

**Amber Wood At Fall Creek Homeowner Association, Inc.
Board of Directors Meeting Minutes
December 3, 2015**

In attendance:

Board Members		Management		Guests	
X	Sauda Callahan, President	X	Abigail Castrejon	X	Rosalyn Roberts
	Sabina Scott, Vice-President	X	Shirley Austin	X	Certhus Quincy
X	Sharon Smith, Secretary	X	Carrie Austin	X	Patrice Jackson
X	James E. Hughes, Treasurer	X	Angela Connell		
X	Laura Flocks, At Large	X	Micki Sears		

(Please check mark to the left of individuals who are present)

Call Meeting to Order:

Due notice of meeting and a quorum established, Open Forum was called to order by the President, Mrs. Sauda Callahan, at 6:33 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:

Several residents were present to address concerns regarding door being painted in the community, driveway repairs, pine trees needing to be trimmed and question regarding the matrix study.

Introduction of the new management company MASC Austin Properties Inc. was then made. President Shirley Austin introduced herself, her company and the new team that will be managing Amber Wood at Fall Creek.

Call Business Meeting to Order:

6:45 P.M.

Actions between Meetings:

No action taken.

Approve Minutes of Previous Meeting:

It was noted 3 sets of meeting minutes were still pending from the previous management company.

Treasurer's Report:

- a. **Cash Balances** – Deferred.
- b. **Delinquencies** – Deferred. Treasurer James Hughes reported there should be one account with the attorney.
- c. **Review Financial Reports** – Deferred.

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- d. **2016 Budget & Assessments** – The Board approved the 2016 budget with no increase on assessment amount changes and to add a service of power wash to budget.

Management Report:

- a. **Correspondence received by Association, Directors, Management** – No report.
- b. **Association Business and Operations-** Mr. James Hughes reported the reserve matrix study is under way and all most half way completed.
- c. **Election of officers-** The elected President will be Ms. Sauda Callahan, the Vice-President Ms. Sabina Scott, Secretary Ms. Sharon Smith, Treasurer Mr. James Hughes and At Large Ms. Laura Flocks.
- d. **Common Area Maintenance Report-** Treasurer Jim Hughes reported the door painting project has been completed and an invoice from Dr. Door should be forthcoming.
- e. **Committee Reports:**
 - 1. **Webpage-** The Board of Directors approved to have MASC Austin Properties, Inc. add Amber Wood at Fall Creek to their community website.
 - 2. **Newsletter-** No report.
- f. **Landscaping Report-** No report.
- g. **Special projects and Community Activity-** No report.
- h. **Crime Watch Committee** – The Board advised MASC Austin Properties, Inc. that Mrs. Kathy Graglia is Chairperson and representative for the community crime watch.
- i. **Architectural Control Committee-** No report.
- j. **Deed Restrictions** – No report.

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Executive Session

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

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

- b. Deed Restriction Report**
 - 1. Enforcement Action – No report

Set Date, Time and Agenda of Next Meeting/Adjournment

The next meeting is scheduled for Thursday, March 3, 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, Mrs. Souda Callahan at 8:02 P.M.

Submitted by , Manager

Date: 3/3/16

, President

James G. Hughes, Treas for Sharon Smith, Secretary