

**Colony Crossing Homeowners Association, Inc.
Board of Directors Meeting Minutes
July 23, 2019**

In attendance:

| Board Members | | Management | | Guests | |
|----------------------|---|-------------------|---|---------------|--|
| X | Linda Calles, President | X | Shirley Austin, MASC Austin Properties, Inc. | X | Sgt. K. Tullos, Missouri City Police Department |
| X | Dolores Garner, Vice President | X | Chris Nochez, MASC Austin Properties, Inc. | X | James Young, Holt & Young |
| X | Zelia Brown, Treasurer | | | | |
| | Janice Butler, Secretary | | | | |
| X | Wilmer Bonner, At Large | | | | |
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(Place check mark to the left of the individuals who are present)

Call Meeting to Order:

Due notice of meeting, and a quorum established, the meeting was called to order by President, Linda Calles at 5:31 P.M. The meeting was conducted at the clubhouse located at 16300 Fondren Grove, Missouri City, Texas 77489.

Call Open Forum to Order

- a. Guests – Missouri City PD, Sgt. K. Tullos was present reporting there has been one break in reported during the month.
Mr. James Young of Holt & Young, had been invited to the meeting in order to answer any questions from the Board of Directors regarding various issues.

- b. Resident Input – Mr. Melvin Sanders was present to a request to Treasurer Zelia Brown to contact Mr. Abraham Rubinski. Treasurer Zelia Brown refused to accept the message.
Ms. Carol Martin was present and requested updates on the clubhouse sound barrier installation, the playground park light installation, signs for monthly meeting notice, advising a notice had been posted on many owner doors regarding the association tax return, expressing concern for the privacy act. She asked if the Board Treasurer had authorized this. Treasurer Zelia Brown denied her involvement in this. Attorney James Young addressed the issue regarding association privacy.
Mr. Ralph Victorian was present on behalf of the Concerned Citizens and expressed concerns regarding the various notices, many in his opinion as erroneous, being posted on resident doors, stating there were many rental homes, therefore, resident not entitled to certain association business. Attorney James Young addressed the issue.

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Ms. Rita Cyphers was present with concerns regarding a neighboring tree.

Ms. Yolanda Ford was present and discussed deed restrictions.

Mr. Ray Fontenot was present and wanted to advise all present of the integrity of the prior board of directors, of which he had been part of. Stated he had been an owner since 1994.

Mr. Sonnie Wylie was present and discussed tree issues and handyman proposal. He stated he had been a longstanding owner. Vice President Dolores Garner addressed his concern.

Ms. D. Taylor was present to discuss clubhouse rental policy.

Ms. Betty Thottiyil was present to discuss patrol services, special meeting notice and budget.

Call Business Meeting to Order:

Actions between Meetings

- a. Summarize Announced Meetings, if any – None.
- b. Ratify Actions Approved Between Meetings – None

Approve Minutes of Previous Meeting

- a. Reading and approval of the June 25, 2019 was deferred until the July meeting.

Committee Reports

- a. Architectural Control Committee – No acc request were approved.
- b. Deed Restriction Committee – Report submitted to Board of Directors. It was noted per the direction of the Board of Directors, the inspection was conducted but no letters were mailed.
- c. Beautification Committee – No report.
- d. Welcoming Committee – No report.

Treasurer's Report / Financials

- a. Cash Balances – Ms. Shirley Austin provided the Board with the financials for the month of June 2019 reporting total cash assets as of the last day of June 2019 was \$408,062.92. It was reported the 2019 assessment collections were 90.10% as of the last day of June, an increase from the previous year.

- b. Delinquencies - Report provided to the Board to be discussed in executive session.
- c. Review Financial Reports – Ms. Shirley Austin advised the Board there was no action taken regarding over \$250,000 in the non-interest bearing operating account. Ms. Shirley Austin presented the Board of Directors with the draft of the 2018 audit prepared by Nagesh & Carter, CPA requesting they contact Nagesh & Carter for any questions. A letter from Nagesh & Carter was also presented to the Board explaining the difference in assessments and expenses, which deficit resulted solely from clubhouse renovations and that except for this non-recurring expense the Association had a positive amount of \$45,203.

