

**Amber Wood at Fall Creek Homeowner Association, Inc.
Board of Directors Meeting Minutes
November 10, 2016**

In attendance:

Board Members		Management		Guests	
X	Sauda Callahan, President	X	Abigail Castrejon	X	Rosalyn Roberts
	Sabine Scott, Vice-President				
X	Laura Flocks, Secretary				
X	James E. Hughes, Treasurer				
	Drew McKay, 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, Sauda Callahan, at 6:30 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:** Resident reported that front door at 7227 Commons Walk needs painting. Questions about plans for power washing were voiced and decision was made to continue discussion at Annual Meeting.

Call Business Meeting to Order:

7:37 P.M.

Actions between Meetings:

No actions between meetings.

Approve Minutes of Previous Meeting:

Jim Hughes made the motion to accept the minutes of the September 1, 2016 as written. A second was made by Sauda Callahan, with motion passing unanimously.

Treasurer's Report:

- a. **Cash Balances** – Jim Hughes reported that the HOA will end the year with \$25,000 in cash balance, which included the purchase of a controller for the irrigation system in the amount of \$1,830.40, and \$75,000 in reserve. His recommendation was to increase the monthly amount allocated to reserves from \$544.00 to \$700.00 per month. After reviewing options to increase HOA fees to allow for more to be set aside for reserves. Jim Hughes made a motion and it was seconded by Sauda Callahan to increase fees to \$195.00 monthly. The motion passed unanimously.

Amber Wood at Fall Creek Homeowner Association, Inc.
Board of Directors Meeting Minutes
November 10, 2016
Page Two

- b. Delinquencies** – Ms. Abigail Castrejon presented the Board with the collection report. All issues have been resolved and most late fees were waived.
- c. Review Financial Reports and Audit** – A motion was made by Sauda Callahan and seconded by Jim Hughes to approve the audits by Canady & Canady P.C, for 2014 and Nagesh and Carter 2015 audit as presented. The motion passed unanimously. The 2016 audit and 2016 tax request was awarded to Nagesh and Carter.
- d. 2017 Budget & Assessments** – Based on increasing the HOA fees to \$195.00 per month, a motion was made by Sauda Callahan to approve the budget for 2017 and was seconded by Laura Flocks. The motion passed unanimously.

Management Report:

- a. Correspondence received by Association, Directors, Management** – No report.
- b. Association Business and Operations** - Annual meeting preparation – Sauda Callahan will create a power point and Abigail Castrejon will prepare a list of accomplishments and goals of the HOA.
- c. Common Area Maintenance Report** – No report.
- d. Building Area Maintenance Report** – No report.
- e. Landscaping Report** – Termite eradication and stump removal were completed by Fall Creek HOA. Amberwood landscaping maintenance will be every two weeks during winter months.
- f. Webpage Report/News Letter** – Abigail Castrejon will have webpage updated quarterly with minutes and budget information.
- g. Architectural Control Committee**- No report.

**Amber Wood At Fall Creek Homeowner Association, Inc.
Board of Directors Meeting Minutes
November 10, 2016
Page Three**

Executive Session

The Board may convene and Executive Session, as needed, to consider actions involving personnel, litigation, contract negotiations, enforcement actions, attorney communications or other confidential information as allowed under Texas Property Code Section 209.0051

Collections

1. **Enforcement Action** – The delinquency status report was reviewed. All residents that are still delinquent have been sent letters in regards to missing payments or late fees.
2. **Owners Request**- No report

Deed Restriction Report

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

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

The delinquency status report was reviewed. All residents that are still delinquent have been sent letters in regards to missing payments or late fees.

Set Date, Time and Agenda of Next Meeting/Adjournment

The next meeting is scheduled for December 1, 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, Sauda Callahan at 7:59 P.M.

Submitted by: , Manager

Date: March 5, 2017
, President

, Secretary