

Draft

Fairmont Park Homes Association Meeting Minutes – December 19, 2011

1. **Establish a quorum, Convene Meeting** President

A quorum was duly established and the meeting convened at 7:02 PM

FPHA Board Members present were:

Dorothy Coker	Ed Matuszak	Lloyd Frazier	Tim Cowart
Rudy Garcia	JoAnn Pitzer	Tim Handy	

Note: By unanimous consent, Agenda Item 9 (election of new officers and resolutions mandated by State Law) was moved up and discussed first.

2. **Visitors wishing to address the board** (Limited to 5 minutes each unless previously scheduled)

There were no visitors present wishing to address the board this month

3. **Approval of the draft minutes of the previous meeting** President

The minutes of the November meeting were approved

4. **General Manager Reports:** General Manager

- a. Deed Restriction Correspondence
- b. Building Permits
- c. Managers Report
- d. Grounds Condition report

There were no General Manager Reports for December

5. **Secretary-Treasurer's Report** Secretary-Treasurer

The November Treasurers Report was presented by the Secretary Treasurer

6. **Approval of the Treasurer's Report** President

The Treasurer's Report was approved by unanimous consent

7. **Committee Reports (if any)** President

- a. Finance-Investment Committee
- b. Budget Committee
- c. Entrance Committee

General Manager Tim Cowart reported that the new entrance sign at Fairington Blvd and Fairmont Parkway is now in place and looking good.

- d. Architectural Committee

Although there were no other reports, new Committees will to be established in January 2012.

8. Unfinished Business Reports

President

a. Website Status Report

Board Member Ed Matuszak reported that the website is up and running. All documents as required by law have been or will be posted by January 01, 2012. As new declaratory documents and resolutions are passed, and are filed at the County and received from our lawyers, they will be posted on the website when received from our lawyers.

b. Meeting Place Status Report

Although we have been meeting in spaces accessible to the public, it was determined that either the First United Methodist Church (where we have met in the past) or LPISD facilities would be a better public space starting in January 2012. Board Member Ed Matuszak researched the utilization of LPISD spaces and presented the pros and Cons of using LPISD facilities. Basically, although convenient, the LPISD facility charges and liability insurance requirements made utilization prohibitive at this time. After discussion it was unanimously decided that future monthly meetings will be held at the First United Methodist Church of La Porte on Fairmont Parkway, unless otherwise posted on the website 72 hours in advance, with the exception of emergency meetings permitted by law.

c. Newsletter Status Report - No report this month.

9. New Business

Election of Officers:

Each year, after the Annual Meeting it is necessary to elect or reaffirm FPHA, Inc Officers for 2012. Board Member Rudy Garcia made a motion to elect Ed Matuszak as President, seconded by Board Member Dorothy Coker. Motion carried.

Board Member Rudy Garcia made a motion to elect Board Member Lloyd Frazier to continue on as Treasurer, seconded by Board Member Tom Handy. Motion carried.

Board Member Rudy Garcia made a motion to elect Tim Cowart as Vice President, seconded by Lloyd Frazier. Motion Carried

Passing of Resolutions Required by 82nd Texas Legislature Session:

Resolution and Policy regarding Records Retention, Inspection and Production:

Board Member Lloyd Frazier made a motion to change the draft resolution \$0.10/copy for a (8x11) sheet to \$0.40 a sheet, and \$0.70/copy for a larger (11x14) sheet, and to delete no charge for 50 pages or less, seconded by Tom Handy. Motion carried. (This resolution as passed is posted on the FPHA Website) (This resolution as filed at the county will be posted once received from the Association's Attorney.)

Resolution for Retention of Documents:

Board Member Lloyd Frasier made a motion to set the timeframe for retention of documents for certain documents not required to be held longer for a minimum of 5 years. The motion was seconded by Board Member Dorothy Coker. Motion carried (This resolution, as passed, is posted on the FPHA

Website) (This resolution as signed, stamped and filed at the Harris County will be posted once received from the Association's Attorney.)

Resolution for Alternative Payment Schedules:

Board Member Tom Handy made a motion to accept the Resolution for Alternative Payment Schedules, seconded by Board Member Lloyd Frasier. Motion carried. (This resolution as signed, stamped and filed at the Harris County will be posted once received from the Association's Attorney.)

Payment for Annual Meeting Space

Board Member Lloyd Frasier made a motion to compensate the First United Methodist Church (FUMC) with a \$250.00 donation for usage of the facility for our annual meeting, seconded by Board Member Tim Cowart. Motion carried.

10. **Adjourn Regular Meeting and recess to Executive Session** to discuss individual member deed restriction/maintenance guideline violations, law suits, fee collection , contract matters real estate matters and other legal matters of the FPHA, Inc. as permitted by state law

There was no executive session held in December

11. **Reconvene Meeting** – Summary and voting of recommendations made in Executive Session

Not applicable

12. **Next Regular Meeting** – January 16, 2012 at the FUMC - Conference Room

13. **Vote to Adjourn or Suspend Meeting** President

Board Member Tim Cowart made a motion to adjourn the meeting, seconded by Board Member Rudy Garcia. Motion carried. The meeting adjourned at approximately 8:15 PM

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