

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

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

**at 6:30 P.M. Wednesday August 22<sup>nd</sup>, 2023**

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

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

Caryn Craig Anthony Choueifati, and Charlie Menefee in person. Justin Wilson, Sharon Swanson, Javier Chacez and Dan Bonner virtually.

### **HOMEOWNERS PRESENT**

There were one homeowners present in person and none 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 06:30 pm

### **APPROVAL OF MINUTES**

The Board reviewed the July 25<sup>th</sup>, 2023, minutes. After making some corrections motion was made, seconded, and carried to approve the minutes.

### **FINANCIALS**

July 31<sup>st</sup>, 2023, financials were presented to the Board for consideration. Director Craig provided a summation of the balance sheet which included \$48,436.86 in the operating, \$44,065.40 in the accounts receivables leaving a total equity in the association at an estimated \$535,518.26 The Income and Expense Statement was reviewed with no questions.

### **ANNOUNCEMENT OF ACTIONS TAKEN BETWEEN MEETINGS**

None

### **EXECUTIVE SESSION SUMMATION**

At the April meeting Board of Directors reviewed all delinquent accounts, deed restriction violations, and legal status reports.

### **COMMITTEE REPORTS**

#### **LANDSCAPE COMMITTEE:**

Director Chavez reported Brightview is doing everything possible to maintain plants and grass through this heat and drought. There were a couple of irrigation repairs done. It was decided tree pruning will be done after it cools down. Director Craig asked to check with Brightview when the Memorial trees were trimmed because if they were trimmed last year they cant be trimmed this year.

#### **SECURITY COMMITTEE-**

##### **Security:**

Director Swanson and Director Craig met with Fleetwood West regarding the cancellation of the night constable (10p-6am). Director Swanson spoke to Capt. Hutter and again confirmed they only want Deputy Gallo in the mornings. Right now, the Board is looking at only having the 1 constable during the day for the next quarter and monitor. They reviewed the security bids provided but did not like any of them due to different reasons. They will look into getting something different in the future if that is what the Board decides to do.

**Walls, Alleys, Sewers, and Lights:**

Nothing to report.

**Volunteers:**

Nothing to report.

**MANAGEMENT REPORT-**

- Ms. Galvan gave a summary of the Violation Report, Homeowner Communication Log, and ACC Application report.

**OLD BUSINESS**

- Fence Policy: Cliff Davis at RMWBH had some questions regarding putting together the fence policy, Director Swanson and Director Craig will get together to get all detail needed back to the attorney for a draft policy.
- AirBnB/Rental Properties: Cliff Davis at RMWBH prepared a draft policy for restricting short term rentals in the community. The Board did not feel prepared to vote on it just yet and would like to have more time to discuss. This matter was tabled.
- Declining Quorum: Cliff Davis at RMWBH is working on this but suggested an Amendment update to also include other items now allowed by the state such as voting methods.
- Nighttime Security: Discussed during the Security report.
- Tree Trimming: Director Chavez is working on one more bid for the trees in the alleys. The Memorial trees were trimmed last year and cannot be trimmed again until next year.
- Recycling/Trash: Director Swanson proposed splitting the neighborhood into two pickup zones, one pick up by the City (trash and recycling) and the other by Best Trash and possibly renegotiating to include recycling. She mentioned it would be a fight with the city to get them to come pickup since they already said they are not taking on any new communities. But could the community potentially save money this way. There was no motion made to move forward.

**NEW BUSINESS**

- Crest Contract Renewal: Ms. Galvan presented the Crest Contract renewal and noted it would be increasing by \$25 per month. After discussion a motion was made, seconded, and carried to renew the Crest Contract at \$1475 per month.
- Review/Approve 2024 Budget: The Board discussed the Budget as presented. Director Bonner wanted to make some changes and asked Ms. Galvan to send him the Excel version. This was tabled to the next meeting so Director Bonner can properly review.
- Review/Approve 2024 Assessment Rate: After discussion a motion was made, seconded, and carried to increase the 2024 assessment to \$892.
- Any Other Business: Ms. Galvan presented the Cox CPA engagement letter for the 2023 and 2024 audit and taxes. After discussion a motion was made, seconded and carried to approve the engagement letter for 2023 at \$625 for taxes only and 2024 at \$4220 for taxes and audit.

**HOMEOWNER OPEN FORUM**

There were no questions from any of the homeowners.

**NEXT BOARD MEETING DATE**

September 26<sup>th</sup>, 2023

**ADJOURNMENT**

There being no further business to come before the Board by the membership, a motion was made to adjourn into executive session at 7:04pm

**EXECUTIVE SESSION**

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

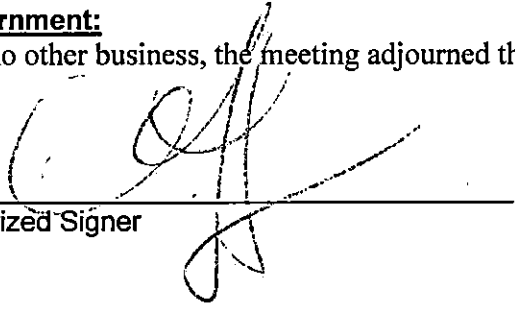
**Adjournment to Open Session:**

The Board unanimously agreed to have Ms. Galvan reach out to the attorney to clarify notes on two accounts.

**Adjournment:**

With no other business, the meeting adjourned the meeting at 7:15 pm

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Authorized Signer

A handwritten signature in black ink, appearing to be 'C. Galvan', written over a horizontal line.

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Date

09/26/2023