

Draft

Fairmont Park Homes Association Meeting Minutes – February 20, 2012

1. **Establish a quorum, Convene Meeting** President

A quorum was duly established and the meeting convened at 7:02 PM at the First United Methodist Church of La Porte (FUMC) Conference room.

FPHA Board Members present were:

| | | | |
|---------------|--------------|---------------|------------------------|
| Dorothy Coker | Ed Matuszak | Lloyd Frazier | Tim Cowart |
| Rudy Garcia | JoAnn Pitzer | Lois Rogerson | Jennifer Edwards-Kleck |

2. **Visitors wishing to address the board** (Limited to 5 minutes each unless previously scheduled)

Ms. Ruth Ann Bowser was in attendance.

3. **Approval of the draft minutes of the previous meeting** President

The minutes of the January meeting were approved with the addition of Jennifer Edwards-Kleck attending the January meeting.

4. **General Manager Reports:** General Manager

- a. Deed Restriction Correspondence
- b. Building Permits
- c. Managers Report
- d. Grounds Condition report

The Manager's Report was presented to the Board.

5. **Secretary-Treasurer's Report** Secretary-Treasurer

The January Treasurer's report was presented by the Secretary Treasurer

6. **Approval of the Treasurer's Report** President

The Treasurer's Report was approved by unanimous consent

7. **Committee Reports** President

- a. Finance-Investment Committee
Lloyd Frazier, Tim Cowart, Ed Matuszak
- b. Budget Committee
Lloyd Frazier, Lois Rogerson, Dorothy Coker, Ed Matuszak

The Budget Committee presented their budget for 2012. This Budget was approved later under unfinished business by the FPHA Board. The budget summary is included in the monthly

financial statement. To go along with the Budget, a list of employee duties, reporting authority and reports was also drawn up and approved.

- c. The Beautification Committee (Formerly the Entrance Committee)
JoAnn Pitzer, Jennifer Edwards-Kleck

The entrance committee met and presented to the Board what they want to do with the entrances and then met with the Budget Committee. Joann Pitzer gave a brief summary to the Board on what all they want to do with the entrances. Jennifer Edwards-Kleck requested the Entrance Committee name be changes to the Beautification Committee.

Essentially, the Board approved giving the Beautification Committee control of the landscape budget. The committee will work closely with Harris County and the City of La Porte. The Beautification committee was given the responsibility to maintain all entrances; therefore the services of our current contractor will no longer be necessary. The commitment of the Beautification committee will be for one year. All landscaping services, including cutting of member lawns and vacant areas will be under the direction and approval of the Beautification Committee. All purchases of supplies and labor will be reported and approved by the Board of the FPHA. A monthly report will be made.

The Beautification Committee will restart the "Yard of the Month" award.

The Board agreed to terminate the agreement with Creative Landscapes and all entrances/mowing will be turned over to the Beatification Committee. They will be paid through the end of February 2012.

- d. Architectural Committee
Tim Cowart, Tom Handy, Ed Matuszak
No Reports made

8. Unfinished Business

The Board approved the FPHA 2012 Budget.

9 New Business

The Board approved the purchase of a new high speed laser printer for approximately \$280.00 to replace one that has failed after approximately 4 years.

The President presented new job descriptions for the Manager, Bookkeeper, and Beautification Committee to report to the Board. The President also handed out a list of desired status reports for the Manager, Bookkeeper and the Beautification Committee to present each month, or as necessary.

10 Adjourn Regular Meeting and recess to Executive Session to discuss individual member deed restriction/maintenance guideline violations, law suits, fee collection, contract matters real estate matters and other legal matters of the FPHA, Inc. as permitted by state law.

11 Reconvene Meeting – Summary and voting of recommendations made in Executive Session

The Board unanimously approved sending fourteen 209 letters to members and two member violations to be turned over to our attorney for legal action.

12 Next Scheduled Meeting – March 19, 2012, 7:00 PM at the FUMC - Conference Room

Items requested to be discussed will be progress reports on the entrances, and meetings, with Harris County and the City of La Porte Officials on road maintenance, landscaping and code enforcement.

13 Vote to Adjourn or Suspend Meeting

Board Member Rudy Garcia made a motion to adjourn the meeting, seconded by Board Member Tim Cowart. Motion carried. The meeting adjourned at approximately 8:40PM

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