Zelia Brown Treasurer's Summary

Treasurer Zelia Brown stated she had not received the financials in time for her to prepare a report.

Management Report

- a. Correspondence Received by Association, Directors and Management-None.
- b. Association Business –
 - 1. Handyman Consideration – Vice-President Dolores Garner reported the Board of Directors had not been able to schedule a meeting to review, discuss and determine the specifications for bidding.
 - 2. Special Meeting Requested by Membership – With a motion by Treasurer Zelia Brown and a second by Vice President Dolores Garner, motion passing, the Board voted to hold the special meeting either August 27, 2019 or September 12, 2019 pending availability of all board members to attend.
- c. Pool Report – No update.
- d. Clubhouse Report – Director Wilmer Bonner volunteered and was approved to be the clubhouse rental liaison and implement the pre and post inspections with residents leasing the clubhouse.
- e. Common Area Report – Ms. Shirley Austin reported Wood Electric stated they were waiting on the permit and pole, but the service address had been assigned.
- f. Landscape Report- Ms. Shirley Austin reported the tree work had been completed.
- g. Irrigation Report- No report.
- h. Webpage Report – Updated.

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Executive Session

- a. Collections
 - 1. Enforcement Action – None.
 - 2. Owner Requests – None.
- b. Deed Restriction Report
 - 1. Enforcement Action – The Board has all enforcement action on hold, with no letters to be mailed, to revisit on a monthly basis.
 - 2. Self Help Program – None.

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

Set Date, Time and Agenda of Next Meeting/Adjournment

The next board of directors meeting to be scheduled for August 27, 2019 with the meeting to be conducted at the clubhouse, located at 16300 Fondren Grove, Missouri City, TX 77489.

The meeting was adjourned by President, Linda Calles at 8:08 P.M.

Date: 8/27/2019

Linda Calles, President

Al Lerner ~~Secretary~~ *V. Pres.*

Shirley Austin, Management

Colony Crossing Homeowners Association, Inc.
Board of Directors Meeting Minutes
June 25, 2019

In attendance:

| Board Members | | Management | | Guests | |
|----------------------|---|-------------------|---|---------------|--|
| X | Linda Calles, President | X | Shirley Austin, MASC Austin Properties, Inc. | X | Sgt. K. Tullos, Missouri City Police Department |
| X | Dolores Garner, Vice President | X | Chris Nochez, MASC Austin Properties, Inc. | X | Dan Roach and Melody Hess, New First Bank |
| X | Zelia Brown, Treasurer | | | | |
| X | Janice Butler, Secretary | | | | |
| X | Wilmer Bonner, At Large | | | | |
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(Place check mark to the left of the individuals who are present)

Call Meeting to Order:

Due notice of meeting, and a quorum established, the meeting was called to order by President, Linda Calles at 5:33 P.M. The meeting was conducted at the clubhouse located at 16300 Fondren Grove, Missouri City, Texas 77489.

Call Open Forum to Order

- a. Guests – Missouri City PD, Sgt. K. Tullos was present reporting there has been no reports submitted.
Mr. Dan Roach and Ms. Melody Hess, representatives from New First Bank, were present to give a presentation regarding New First Bank, its history, bank rating as well as services offered. Key services included no charge for operating account as well as providing checks at no cost, interest bearing money market account, lock box program, CDARS program and ICS Program.
- b. Resident Input – Ms. Zelia Brown submitted a petition from Members of Colony Crossing; RE: Request for Special Meeting to Vote on the Removal of MASC Austin Properties, Inc.

Call Business Meeting to Order:

Actions between Meetings

- a. Summarize Announced Meetings, if any – None.
- b. Ratify Actions Approved Between Meetings – The Board ratified the following actions: Proposal from Sweetwater Pools, quote #5615 and

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proposal from New Image Trees Inc. for the removal of tree behind N. side of tennis courts.

Approve Minutes of Previous Meeting

- a. With a motion by Ms. Linda Calles and a second by Mr. Wilmer Bonner, motion passing, the minutes of the March 26, 2019, April 23, 2019 and May 28, 2019 were approved and signed. It was noted Ms. Zelia Brown abstained from voting.

