

Southwyck Community Association  
Minutes, Board of Directors Meeting  
3 November, 2022

A regular meeting of the Southwyck Community Association Board of Directors was held on 3 November, 2022, via teleconference. Board members present: Helen Bilyeu, John Fisher, Vanessa Helmer and Rick Nelson. Residents: Cathie Tydelski, Raquel Ware, Homer Franklin. Others: Kathy Dooley of Community Management Solutions. A quorum was verified, and the meeting called to order at 6.30pm.

Homeowner input: Ms Tydelski had a query about timing of flower plantings at entrances. She also wanted to check that there were no plans to power wash the entrances as the Section 1 Christmas decorations were already up. Ms Dooley confirmed that flower planting due to be done in next couple of weeks and that no power washing had been scheduled. Ms Ware had a query about ACC guidelines. Mr Franklin suggested they discuss it at Section 4 board meeting as it did not fall under the purview of the Master Board.

Secretary's Report: The September and October meeting minutes were reviewed. Mr Nelson requested that the lift station work reference in October minutes specify that the work was for the fence. A motion was made to approve the September and amended October meeting minutes, was seconded and passed

Treasurer's Report: The September financials were reviewed. A motion was made to approve the September financial report, was seconded and passed.

Ms Dooley ran through the preliminary budget. Ms Bilyeu requested a copy of the budget in Excel format. Ms Dooley to email copy to board members after meeting and await their input but she highlighted that she has already adjusted budget to reflect City of Pearland water rates increase. Ms Bilyeu asked about LakePro's proposed monthly rate increase and Ms Dooley confirmed that budget reflects increase.

Ms Dooley asked board to review LakePro lake management contract. The board requested that Ms Dooley get at least 2 other bids for lake maintenance in light of discussions with Silverlake about costs.

Business: Section 1 fence bids – A motion was made to award the fence contract, (\$42 per linear foot, without clear stain option) to Pasadena Fence, was seconded and passed. But before confirming contract with Pasadena, Ms Bilyeu suggested that Ms Dooley ask them to throw in lift station fence repairs for free. Ms Dooley to negotiate terms with Pasadena and inform board of outcome once done.

Irrigation – Problem continues with no water service past Shelby Drive. Chris of Big Boy submitted quote to fix the issue. A motion was made to approve the irrigation repair at Shelby, was seconded and passed.

Park facility upgrades - Ms Dooley updated board on architectural options for clubhouse and also explained that survey was being updated because company only surveyed one tract of land although there are in fact 2 tracts of land. Revised survey will reflect that. Ms Dooley confirmed that architect willing to make a small presentation at annual meeting. The board agreed that it would be a good idea to have a zoom meeting before that with the architect. Ms Dooley to organize, and ideally before Thanksgiving.

Brick restoration - final section of fence repair in Section 4, near Sunset Park , scheduled to start on 28<sup>th</sup> November and expected to last 2 weeks. Affected homeowners have been notified.

Insurance claim against homeowner’s insurance for Section 1 fence damage has been denied (homeowner’s policy cancelled due to failure to pay premiums) so Ms Dooley now filing a claim under Southwyck insurance. Ms Dooley has sent all relevant documents to insurance company.

Annual meeting plans – Ms Dooley has sent all documents relating to last year’s meeting to board. Mr Fisher confirmed that he is the only board member who is up for reelection this year and that he has already submitted his willingness to serve form. Ms Bilyeu asked that Ms Dooley send copy of updated election postcard to board before sending it out to homeowners. The board agreed that the annual meeting will be held in church, and asked that their attorney be in attendance as well as a police officer. Architect also to attend and make a short presentation

New Business – none

Before moving to executive session, Ms Bilyeu asked that Ms Dooley check if Bay Area Design and Landscape had issued a credit or refund for some plantings that were unavailable when they did their work earlier this year. Ms Bilyeu also asked about scheduling another all-boards meeting before year’s end and if, after contacting the sections, no mutually convenient date could be agreed on, she asked that Ms Dooley set a date that worked for the majority. Ms Bilyeu also requested that Ms Dooley send a copy of assessment invoice to board, as a matter of course, before sending out to homeowners.

Executive session: The board discussed collections and pending legal actions. There being no further business, the meeting was adjourned.

Vanessa Helmer, Secretary