

**Amber Wood at Fall Creek Homeowner Association, Inc.  
Board of Directors Meeting Minutes  
March 5, 2018**

**In attendance:**

<b>Board Members</b>		<b>Management/Guest</b>		<b>Owners</b>	
<input checked="" type="checkbox"/>	<b>Sauda Callahan, President</b>			<input checked="" type="checkbox"/>	<b>Eric Kennison</b>
	<b>Sabine Scott, Vice-President</b>	<input checked="" type="checkbox"/>	<b>David Rivera, Management</b>	<input checked="" type="checkbox"/>	<b>Monti Keep</b>
<input checked="" type="checkbox"/>	<b>Laura Flocks, Secretary</b>			<input checked="" type="checkbox"/>	<b>Rosalyn Roberts</b>
<input checked="" type="checkbox"/>	<b>James E. Hughes, Treasurer</b>				
	<b>Drew McKay, At Large</b>				

(Please check mark to the left of individuals who are present)

**Call Meeting to Order:**

Due notice of meeting a quorum was established. Open Forum was called to order by the President, Sauda Callahan, at 6:51P.M. The meeting was conducted at the clubhouse located at Fall Creek Information Center, 7930 Fall Creek Bend, Humble, Texas 77396.

**Call Open Forum to Order:**

**a. Residents Input:** Resident voiced a concern about a car parked on street too close to the corner that makes turning into the street a hazard. David Rivera said he would check on the law in regards to proximity to the corner. Another concern was voiced about a home that has constant puddling in back of home. The landscaper will be consulted about filling the area, again.

**Call Business Meeting to Order:**

7:44 P.M.

**Actions between Meetings:**

**a. Ratify actions:** Pine tree removal, Termination of current landscaping contract, and Irrigation repairs approval.

**Approve Minutes of Previous Meeting:**

Jim Hughes made the motion to accept the minutes of the November 7, 2018 meeting as written. A second was made by Sauda Callahan, with motion passing unanimously.

**Amber Wood at Fall Creek Homeowner Association, Inc.**  
**Board of Directors Meeting Minutes**  
**March 5, 2018**  
**Page Two**

**Treasurer's Report:**

- a. **Cash Balances** – Jim Hughes reviewed spreadsheet outlining balances. He stated that the insurance would be paid in full.
- b. **Delinquencies** – No report.
- c. **Review Financial Reports and Audit** – David Rivera reported that 2017 taxes had been paid and that he will remove outdated repayment policy.
- d. **2018 Budget & Assessments** - No report.

**Management Report:**

- a. **Correspondence received by Association, Directors, Management** – No report.
- b. **Association Business and Operations** – No report.
- c. **Common Area Maintenance Report** – No report
- d. **Building Area Maintenance Report** – David Rivera will get proposals for roof replacement on one unit. He was also going to get an assessment on one home with floor damage, reportedly from leak caused by sprinkler.
- e. **Landscaping Report** – Sauda Callahan made the motion to accept the new landscaping contract with Earthcare Management. A second was made by Jim Hughes, with motion passing unanimously. David Rivera will inform the new company of trash pickup days.
- f. **Webpage Report/Newsletter--** Webpage needs to be updated to include Monti Keep in Crime Watch section. A suggestion was made to add a simple work order form to the webpage to facilitate and streamline work orders. It was suggested that the Amber Wood webpage address be added to all written correspondence, i.e. coupon books, newsletters, etc.

**Amber Wood at Fall Creek Homeowner Association, Inc.  
Board of Directors Meeting Minutes  
March 5, 2018  
Page Three**

- g. Crime Watch Report** – Monti Keep reported that the Fall Creek Block Party has been set for April 21, 2018. Fall Creek HOA will provide \$100.00 to each subdivision for expenses.
- h. Special Projects and Community Activity**—Sauda Callahan volunteered to create a flyer with information about webpage and other pertinent contact info, to be made available at the Block Party. Jim Hughes will also make a poster highlighting this info.

**Executive Session  
Collections**

- 1. Owners Request** – An owner requested late fees waived, another owner asked for a repayment plan, another owner currently on repayment plan should have late fees, interest and administrative fees waived and owner with plumbing issues needs to have late fees looked at.
- 2. Enforcement Action**- No report

**Deed Restriction Report**

- 1. Owners Request**- No report.
- 2. Enforcement Action** – No report

**Reconvene in Open Session and Report on Actions Approved During Executive Session.**


The Board reported on decisions made in executive session.

**Amber Wood at Fall Creek Homeowner Association, Inc.**  
**Board of Directors Meeting Minutes**  
**March 5, 2018**  
**Page Four**

**Set Date, Time and Agenda of Next Meeting/Adjournment**

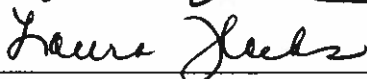
The next meeting is scheduled for June 7, 2018) at 6:30 P.M. at the clubhouse located at Fall Creek Information Center, 7930 Fall Creek Bend, Humble, Texas 77396.

Being no further business; the meeting was adjourned by the President, Sauda Callahan at 8:10 P.M.

Submitted by: , Manager

Date: 6/14/18

, President

, Secretary