Committee Reports

- a. Architectural Control Committee – No acc request were approved.
 1. Guidelines for Solar Panels - Mr. Daniel Sorrells, prior board member and ACC Chair was present as he had been invited to discuss guidelines for solar panels. He advised there had been no recent changes to the laws and guidelines.
- b. Deed Restriction Committee – Report submitted to Board of Directors.
- c. Beautification Committee – No report.
- d. Welcoming Committee – No report.

Treasurer's Report / Financials

- a. Cash Balances – Ms. Shirley Austin provided the Board with the financials for the month of May 2019 reporting total cash assets as of the last day of May 2019 was \$427,405.78. It was reported the 2019 assessment collections were 88.81% as of the last day of May, an increase from the previous year.
- b. Delinquencies - Report provided to the Board to be discussed in executive session.
- c. Review Financial Reports – Ms. Shirley Austin advised the Board there was over \$250,000 in the non-interest bearing operating account and recommended funds be opened in the interest bearing money market account or ICS program. Treasurer Zelia Brown recommended other financial institutions be looked at. No decision was made regarding transferring any funds.
Ms. Shirley Austin advised the Board account ledgers on all accounts reflecting a balance that were not with the attorney had been printed and submitted to the Board for their review regarding pool tag disbursement, as requested.

Zelia Brown Treasurer's Summary

Treasurer Zelia Brown presented the owners present with a copy of the 2018 tax return stating there was a discrepancy on the return. She also discussed

she felt as though several state statues were not being followed as well as the management certificate needed to be updated. Check signing was again discussed and again Ms. Zelia Brown stated she felt checks should be signed only once a month and brought to the board meeting.

Management Report

- a. Correspondence Received by Association, Directors and Management-Reported below.
- b. Association Business –
 - 1. Handyman Consideration – the Board of Directors were to have prepared suggestions as to the specifications for the duties of a handyman and brought to the meeting. The Board would then review, discuss and determine specifications for bidding. This was deferred as none were available.
- c. Pool Report – No update.
- d. Clubhouse Report –Ms. Dolores Garner reported that the installation of the sound barrier panels had been completed.
- e. Common Area Report – The Board approved and signed proposals #2433-2411 and 2433-2420 from Wood Electric for installation of lighting at the park area on Morgan Run.
- f. Landscape Report- the Board requested bids be obtained for the removal of a diseased tree located behind the tennis courts and 12647 Grove Park Drive.
- g. Irrigation Report- Shirley Austin reported the three backflow inspections for (16300 Fondren Grove, Median on S. Gessner@Morgan Road, Center S. Gessner @ Fondren) had been completed and submitted to Inframark Water Infrastructure Operations by Mr. Melvin Sanders.
- h. Webpage Report- It was reported per the Board request the item (Building Your Economic Legacy) had been posted on their page.

Executive Session

- a. Collections
 - 1. Enforcement Action – None.
 - 2. Owner Requests – None.
- b. Deed Restriction Report
 - 1. Enforcement Action – The Board did not approve two certified letters to be mailed regarding force mows.
The Board instructed MASC Austin Properties, Inc. to not

- implement the deed restriction inspection for the month of July but would revisit at the July board meeting.
- 2. Self Help Program – The Board reviewed the bids for fence replacement at one home and awarded the proposal to Alan Garage Door & Remodeling.

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

Set Date, Time and Agenda of Next Meeting/Adjournment

The next board of directors meeting to be scheduled for July 22, 2019 with the meeting to be conducted at the clubhouse, located at 16300 Fondren Grove, Missouri City, TX 77489.

The meeting was adjourned by President, Linda Calles at 8:10 P.M.

Date: 8/27/2019

[Signature], President

[Signature], ~~Secretary~~
Lice President

[Signature], Management

Colony Crossing Homeowners Association, Inc.
Board of Directors Meeting Minutes
May 28, 2019

In attendance:

| Board Members | | Management | | Guests | |
|----------------------|---|-------------------|---|---------------|--|
| X | Linda Calles, President | X | Shirley Austin, MASC Austin Properties, Inc. | X | BCH Insurance, Kevin Kimmell |
| X | Dolores Garner, Vice President | | Chris Nochez, MASC Austin Properties, Inc. | | Ralph Victorian, Houston Pressure Washing / Concerned Citizen |
| X | Zelia Brown, Treasurer | | | | Sgt. K. Tullos, Missouri City Police Department |
| X | Janice Butler, Secretary | | | | |
| X | Wilmer Bonner, At Large | | | | |
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(Place check mark to the left of the individuals who are present)

Call Meeting to Order:

Due notice of meeting, and a quorum established, the meeting was called to order by President, Linda Calles at 5:30 P.M. It was noted Ms. Janice Butler arrived approximately 7:00 P.M. The meeting was conducted at the clubhouse located at 16300 Fondren Grove, Missouri City, Texas 77489.

