

# FLEETWOOD PROPERTY OWNERS ASSOCIATION, INC.

## MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

at 6:30 P.M. Wednesday, September 12, 2018

Crest Management 17171 Park Row Ste 310, Houston, Texas 77084

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### DIRECTORS PRESENT:

Elaine Dyson, President; Sharon Swanson, Secretary; Brian Hefty, Treasurer and Donna Haines, Director

### ALSO, PRESENT:

Lindsey Hall-Wikenczy, CMCA®, AMS® with Crest Management Company

### CALL TO ORDER

With notice properly served and quorum duly established, President, Elaine Dyson called the meeting to order at 6:30 PM.

### APPROVAL OF MINUTES

Upon motion made and duly seconded, motion carried to unanimously approve the minutes, as presented, from the August 8, 2018 meeting.

## OPEN SESSION

### COMMITTEE REPORTS

- **ACC:** Sharon Swanson reviewed the recent Architectural activities in the community, reporting it appears there are a handful of properties making improvements without obtaining approval from the Architectural Committee. Management will review the properties in question and address those that have not applied for Architectural approval. Ms. Swanson also advised, one property that received a denial was not satisfied with the Committee's decision; however, they will be re-submitting plans that may be more harmonious with the Community's standards. Further, at the request of the Board, Management will consult with the Association's Attorney regarding amending the Architectural Guidelines to include the standards of mailboxes (no plastic) and to include all legislative updates that include: Solar Panels, Rain Barrels and Flag/Flag Pole displays.
- **LANDSCAPE & IRRIGATION:** Donna Haines advised she was ready to present her recommendation for the new Landscape Management contract (see additional in New Business). Ms. Haines also inquired on the Hwy 6 Bed and requested a follow up with the City of Houston regarding the matter.
- **SECURITY:** Elaine Dyson reported there were no major incidents to report for the previous month. Ms. Dyson also informed the Board, there have been issues with the vehicle supplied by USSA along with issues with Guard payroll. Ms. Dyson was ready to present her recommendation for the new Security Patrol contract (see additional in New Business).
- **TRASH SERVICE:** Ms. Swanson reported Texas Pride was not leaving any tags or notices when they were not picking up resident's construction debris or trash. At the request of the Board, Texas Pride will be invited to an upcoming meeting to further go over the concerns of the Community.
- **WALLS, STREETS, ALLEYS, SEWERS & LIGHTS, MISC:** Laura Jones was not in attendance to provide a report.

## **FINANCIALS**

Brian Hefty reviewed the August 31, 2018 financials. Total cash was noted at \$295,959.77 with accounts receivables totaling \$46,724.30. Total outstanding assessments for 2018 is \$20,051.03. Agent advised they are currently 93.3% collected for 2018 Assessments. In addition, Mr. Hefty briefly reviewed the 2019 Proposed Budget with the Board. The Board requested all Landscape General Ledger codes be combined into one code. Agent will inquire and advise by next the next meeting.

## **UNFINISHED BUSINESS**

Ratifications – Pursuant to the authority granted to the Directors in Article 1396-9.10 of the Texas Non-Profit Corporation Act, to act by majority written consent without a meeting, upon motion made and duly seconded, motion passed to hereby approve and confirm the following actions of said corporation:

- Alley Debris Removal: D&C Contracting, Inc., \$900.00 – Approved
- 3 Month Payment Plan Request: Acct #: 2110104018 - Approved

## **NEW BUSINESS**

**LANDSCAPE CONTRACT:** Director Haines presented to the Board, her recommendation for the new Landscape Management contract. Upon motion made and duly seconded, motion passed to award IMS Landscape Services, Inc. the contract for the Association beginning October 15, 2018. Yearly contract fee is \$29,928.17. Termination notice will be sent to Texas Landscape indicating the final day of service will be October 14, 2018.

**SECURITY PATROL CONTRACT:** Director Dyson presented to the Board, her recommendation for the new Security Patrol contract. Upon motion made and duly seconded, motion passed to award Elite Security Force the contract for the Association beginning November 1, 2018. Yearly contract fee is \$98,956.00. Termination notice will be sent to US Security Associates indicating the final day of service will be October 31, 2018.

**CREST ADMINISTRATIVE AGREEMENT:** The Board reviewed the proposed renewal contract with Crest Management Company. Upon motion made and duly seconded the motion passed to approve the contract with the request to add in the clause that all alleyways are to be inspected. Management will make the revision and forward to Director Dyson for her signature.

**OTHER BUSINESS:** The Board requested Management inquire on a fining policy for the Association with regards to trash, dumpsters and trailers.

Schedule of Next Meeting – October 10, 2018 at 6:30pm.

Adjourn to Executive Session at 8:05 p.m.

## **EXECUTIVE SESSION**

The Board adjourned the open session of the meeting and proceeded with Executive session. Upon the adjournment of Executive Session at 8:25 p.m., list the following results:

### **ATTORNEY STATUS REPORT**

The Board was provided the most recent status report from Holt & Young. No action was required at this time.

### **COLLECTION REPORT**

The Board was provided the most recent status Collection Report. No action was required at this time.

### **DEED RESTRICTION ENFORCEMENT ACTIONS**

The Board reviewed the open compliance matters for Acct #: 2110103037 which were to paint the house (completed and is a color the committee would approve) and am ACC request for the new roof. Upon motion made and duly seconded, motion passed to close both matters out.

**ADJOURNMENT**

There being no further business to come before the Board, a motion was made to adjourn the meeting at 8:30 p.m.

Sharon Swanson  
Authorized Signer

10/10/18  
Date