

**Amber Wood at Fall Creek Homeowner Association, Inc.
Board of Directors Meeting Minutes
December 5, 2018**

In attendance:

Board Members		Management/Guest	
<input checked="" type="checkbox"/>	Sauda Callahan, President	<input checked="" type="checkbox"/>	Shirley Austin, Management
	Sabine Scott, Vice-President	<input checked="" type="checkbox"/>	David Rivera, Management
<input checked="" type="checkbox"/>	Laura Flocks, Secretary		
<input checked="" type="checkbox"/>	James E. Hughes, Treasurer		
<input checked="" type="checkbox"/>	Eric Kennison		

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

Call Executive Session to Order:

Due notice of meeting a quorum was established. Open Forum was called to order by the President, Sauda Callahan, at 7:19 P.M. The meeting was conducted at the clubhouse located at Fall Creek Information Center, 7930 Fall Creek Bend, Humble, Texas 77396.

Election of Officers:

Sauda Callahan made a motion and Jim Hughes seconded that all directors remain the same. The motion was passed unanimously.

Actions between Meetings:

1. Catch Basin at 7303 Commons Walk was repaired.
2. Insurance was renewed and will be paid in one payment.

Treasurer's Report:

- a. **Proposed 2019 budget** - A motion was made by Sauda Callahan and a second by Eric Kennison to approve budget. The motion passed unanimously. The completed budget will be posted on the website.

Management Report:

- a. **Building Area Maintenance Report**
 1. **Roofing project** - is completed.
 2. **Roofing repairs** – gutter cleanouts are pending until late February or early March. Houses on W. Boulder Cliff will be cleaned twice a year due to excessive pine needles from trees behind fence.
 3. **Interior Repairs** – some sheetrock still needs repair.

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- b. **Deed Restriction/Architecture Control Committee** – A motion was made by Sauda Callahan and seconded by Jim Hughes that storm door placement will be considered on a case by case situation. The motion passed unanimously.
- c. **Landscape Report** – 7208-7210 Commons Court request trimming of tree limbs.
- d. **Collections** – Owners with accounts that are not being paid per agreed upon repayment plans will now be sent to collections and/or foreclosure. Owners with current delinquency amounts will be verified and cleared.
- e. **Audit** - Engagement Letter for 2018 was signed and Representation Letter for 2017 Audit was signed.


Set Date, Time and Agenda of Next Meeting/Adjournment

The next meeting is scheduled for March 7, 2018 6:30 P.M. in the lobby of 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 8.15 P.M.

Submitted by: , Manager

Date: March 7, 2019
, President

, Secretary