Call Open Forum to Order

- a. Guests – Missouri City PD, Sgt. K. Tullos was present reporting there has been no reports but discussed a suspicious vehicle concern.
 Mr. Kevin Kimmell, representative from Brady, Chapman, Holland and Associates, was present to discuss the various coverages, their endorsements, premiums, underwriters shopped and discussed the Risk Transfer Agreement available.
 Mr. Ralph Victorian was present to discuss the status on a deed restriction matter. While addressing the Board it was brought up Mr. Victorian had submitted a proposal for a handyman man for the Board to consider. Treasurer Zelia Brown expressed her disapproval for him to be considered. Mr. Victorian stated he felt she was being unfair. There was a verbal disagreement between the two with Mr. Victorian stating he felt he was being verbally attacked, therefore, left the meeting The Board agreed to discuss further in the meeting.
- b. Resident Input – None present.

Call Business Meeting to Order:

Actions between Meetings

- a. Summarize Announced Meetings, if any – None.
- b. Ratify Actions Approved Between Meetings – None.

Approve Minutes of Previous Meeting

- a. The minutes for March 26, 2019 and April 23, 2019 were tabled for next month as Ms. Zelia Brown noted she wanted to note changes or additions to the minutes.

Committee Reports

- a. Architectural Control Committee – Mr. Wilmer Bonner and Ms. Zelia Brown approved two acc requests.
 - 1. Guidelines for Solar Panels - The Board requested Mr. Daniel Sorrells be invited to the June meeting to discuss this issue as he was the previous ACC Chair and had knowledge of the issue.
- b. Deed Restriction Committee – Report submitted to Board of Directors.
- c. Beautification Committee – No report.
- d. Welcoming Committee – No report.

Treasurer's Report/ Financials

- a. Cash Balances – Ms. Shirley Austin provided the Board with the financials for the month of April 2019 reporting total cash assets as of the last day of April 2019 was \$444,358.58. It was reported the 2019 assessment collections were 86.35% as of the last day of April.
- b. Delinquencies - Report provided to the Board to be discussed in executive session.
- c. Review Financial Reports – The Board requested account ledgers be run on all accounts reflecting a balance that are not with the attorney for their review regarding pool tag disbursement.
It was also noted representatives from New First Bank was to be invited to attend the June meeting.

Zelia Brown Treasurer's Summary

Treasurer Zelia Brown stated she felt checks should be signed only once a month and brought to the board meeting. The board members advised her due to some payables being time sensitive as well as vendors deserved to be paid timely, it was always the procedure to sign checks weekly or on an as needed basis. She did not agree.

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Management Report

- a. Correspondence Received by Association, Directors and Management- Reported below.
- b. Association Business –
 1. HandyMan Consideration – the Board of Directors discussed the possibility of contracting a handyman for various functions for the common areas. Mr. Ralph Victorian had submitted a proposal suggesting items for consideration. Treasurer Zelia Brown expressed her disagreement that he should even be considered as he was a member of the community and did not have a company. She felt the other members of the Board was showing favoritism with some of the vendors used. The other members of the Board disagreed with her views. It was the consensus of the Board each board member would review the proposal submitted by Mr. Victorian, make suggestions as to the specifications for a handyman and bring to the June meeting for review and consideration.
 2. Insurance Master Policy Review- The Board approved the renewal of insurance through BCH. It was noted additional proposals had not been received through Treasurer Zelia Brown.
- c. Pool Report – No update.
- d. Clubhouse Report – a homeowner had submitted a request that they be allowed to use the tennis courts as part of their rental, but the Board denied the request as neither the pool, park or tennis courts can be included with a clubhouse rental. Treasurer Zelia Brown abstained from voting on the request.

