

Southwyck Community Association
Minutes, Board of Directors Meeting
November 4, 2021

A regular meeting of the Southwyck Community Association Board of Directors was held on November 4, 2021 via videoconference. Board members present: Helen Bilyeu, John Fisher, Sangeeta Bakshi and Rick Nelson. Residents: Kathleen Blount, Pam Bayer, Homer Franklin, and Cathie Tydelski. Others: Kathy Dooley of Community Management Solutions. A quorum was verified and the meeting called to order at 6.30pm. Liz Brannon of Brannon Designs was present for a portion of the meeting.

Homeowner input: Ms. Tydelski and Ms. Bayer expressed concerns about some of the entry landscaping. There are dead plants and holes where plants used to be. They look terrible. A lot of plant material was lost in the February freeze, and many of the local nurseries also lost their stock plants. The Board has been reviewing proposals from landscape designers to provide design recommendations for the affected entries. Many are overwhelmed with work right now. A meeting date has been reserved for January with one of the designers. Ms. Tydelski recommended that another meeting with the master and Section Boards be held within 6 months, and the recurring meetings be scheduled.

Secretary's Report: The October meeting minutes were reviewed. A motion was made to approve the October minutes, was seconded and passed.

Treasurer's Report: The September financial reports were reviewed. A motion was made to approve the September financials, was seconded and passed.

Business: *Irrigation repair* – Water Logic has provided a bid for replacement of the Pathway Field modules that operate the master valve and flow sensors on controller 3 and 4. #3 is at the corner of Cullen and Magnolia, #4 is around the corner on Magnolia. Cost is \$3460. The proposal was approved by motion made, seconded, and passed.

Clubhouse Project / Architectural firm – Liz Brannon of Brannon Designs joined the videoconference and share information about her firm and the typical approach to a project such as construction of a new clubhouse. Steps identified are as follows: 1. Start with programming; needs, goals. 2. Create a schematic design/space plan. 3. Design development – more technical, usually takes 2-3 months. Come up with specs for windows, doors, materials, finishes etc. 3. Construction documentation/ technical drawings – take the package to contractors to bid out. Her firm would work with civil/structural/mechanical engineer, electricians/plumbers, and permit processing. Permitting will usually take 1-2 months, although projects in Houston are currently taking up to a year to obtain permits. They typically give contractors about 2 weeks to prepare their bids. Once construction starts, they monitor the progress. Construction will generally take 4-5 months. Overall timeframe is about a year. General discussion about the project followed. Ms. Brannon left the meeting.

Entry Landscaping – A proposal for replacing plant material at some of the entries was submitted by Brightview Landscaping. The estimate did not match the specifications in the RFP, and included an entryway that was not on the original list. Cost was \$47,747.17. No action was taken. Additional RFPs have been submitted to other companies.

Southfield Village Fence – Bids were requested from Houston Fence, Bayou City Fence, Pasadena Fence, Rockin D Fence, and Hurricane Fence. Rockin D declined. The scope of the project was included in the Board packet, with a note that a decision would need to be made whether the portions of the brick wall/fence that wrapped around facing the ditch in 2 locations should be included in the project. Contractor were asked to provide separate pricing for those areas. There are some problems with the foundation/supporting brick wall. A bid was received from Houston Fence with optional lines for staining the top and exterior of the fence, along with a picture of the flange that would be used where wooden posts need to be replaced, but are concreted into the brick. Additional bids are still expected. No action was taken.

Special Events – The only event for the remainder of the year is the Christmas decoration contest.

Annual meeting - A copy of the postcard sent out for the call for candidates was included in the packet, along with the minutes, agenda and information shared at the January 2021 virtual meeting. Ms. Dooley will let the HOA attorney know the date of the 2022 meeting so she can attend. The meeting will be entirely in person this year. Ms. Bilyeu will pick up door prizes. No food will be served.

Executive session: The Board discussed collections and pending legal actions. One payment plan request was approved, and ten delinquent accounts were approved to be turned over to the attorney for collection actions. One account was approved to be posted for foreclosure.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Kathy Dooley, Recording Secretary