

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

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

**at 6:30 P.M. Tuesday, April 14, 2022**

**17171 Park Row Dr. Ste 310 Houston, Texas 77084**

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

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

### **DIRECTORS ABSENT**

none

### **HOMEOWNERS PRESENT**

There were 5 homeowners present virtually at the start of the meeting.

There were 3 homeowners present in person at the start of the meeting, Member Ugarov, Member Culberson, and Member Wormald.

### **ALSO PRESENT**

Michelle Villegas, Crest Management Company

### **CALL TO ORDER**

With notice properly served and quorum duly established, the meeting was called to order by President Craig at 6:38 pm.

### **HOMEOWNER HEARING**

Homeowner Nick Ugarov requested a hearing with the Board to discuss a data entry issue on this account that reflected assessments paid when they had not been paid, and late fees assessed due to nonpayment. The Board of Directors heard Mr. Ugarov, agreed that there was an error made and that the actions Mrs. Villegas took in waiving the fees were appropriate. Mrs. Villegas to put a note on Mr. Ugarov's account to reach out to him personally by email when the new years assessments are added to the account to avoid further issues.

### **APPROVAL OF MINUTES**

The Board reviewed the February 15, 2022, minutes. Director Haines moved to approve the minutes as presented. The motion was seconded by Director Craig and with all in favor, the motion passed.

### **FINANCIALS**

End of month March 2022 financials were presented to the Board for consideration. Treasurer Bonner discussed the overall financial standing of the association. Cash account balances at the end of March totaled \$653,350.01. March monthly operational costs were under budget and annual variances are all positive year to date.

### **AGENDA MODIFICATION**

Because the homeowners in attendance came specifically to discuss security and community cameras and did not want to remain at the meeting for the whole evening. President Craig modified the agenda to allow for open forum and security committee report first.

### **HOMEOWNER OPEN FORUM**

Homeowner Wormald wanted his emailed question read verbatim. Mrs. Villegas read: "*Board Member Jim Nabors told my wife that the highly successful security/license plate camera program and the reflective decal program were under review and possibly not going to continue.*"

*Please explain and discuss the current status of the review and any potential decisions that might be slated, or already have been decided".* Homeowner Wormald further stated that when he was on a

number of boards, decisions about capital expenditures or big items were made in the open and he does not want this board to make decisions behind closed doors. President Craig explained that these decisions are not going to be made behind closed doors and that they are always discussed and voted on in open Board meetings.

### **SECURITY COMMITTEE REPORT**

- Carried forward with implementation of new Constables Contract effective March 1<sup>st</sup>. First deputy mobilized to night shift, Robert Ganhem reported for duty on March 26, 2022, as our night shift deputy. Second deputy reporting April 23, 2022, this coming Saturday, Keiry Galeo, will mobilize into our evening shift.
- Computer errors, about houses included in the contract, have now been corrected. Final reporting should be in place and correct as of May 1, 2022.
- Vacation watch is still being investigated as to the root cause of system failures. Will share report when available from Captain Hutter, work is still in progress.
- Some substantive progress has been made on the camera system issues. Following up with the assistance of Ms. Villegas we have spoken to both the City of Houston, District G, and with representatives of Flock Safety. We have also spoken at length with Captain Hutter and will present an update of current protocols and opportunities.
  - Flock Safety, because of their software bridge, is the preferred vendor for use by law enforcement. Flock is unique in that they have in place what has been described as a bridge that allows licensed law enforcement personnel to access the NCIC and TCIC data bases.
  - Rekor Scout system license plate readers, the version we currently have installed, and available upgrades are an effective license plate reader system. They require maintaining a private database, which holds information about prior bad actors, or persons whom the subdivision has reason to believe are potential problems.
  - Discussions are continuing with the City of Houston District G, to determine next steps and the potential for getting a fully funded system.
- Next month we will get an improved report, make progress on the camera system, resolve the vacation watch program issue, and get acquainted with our new permanent deputy.

Director Haines asked Member Culberson who has access to the footage from the Fleetwood POA and Fleetwood West Cameras. Mr. Culberson stated that at this time only security committee has access to footage. Mr. Wormald stated that he did at one time have access in addition to four or five other members of the community starting in June 2020 to assist Mr. Culberson because law enforcement was pulling patrols due to the downtown riots. That access was removed after a few months.

### **RESUME AGENDA AS ADOPTED**

**RATIFICATIONS** The Board unanimously approved BrightView proposal for \$2178.31 and BrightView proposal for \$4038.40 for landscape and irrigation repairs.

