

# **FLEETWOOD PROPERTY OWNERS' ASSOCIATION, INC.**

## **MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**

**at 6:30 P.M. Wednesday July 19, 2022**

**17171 Park Row Dr. Ste 310 Houston, Texas 77084 and virtually with Zoom Link**

**<https://us06web.zoom.us/j/81170537853?pwd=WXdSK0NseWlacjdNelpVZXlMOEtRUT09>**

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### **DIRECTORS PRESENT IN PERSON OR BY PHONE/ZOOM**

Donna Haines, Justin Wilson, Sharon Swanson, Jesse Soto, Dan Bonner and Caryn Craig.

### **DIRECTORS ABSENT**

None

### **HOMEOWNERS PRESENT**

There was 1 homeowner present in person, Member Sterling

### **ALSO PRESENT**

Michelle Villegas, CMCA, AMS, Crest Management Company  
Marlin, Community Assistant Manager, Crest Management

### **CALL TO ORDER**

With notice properly served and quorum duly established, the meeting was called to order by Director Craig at 6:35

### **APPROVAL OF MINUTES**

The Board reviewed the June 29, 2022, minutes. Director Craig moved to approve the minutes as presented. The motion was seconded by Director Haines and with all in favor, the motion passed.

### **FINANCIALS**

End of month June 2022 financials were presented to the Board for consideration. Director Bonner provided a summation of the balance sheet which included \$584,549.99 in the operating and reserve accounts, and total equity in the association at an estimated \$609,282.33, and a review of the income and expense statement. The Board discussed areas where the association may be under budget for the year as well as anticipated overages such as security costs.

Director Bonner reviewed the current Cash on Hand report reflecting actual cash on hand including outstanding invoices at \$554,661.91 as well as the 2022 Assessment collection rate.

### **RATIFICATIONS**

Director Craig moved to appoint Cody Chong to the open position on the ACC Committee. The motion was seconded by Director Bonner and with all in favor, the motion passed.

### **EXECUTIVE SESSION SUMMATION AND INITIATION OF ENFORCEMENT ACTIONS**

Mrs. Villegas summarized the executive session of the June 29, 2022, board meeting.

The Board of Directors reviewed all delinquent accounts and at this time there are no further collection enforcement actions to be taken on any accounts.

The Board of Directors reviewed uncured deed restrictions and at this time, there are no further deed restriction enforcement actions to be taken.

## COMMITTEE REPORTS

### **LANDSCAPE COMMITTEE**-Director Haines reported

#### - Irrigation:

- EMERGENCY ISSUES 6/21/22 – appear to be repaired
  - Ivy Wall Court major leak at backflow or meter 6/16
  - Walkwood Court 6/20
  - Emergency repair authorized at \$500 (June 27)
- No formal June Inspection report (just repairs)

#### Landscape Maintenance:

- SWest bed pink vincas replace – some now dead NW bed (reported)
- Grass frying like the rest of Fleetwood – have increased water
- Noted NE holly bushes not trimmed – corrected 7/13
- NEXT: Wedelia experiment on Ivy Wall Court going well – will review budget and get pricing for what we can afford to install on worst spots on Crossroads

#### Outstanding issues:

- Irrigation:
  - N Side Box to be replaced gratis per e-mail 6/3/22. Followed 7/19.

#### NOTES—

RATIFICATION/MOTION? Billing for Emergency Repairs Ivy Wall and Walkwood Ct?  
REIMBURSEMENT CHECK not received as of 7/19/22 (\$123.41 from May 22, 2022)

1) Alley leaf cleaning credit from 4/30/21 skip.

6/2022 Proposal for Alley leaf clean up sought and received in the amount of \$855 initially and lower depending on frequency

2) Emergency Authorization Amount confirmed \$500

Next Irrigation Inspection: July 25

**SECURITY COMMITTEE**- Director Craig reported for Director Swanson-June Security update and May Beat Report as well as the July Security update and June Beat Report have been sent at this time.

Director Swanson will find an organization to donate the decommissioned cell phone to.

Director Craig and Director Swanson are waiting for some updates from the association legal advisor regarding the ownership determination of alleys.

Mrs. Villegas to look for availability in October at Wolff Elementary for a town hall meeting.

**WALLS, STREETS, ALLEYS, SEWER, AND LIGHTS COMMITTEE**- Director Wilson reported- the alley way repairs are paused this week but resuming next week. Additional areas have been noted in need of repair and an amendment to the scope of work and budget for alley repairs may be necessary. The Board will review and discuss by email when an amended proposal and pictures have been presented.

**VOLUNTEER COMMITTEE**- Director Soto reported-Flags are coming down later this week. Magnets can be ordered for the new meeting signs so that if they are held on a different day of the week, the same sign can be used, and correct information added with the magnets.

Director Craig moved to approve the sign proof for the board and annual meeting signs. The motion was seconded by Director Soto and with all in favor the motion passed, Mrs. Villegas will get the signs made and delivered to Director Soto's home.

#### **MANAGEMENT REPORT-**

- Deed Restriction Violations-Mrs. Villegas presented a copy of the violation summary report for the Boards consideration.
- Homeowner Communication-Mrs. Villegas presented the Call Log report and updated the Board on her communications with homeowners.
- ACC Application Report-Mrs. Villegas provided the June-July Application report to the Board to review applications that have been submitted and how they were voted on. Mrs. Villegas also provided the January-June Application report for the Boards review.
- Trash-Mrs. Villegas updated the Board of Directors on the progress of transition from Texas Pride to Best Trash for Fleetwood waste disposal services.

#### **BUSINESS/MAINTENANCE ITEMS**

- Holiday Decorating-Tabled until the August 2022 Board Meeting.
- Fleetwood insurance is currently up for renewal in August. Mrs. Villegas is working with two brokerage firms to find best rates for the association.
- Crest/Fleetwood Administrative Contract up for renewal August 1, 2022.
- Director Craig moved to increase the 2022 Operating Budget line item for trash disposal to due to the increase contract cost of the new service provider. The motion was seconded by Director Bonner and with all in favor, the motion has passed.
- Mrs. Villegas to get a list of pick-up materials from Best Trash
- Mrs. Villegas to add recycling sign up on community calendar
- Mrs. Villegas to add eblasts under news and announcements
- Mrs. Villegas to resend eblasts about transition from Texas Pride to Best Trash and include information about minimum sign up numbers needed for the community to have recycling services.

#### **OPEN FORUM**

Member Sterling stated that the minutes are well done and very informative.

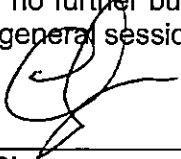
Member Sterling reiterated that she feels a layperson should be included in the legal advisory roll and that the governing documents for the community all need to be renamed and reordered.

Member Sterling advised that there seems to be a water line break at Ivy Wall Ct. The Board advised that this is already being looked at by the City of Houston.

**Next Board Meeting Date** –Tuesday, August 16, 2022.

**ADJOURNMENT**

There being no further business to come before the Board by the membership, a motion was made to adjourn the general session meeting at 7:20 p.m.



\_\_\_\_\_  
Authorized Signer

8/16/2022

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Date