Dolores Garner reported that she, representatives from JRD Construction and Shirley Austin were scheduled to meet May 29th to inspect the sound barrier boards and schedule the remainder of the work in the clubhouse.
- e. Common Area Report – No update.
- f. Landscape Report- The Board requested bids be obtained for the removal of a diseased tree located behind the tennis courts and 12647 Grove Park Drive.
- g. Irrigation Report- Shirley Austin reported the three backflow inspections were due (16300 Fondren Grove, Median on S. Gessner@Morgan Road, Center S. Gessner @ Fondren) and that Mr. Melvin Sanders would be implementing them and sending the reports to Inframark Water Infrastructure Operations.
- h. Webpage Report- Updated monthly with agenda and financials. The Board requested an item (Building Your Economic Legacy) be posted on their page.
- i. Checks to Sign – Treasurer Zelia Brown had failed to sign two checks before leaving the meeting, one for the management company and one for the lawn maintenance company. With a motion by Mr. Wilmer Bonner and a

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second by Ms. Dolores Garner, motion passing with a unanimous vote, the checks were signed

Executive Session

Ms. Zelia Brown left the meeting prior to the start of the executive session

- a. Collections
 - 1. Enforcement Action – None.
 - 2. Owner Requests – The Board approved three homeowner requests.
- b. Deed Restriction Report
 - 1. Enforcement Action – The Board approved two certified letters to be mailed.
 - 2. Self Help Program – Bids had been requested for fence replacement at one home but only one bid had been received. The residents had advised the owner was to replace the fence by the weekend. The Board agreed to wait until the following Monday and requested additional bids be received and the Board would make a decision on the contractor.

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

Set Date, Time and Agenda of Next Meeting/Adjournment

Treasurer Zelia Brown had suggested the agenda should have time requirements placed on each item, but it was the consensus of the remaining board members this was not reasonable and should not be done. The next board of directors meeting to be scheduled for June 25, 2019 with the meeting to be conducted at the clubhouse, located at 16300 Fondren Grove, Missouri City, TX 77489.

The meeting was adjourned by President, Linda Calles at 8:30 P.M.

Date: June 25, 2019
Linda Calles, President
Jana + [Signature], Secretary
[Signature], Management

**Colony Crossing Homeowners Association, Inc.
Board of Directors Meeting Minutes
April 23, 2019**

In attendance:

| Board Members | | Management | | Guests | |
|----------------------|---|-------------------|---|---------------|---|
| X | Linda Calles, President | X | Shirley Austin, MASC Austin Properties, Inc. | X | Steven, Sweetwater Pools |
| X | Dolores Garner, Vice President | X | Chris Nochez, MASC Austin Properties, Inc. | X | Ralph Caldwell, Lawns Plus Landscaping |
| X | Zelia Brown, Treasurer | | | | |
| X | Janice Butler, Secretary | | | | |
| X | Wilmer Bonner, At Large | | | | |
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(Place check mark to the left of the individuals who are present)

Call Meeting to Order:

Due notice of meeting, and a quorum established, the meeting was called to order by President, Linda Calles at 6:34 P.M. The meeting was conducted at the clubhouse located at 16300 Fondren Grove, Missouri City, Texas 77489.

Call Open Forum to Order

- a. Guests – Missouri City PD was present reporting that 1 parking incident involving cul-de-sac parking was brought up to the Board’s Attention as well as a tractor-trailer parking on Morgan Run. Steven with Sweetwater Pools and Ralph Caldwell with Lawns Plus were also present to introduce themselves and talk about their respective areas within the community.
- b. Resident Input – Residents were present at the meeting discussing deed restrictions.

Call Business Meeting to Order:

Actions between Meetings

- a. Summarize Announced Meetings, if any – None.
- b. Ratify Actions Approved Between Meetings – None.

Approve Minutes of Previous Meeting

- a. The minutes for March 26, 2019 were tabled for next month.

