank balances were reviewed. Items that were over or under budget were also reviewed and discussed. The percentages collected for the month was announced. A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to accept the financials as presented.

October 31, 2018 Financials – Jane Godwin reviewed the financials. The bank balances were reviewed. Items that were over or under budget were also reviewed and discussed. The percentages

collected for the month were announced. A motion was made by Megan Latour, seconded by Augustine Rodriguez, and it was unanimously decided to accept the financials as presented.

Open Forum:

The Open Forum portion of the Monthly Board Meeting is for the owners to ask questions, express their opinions, concerns, comments and suggestions for the property and the association. The floor was opened to the owners. The owners asked questions about the reinstate of the Associations with the Secretary of State. Chris Archambault assured the owners that the Association is active. He answered each question, and explained the history.

Adjournment:

A motion was made by Augustine Rodriguez, seconded by Megan Latour, and it was unanimously decided to adjourn the meeting at 7:22 p.m.