

**Southwyck Community Association
Minutes, Board of Directors Meeting
July 6, 2023**

A regular meeting of the Southwyck Community Association Board of Directors was held on July 6, 2023, via videoconference. Board members present: Helen Bilyeu, John Fisher, Vanessa Helmer, and Rick Nelson. Residents: Homer Franklin. Others: Kathy Dooley of Community Management Solutions. A quorum was verified and the meeting called to order at 6.35 pm.

Homeowner input: None

Secretary's Report: The June Board meeting minutes were reviewed. A spelling error in the section referring to fence replacement was identified. A motion to approve the minutes with the spelling correction was made, seconded, and passed.

Treasurer's Report: The May financial reports were reviewed. A motion to accept the May financials was made, seconded, and passed. Mr. Nelson asked if the income/expense categories could be sent in excel format. Ms. Dooley noted that some, but not all, reports could be generated in excel and committed to check.

Business: Project/Repair Updates - Bids to repair the flagstone base for the pergola at the Sunset Park were reviewed. A motion was made to approve the bid from MJ Solutions in the amount of \$1704.95. The motion was seconded and passed. A bid from Gulf Shores Maintenance to fill in the missing brick areas in the patio at the lake park and to repair the broken swing for a total of \$1305 was approved by motion made, seconded, and passed.

Board members reviewed a draft signage design intended to deter commercial vehicles from parking in the Lake Park parking lot. Ms. Dooley reported that she had contacted the recommended towing company as well as several others. She also provided a copy of the State signage requirements. The only company willing to consider providing the service was Express Towing and Recovery. He provided minimum requirements for the signage, and spent a long time talking about how difficult it was to tow for HOAs. He said the HOA would need to take pictures of the vehicle and wait at least 4 hours before calling for a tow. He also stated that signs would have to be installed on both sides of each of the driveway entrances. Ms. Bilyeu will update the sign design.

Board members reviewed proposals for perimeter wall repairs for areas of Northfork and Morgan, and column repairs for the Southglen subdivision. Board members want to wait and get proposals for all brick work needed before moving ahead. Additional areas identified so far are Magnolia and the entry to Emerald Point. Ms. Dooley will work with BRI and Mr. Nelson to schedule a walkthrough of all the walls. Fence replacement bids have been requested for the portion of Fite Road past Meadowhurst. Contractors contacted are Pasadena Fence, Bayou City Fence, and Gulf Shores Maintenance.

Ms. Dooley reported that a water leak had been found at the hose bib next to the sand area during inspections and a work order for repair issued to Big John's Plumbing after Big Boy Landscape said they didn't have time for it right then. The repair cost was \$269. Discussion followed concerning repetitive water leaks at the Sunset Park.

Reserve Study – Ms. Dooley reported that she met on site with the engineers conducting the reserve study, and also provided them with major repair history. *Insurance Values* – Board members reviewed the insurance statement of values. A copy has also been provided to the Managers for Sections I and IV.

Legislative Updates – Board members reviewed a memo from Daughtry and Farine summarizing new laws impacting HOAs.

Open Board Position – There have been no responses to the emails or web site notices concerning the open board position and open committee positions.

Ms. Dooley was directed to send an eblast after July 15th reminding people that assessments must be paid by July 31st in order to avoid collection fees.

Executive session: The Board approved a 2nd chance payment plan request. The Collection Policy will need to be updated with new lien language. Ms. Bilyeu requested a simplified bullet point summary of the collection procedures to be posted on the facebook page.

There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Kathy Dooley, Recording Secretary