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Committee Reports

- a. Architectural Control Committee – The Board requested that hard copies of the ACC requests be at the meeting for signature as well as emailed to the entire Board in-between Board Meetings.
 1. Guidelines for Solar Panels- The State Laws would be procured to the Board for their review to amend the Guidelines for Colony Crossing HOA Deed Restrictions.
- b. Deed Restriction Committee – Report submitted to Board of Directors.
- c. Beautification Committee – Reported by Ralph Caldwell Lawns Plus Landscaping below.
- d. Welcoming Committee – No report.

Treasurer's Report/ Financials

- a. Cash Balances – Shirley Austin provided the Board with the financials for the month of March 2019 reporting total cash assets as of the last day of March 2019 was \$431,800.06. It was reported the 2019 assessment collections were 77.66% as of the last day of March 2019.
- b. Delinquencies – Report provided to the Board to be discussed in executive session.
- c. Review Financial Reports – Reports submitted to the Board of Directors.

Zelia Brown Treasurer's Summary

- a. Zelia Brown spoke about the CAI- Greater Houston Chapter seminars and handbook she had purchased which is a great tool and knowledge for being a Board Member along with pertinent information pertaining to how HOA's should be maintained and ran. Among the information in the handbook, one of the recommendations by Zelia Brown was that Colony Crossing pay for Board Member cell phones for Board use only. Additionally, emails were another topic that email addresses needed to be "sole use" for HOA business only and need to be separate from personal use emails. This was brought up in fact that if on the off chance Board Members were to be sued and an investigation opened up that information needing from a court order to open and procure emails, personal emails will not be hindered or opened by that court order. Another issue that could arise if a personal email was used for HOA business, is that that specific email address can be suspended and cannot be used due to said court order.

Management Report

- a. Correspondence Received by Association, Directors and Management-Reported below.
- b. Association Business –
 1. Review and Amend Colony Crossing HOA Contracts- Contracts were sent to all via email to avoid copy costs. The Board stated they will be reviewing contracts and seeking bids when contracts are close to expiring or renewing.

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3. Board to Create Written Contracts for Vendors Who Do Not Have Contracts- This topic was brought to light because of the current Courtesy Patrolling in Colony Crossing. There is no contract that dictates what each entity has parameters to fulfill duties for Courtesy Patrolling and the HOA for paying for such services other than what was discussed at the March 2019 meeting with Attorney James Young from Holt and Young, LLC. The Board will be implementing and talking amongst themselves for drafting contracts for these vendors.

4. Deed Restriction Review, Approval and Enforcement- After some discussion between the Board and MASC Austin Properties, Inc. the deed restrictions are to stay status quo with no changes needed.

5. Insurance Master Policy Review- The Board had requested that the insurance for the different policies be shopped at different firms to make sure that the current BCH Insurance packet is meeting the Board's needs. Shirley Austin stated that the insurance renews May 15th. The Board wanted to shop other insurance agencies however coverage will need to be bound by May 14th as the HOA does not want a lapse in coverage. Zelia Brown stated she will shop for the Board and will get back with prices and coverages within the next week or two.

- c. Pool Report – Pool registration is set for May 4th and May 11th dates. The Board volunteered and partnered up with each other to host registration days at the pool to pass out 2019 wrist bands. MASC Austin Properties, Inc. would be updating the delinquency report for the Board the day before the registration day to ensure that only up to date homeowners whom paid their dues can obtain pool wrist bands.
- d. Clubhouse Report –
Dolores Garner reported that she and Janet from JRD Construction have been in contact to finish the sound barrier boards to be placed in the clubhouse that was on hold from Hurricane Harvey in 2017.
- e. Common Area Report – It was noted that a new park sign for the Morgan Run Park needs to be replaced. Prices should be obtained to replace this sign and sent to the Board for their approval. Shirley Austin mentioned she will obtain a proposal from Great Signs.
- f. Landscape Report- None.
- g. Irrigation Report- No report.
- h. Webpage Report- Updated monthly with agenda and financials.

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Executive Session

- a. Collections
 - 1. Enforcement Action – None.
 - 2. Owner Requests – None.
- b. Deed Restriction Report
 - 1. Enforcement Action – The Board approved an action item for one home.
 - 2. Self Help Program – The Board approved seeking bids for one home to replace a fence.

