

**FLEETWOOD PROPERTY OWNERS ASSOCIATION, INC.**

**Minutes of the Regular Board Meeting**

**April 11, 2018**

**CALL TO ORDER**

The Monthly Board of Directors Meeting of the Fleetwood Property Owners Association was held on the above date at the offices of Crest Management located at 17171 Park Row Suite 310, Houston TX 77084. Director Dyson called the meeting to order at 6:40 p.m.

**Present:** Elaine Dyson, President  
Sharon Swanson, Secretary  
Donna Haines, Director

Laura Jones, Vice President (arrived at 6:50 pm)  
Debbie Spaw, representing Crest Management Company

**Absent:** Brian Hefty, Treasurer

**MINUTES**

Minutes of the March 19, 2018 meeting were presented for review. A motion was made, seconded, and carried to approve the minutes without correction.

**COMMITTEE REPORTS**

***ACC***

Director Swanson noted there have been a lot of applications sent to the management company. She asked Agent if an updated EMR application could be sent to them since the previous manager's name was on their copy. Agent explained EMR's are completed on-line and paper applications are no longer used. Director Swanson asked if the copy on their website could be printed and updated and returned to them to post on their website. She also asked for a monthly printout of the number of EMR's processed.

***LANDSCAPE & IRRIGATION***

Director Haines reported on the following:

- Send the bid from Texas Landscape Management to the City of Houston to get reimbursed
- Follow up with Adriana Vargas regarding curb repair
- Noted the esplanades were almost done
- Received a bid from Texas Landscape Management of \$1572 to re-do the flower bed located on Highway 6
- Agent was working on revised landscaping bid specs
- Noted she was approximately \$325 over budget due to St. Ives

***SECURITY***

Director Dyson reported on the following:

- Due to several incidents with Rhoan, he is no longer employed with the security company
- There will be three (3) trained armed night guards and one (1) unarmed guard on the weekends
- She had to purchase more reflective stickers for resident vehicles. She will send Agent the receipt.

***TRASH SERVICES***

Director Swanson reported the service with the new trash company is continuing to get better. There are still issues with recycling services.

***WALLS, STREETS, ALLEYS, SEWERS & LIGHTS, MISC.***

Director Jones reported on the following:

- There was water coming from the water plant. The Board noted to call 311.

**TREASURER**

The financial statements for the period ending March 31, 2018 were reviewed. Total cash was noted as \$398,612.30. Assessment Receivables totaled \$71,946.89 including \$45,674.13 in outstanding 2018 maintenance fees. Agent advised that the Association was 85% collected.

**BUSINESS**

The following decisions made between Board Meetings were ratified:

- Approved Brick Restoration for \$425 to repair some damage made to a brick wall.

Agent presented bids to power wash the monuments and the wall on the south end of Crossroads. After discussion, a motion was made, seconded, and carried to accept the bid from McKenna Contracting for \$2250.

Agent presented an engagement letter from Elaine Combs, CPA to prepare the 2018 audit for \$2400. A motion was made, seconded, and carried to tentatively accept the bid. The Board asked the Agent to compare the price against what was charged last year.

Director Dyson made the recommendation to increase Nancy's pay from \$12.25 to \$13.00 per hour and give Nancy a pay increase every year in the future. A motion was made, seconded, and carried to accept Director Dyson's recommendation. The pay increase will be effective May 1<sup>st</sup>.

The Board agreed to authorize the attorney to compose a policy for plants in the alleyways.

**ENFORCEMENT ACTION REPORT**

The April 6, 2018 Inspection Report was presented to the Board for review. Director Swanson noted the lots on Foxgate Court were flooded during the hurricane. Agent will place these citations on hold. The Board questioned the letter sent to a property located on Silvergate. Agent will research and let the Board know the status.

**COLLECTIONS**

After reviewing the March delinquent report, the Board agreed to continue the collection process on all the delinquent accounts.


**LEGAL STATUS REPORT**

The March, 2018 Legal Status report was presented for review.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned 8:30p.m.

**APPROVAL**

  
\_\_\_\_\_  
Authorized Officer

5/9/18  
\_\_\_\_\_  
Date