

**Amber Wood at Fall Creek Homeowner Association, Inc.
Board of Directors Meeting Minutes
March 3, 2016**

In attendance:

Board Members		Management		Guests	
X	Sauda Callahan, President	X	Abigail Castrejon		
	Sabina Scott, Vice-President	X	Shirley Austin		
	Sharon Smith, Secretary				
X	James E. Hughes, Treasurer				
X	Laura Flocks, At Large				

(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, Mrs. Sauda Callahan, at 6:35 P.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-** None present.

Call Business Meeting to Order:

6:40 P.M.

Actions between Meetings:

No action taken.

Approve Minutes of Previous Meeting:

- a. December 3, 2015 were approved as written.
- b. Annual Meeting June 4, 2015 pending from previous management company.
- c. September 23, 2015 meeting minutes pending from the previous management company.

Treasurer's Report:

- a. **Cash Balances** – Ms. Shirley Austin presented the Board with the financials for the months of November 2015, December 2015 and January 2016. Ms. Austin reported total cash assets as of the last day of November 30, 2015 were \$128,995.35; total cash assets as of the last day of December 31, 2015 were \$114,781.82 a decrease of \$14,213.53 (due to insurance payment) and total cash assets as of the last day of January 2016 were \$118,869.68.

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- b. **Delinquencies** – Ms. Shirley Austin presented the Board with the collection report. The Board instructed MASC Austin Properties Inc. that all late fees be waived during the transition of management companies. The waiver will only include residents that have paid their monthly assessment but were not aware of the late fees.
- c. **Review Financial Reports** – The Board advised Ms. Shirley Austin on New First payment link options. Ms. Shirley Austin informed the Board that there is \$180 that is not reconciled. Ms. Austin noted she would be researching the \$58,679.71 “due from operating Acct”, \$45,208.34 “insurance loan” and \$62,486.79 “prepaid expense” from previous management company.
- d. **2016 Budget & Assessments** – Mr. Jim Hughes advised the Board that he will be finalizing the budget now that he has received the year end financials.

Management Report:

- a. **Correspondence received by Association, Directors, Management**
 - 1. **Supplemental Notice of Dedicatory Instruments for Amber Wood At Fall Creek Homeowner Association, Inc. -** The Board reviewed the maintenance responsibility matrix and made amendments. Document was approved and signed and requested the attorney have recorded.
 - 2. **Amber Wood At Fall Creek Homeowner Association, Inc. Amendment to Bylaws-** The Board reviewed and signed, requesting the attorney have recorded.
- b. **Association Business and Operations**
 - 1. **MASC Austin Properties Management Contract -** The Board ratified and signed the contract.
- c. **Common Area Maintenance Report**
 - 1. **JRD Construction Bid # 34311-** The Board review and approved bid for two bay windows replacement.
- d. **Building Area Maintenance Report**
 - 1. **JRD Construction Maintenance Contract-** The Board tabled until pending work orders are presented with an estimate.

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e. Landscaping Report

1. **Silver Sand Landscaping 2016 Contract-** The Board reviewed and approved contract with an additional twice a year mulching around the community.

f. Webpage Report/News Letter – Ms. Shirley Austin reported the webpage is almost complete but would like pictures to be sent to add on the webpage.

g. Architectural Control Committee- No report.

Executive Session

a. Collections

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

b. Deed Restriction Report

1. **Owners Request-** No report.
2. **Enforcement Action** – The Board requested a letter be generated from the attorney to a homeowner who has an illegal fireplace structure.

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

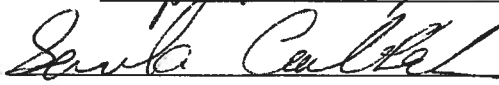
The Board reported on decisions made in executive session.

Set Date, Time and Agenda of Next Meeting/Adjournment

The next meeting is scheduled for Thursday, June 2, 2016 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, Mrs. Sauda Callahan at 8:14 P.M.

Submitted by:  _____, Manager

Date: April 28, 2016
 _____, President

Laura John, Secretary