### **INITIATION OF ENFORCEMENT ACTIONS**

The Board of Directors will review accounts for further enforcement actions during executive session and will vote on all actions during next general session.

### **COMMITTEE REPORTS**

- **LANDSCAPE**-Committee Chair Haines reported-Met with BrightView May 17 and in general discussed expectations regarding proactive communication of things like service date changes and winterization plans; work promised that wasn't delivered repeatedly: IE--Alley weeds and clean-up; and noted the lack performance of the contractual monthly irrigation inspections & reports. Discussed issues in the 3/11 irrigation Inspection and proposal.

Met again with BrightView March 24 to bring Tony (new rep) up to speed on history and issues with irrigation and landscape needs and reports. Noted that the entrance flowers look exceptional.

The Board of Directors unanimously approved the BrightView proposal to repair multiple zones on the southside (rewiring), replacement of northside controller and rewiring, replacement of batteries in all the cul-de sac notes, normal maintenance and repairs to various leaks, valves and nozzles, correct esplanade dry spots and reset all irrigation timers for a total of \$4030.64. Repairs to be started the week of April 14, 2022.

Going forward, irrigation inspections are scheduled for the 25<sup>th</sup> of each month.

BrightView is providing irrigation maps that have long been requested!

BrightView will be filling in some of the areas at the entrances/fire hydrants and fix some of the border stones.

Chair Haines will attempt to get pricing from BrightView for alleyway maintenance and upkeep.

- **WALLS, STREETS, ALLEYS, SEWER AND LIGHTS-** The Board of Directors authorized Mrs. Villegas to have Mario and his electrician team to make repairs and install lights. Director Wilson to provide Mrs. Villegas with time frame for Mario's team to come pick up lights.
- **VOLUNTEER-** No changes or updates at the time of the April meeting.
- **MANAGEMENT REPORT-**
  - Deed Restriction Violations-Mrs. Villegas presented a copy of the inspection report and answered questions from the Board.
  - Homeowner Communication-Mrs. Villegas presented the Call Log report and updated the Board on her communications with homeowners. The Board asked for any feedback or communications received regarding the change from private security to law enforcement officers. Most communication is positive, but some homeowners indicate that they are not seeing the officer patrol.

### **BUSINESS/MAINTENANCE ITEMS**

- Lots of issues with Texas Pride trash services have left the Board of Directors wanting to review other provider options. Mrs. Villegas confirmed with the City of Houston that the association can still participate in the reimbursement program even if changing providers. Mrs. Villegas has asked for proposals from Best Trash, Frontier and Pinnacle. The Board would like to see referrals post pandemic and also try to find the facilities proximities to the dump sites.
- The fencing policy was reviewed but tabled for one more month for final changes/updates from the attorneys office.
- The Board of Directors reviewed the policy drafted by the attorney for Alternative Payment Schedule. The Board unanimously approved adoption of the policy.
- The Board of Directors reviewed the policy drafted by the attorney for ARC and Appeals. The Board unanimously approved adoption of the policy.

- o The Board of Directors reviewed the policy drafted by the attorney for Bid Solicitation. The Board unanimously approved adoption of the policy.
- o The Board of Directors reviewed the policy drafted by the attorney for Collection Referral. The Board unanimously approved adoption of the policy.
- o The Board of Directors reviewed the policy drafted by the attorney for Delinquency Collection. The Board unanimously approved adoption of the policy.
- o The Board of Directors unanimously approved the administrative agreement addendum to add the enhanced page and services to the Crest administrative agreement. This will allow for the Board of Directors to effectively communicate with all homeowners outside of a social media platform, centralize all governing documents, meeting minutes, agendas and a community calendar.
- o The Board of Directors would like an audit of 2021 completed by CPA firm Nagesh and Carter. Mrs. Villegas to provide Michelle Dinh with Nagesh and Carter with Treasurer Bonners contact information for the purpose of the audit.
- o The tow agreement needs to be redlined and specific to the association. Upon agreement from the tow company on redline changes, move forward with having unauthorized storage trailer removed, make sure officers are present when removed.
- o Director Haines moved to elect Director Craig to President, Director Haines to Vice President, Director Bonner to Treasurer, and Director Swanson to Secretary. The motion was seconded by Director Soto and with all in favor, the motion passed.

**Next Board Meeting Date** –Tuesday, May 17, 2022.

**ADJOURNMENT**

There being no further business to come before the Board, a motion was made to adjourn the meeting at 8:44 p.m.

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Authorized Signer

5/17/2022  
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Date