

FLEETWOOD PROPERTY OWNERS' ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

**at 6:30 P.M. Wednesday February 28, 2023
17171 Park Row Dr. Ste 310 Houston, Texas 77084**

DIRECTORS PRESENT IN PERSON OR BY PHONE/ZOOM

Sharon Swanson, Caryn Craig, Javier Chavez, Anthony Choueifati in person
Dan Bonner, Justin Wilson virtually

DIRECTORS ABSENT

Charlie Menefee

HOMEOWNERS PRESENT

There were one homeowner present in virtually.

ALSO PRESENT

Blanca Galvan, CMCA, AMS, representing Crest Management Company

CALL TO ORDER

With notice properly served and quorum duly established, the meeting was called to order by Director Craig at 06:37 pm

APPROVAL OF MINUTES

The Board reviewed the January 24, 2023, minutes. Director Chavez motioned to approve Director Choueifati seconded; all were in favor.

ELECTION OF OFFICERS

A motion was Director Craig to appoint officers as follows, Director Swanson seconded, all were in favor.

President – Caryn Craig

Vice President – Anthony Choueifati

Treasurer – Dan Bonner

Secretary – Sharon Swanson

Director – Javier Chavez, Justin Wilson, Charlie Menefee

FINANCIALS

January 2023 financials were presented to the Board for consideration. Director Bonner provided a summation of the balance sheet which included \$569,653.16 in the operating, \$94,152.32 in the accounts receivables leaving a total equity in the association at an estimated \$736,194.15, and a review of the income and expense statement. He pointed out expenses for 2023 are very close to income and recommended any large repair/replacement projects be paid with a special assessment instead of previous years surpluses.

ANNOUNCEMENT OF ACTIONS TAKEN BETWEEN MEETINGS

Going away gift for Donna Haines - \$150

Irrigation repairs for January - \$583.25

EXECUTIVE SESSION SUMMATION

At the January meeting Board of Directors reviewed all delinquent accounts and deed restriction violations. A motion was made, seconded, and carried to send two accounts to the attorney for enforcement action.

COMMITTEE REPORTS

LANDSCAPE COMMITTEE: Director Haines sent in her final report.

Irrigation:

Irrigation repairs were approved via email on 2/6/23; repairs were completed 2/15/23. February inspection was completed 02/22/23. No report has been received. Irrigation is set to 4x per week on new Wedelias on Crossroads and 1x per week everywhere else.

Landscape Maintenance:

Deferred Wedelia planting completed 2/17/23. Mulch to take place in February. Spring flowers to be installed first week of March. Jasmine and general fertilization also in March. With the extreme December freeze, NW Podocarpus may have died; re-plant may be needed after freeze risk passes. Donna made Yuri from Brightview aware of her leaving the Board.

Outstanding issues:

No new outstanding issues.

Next Irrigation Inspection:

Scheduled for March 20th.

SECURITY COMMITTEE- Director Swanson reported:

Cameras

No new issues have been reported.

MANAGEMENT REPORT-

- o Ms. Galvan summarized the Violation Report, Homeowner Communication Log, and ACC Application report.

OLD BUSINESS

- o Towing Policy: After discussion the Board asked Ms. Galvan to find out from the attorney is the towing information could be painted on the ground.
- o Fence Policy: After discussion the Board tabled this until the updated version could be reviewed.
- o Swings: This matter was tabled to next meeting.

NEW BUSINESS

- o Wall Lights Bids: After reviewing the three bids provided a motion was made, seconded, and carried to approve the bid from Five Star Remodeling and Construction to replace the bulbs in all the wall lights for \$3,975.00.
- o Alley Repair Bid: After reviewing the bid provided a motion was made, seconded and carried to approve the bid from Dominion Custom homes to repair the alleyway between Queensmill and St. Ives for \$37,870.00.
- o Declining Quorum: Ms. Galvan explained the possibility of adopting a declining quorum amendment that would allow the Annual meetings to be adjourned and reconvened on the same day with a quorum of half what it previously was. She noted the association would need to have the attorney research if possible and what the requirements would be to pass such amendment.
- o Security Camera Footage: The Board discussed how they would handle the camera footage from the shared security with Fleetwood West. After discussion it was unanimously decided the footage would be turned over to Crest to keep with the Association files.

HOMEOWNER OPEN FORUM

Homeowner Donna Haines had a comment on the election and the proxy/ballot used.

NEXT BOARD MEETING DATE

March 28th, 2023

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 7:33 p.m.

EXECUTIVE SESSION

The Board reviewed the Delinquency Report, Enforcement Action Reports & Legal Status Report.

The Board appointed committees as follows:

Landscaping - Javier Chavez

Documents - Anthony Choucifati

Security - Sharon Swanson

Walls, Streets, Alleys, Sewer, and Lights - Justin Wilson

Volunteers - Charlie Menefee

Adjournment:

With no other business, the meeting adjourned to General Session at 8:37 pm

A motion was made, seconded, and carried to approve the following actions:

- Account No. 2110104026 to the attorney for Deed Restriction enforcement.

With no other business to discuss the meeting was adjourned at 8:40 pm.



Authorized Signer

3/28/2023

Date