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

Set Date, Time and Agenda of Next Meeting/Adjournment

The next board of directors meeting to be scheduled for May 28, 2019 with the meeting to be conducted at the clubhouse, located at 16300 Fondren Grove, Missouri City, TX 77489.

The meeting was adjourned by President, Linda Calles at 9:30 P.M.

Date: June 25, 2019

Linda Calles, President

Janice Bantz, Secretary

CV, Management

**Colony Crossing Homeowners Association, Inc.
Board of Directors Meeting Minutes
March 26, 2019**

In attendance:

| Board Members | | Management | | Guests | |
|----------------------|---|-------------------|---|---------------|---|
| X | Linda Calles, President | X | Shirley Austin, MASC Austin Properties, Inc. | X | James Young, Holt and Young, LLC |
| X | Dolores Garner, Vice President | X | Chris Nochez, MASC Austin Properties, Inc. | | |
| X | Zelia Brown, Treasurer | | | | |
| X | Janice Butler, Secretary | | | | |
| X | Wilmer Bonner, At Large | | | | |
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(Place check mark to the left of the individuals who are present)

Call Meeting to Order:

Due notice of meeting, and a quorum established, the meeting was called to order by President, Linda Calles at 6:36 P.M. The meeting was conducted at the clubhouse located at 16300 Fondren Grove, Missouri City, Texas 77489.

Call Open Forum to Order

- a. Guests – Missouri City PD was present as well as James Young with Holt and Young, LLC. It was discussed at length there was a party house on Morgan Run where lots of young adults were present drinking, lots of cars parked everywhere and racing up and down the streets. Missouri PD reported that they did make an arrest and have maintained visual on the home to ensure that large gatherings would not happen again.
- b. Resident Input – Residents were present at the meeting discussing financials, patrol contract and deed restrictions.

Call Business Meeting to Order:

Actions between Meetings

- a. Summarize Announced Meetings, if any – None.
- b. Ratify Actions Approved Between Meetings – None.

Approve Minutes of Previous Meeting

- a. With a motion by Wilmer Bonner and a second by Janice Butler, Zelia Brown voting no, with the motion passing four to one, the minutes of the February 26, 2019 Board of Directors meeting were read and approved.

Committee Reports

- a. Architectural Control Committee – The Board approved three ACC requests.
 - 1. Guidelines for Solar Panels- The Board would requested they receive the state laws that homeowners must comply with for installing solar panels onto their home. This was requested as Colony Crossing HOA needs to update their guidelines to reflect the state laws.
- b. Deed Restriction Committee – Report submitted to Board of Directors.
- c. Beautification Committee – Dolores Garner stated that flowers were installed by Ralph Caldwell with Lawns Plus Landscaping in the common areas where each section starts on Gessner.
- d. Welcoming Committee – No report.

Treasurer's Report/ Financials

- a. Cash Balances – Shirley Austin provided the Board with the financials for the month of February 2019 reporting total cash assets as of the last day of February 2019 was \$430,460.51. It was reported the 2019 assessment collections were 75.71% as of the last day of February 2019.
- b. Delinquencies – Report provided to the Board to be discussed in executive session.
- c. Review Financial Reports – Reports submitted to the Board of Directors.

Management Report

- a. Correspondence Received by Association, Directors and Management-
 - 1. Requested Information from Board of Directors- It was noted that several items that Zelia Brown had requested were not procured to her and she was still waiting on the items to be sent to her via email. In respect to the items that were given to Zelia Brown, MASC Austin Properties, Inc. provided; website updates requested and acted upon on the Colony Crossing HOA website, attorney response relating to maximum annual assessments, Certificate of Insurance for the Board of Directors and clubhouse, financial records (A/Rs, Bank Statements, Income statements, and Balance sheets).
- b. Association Business –
 - 1. Update Signature Cards- The Board updated the signature cards to reflect current Board of Directors the ability to sign for checks.
 - 2. Board of Directors Roles, Responsibilities, Training and Qualifications- Dolores Garner reported that there was a website that shows and reports what all the Board of Directors and their Officer Positions should be acting on via their position. Zelia Brown stated there are CAI (Community Association Institute- Greater Houston Chapter) seminars that she would like to attend and recommended the Board do the same to research and become familiar with their positions and roles for their community.

Colony Crossing Homeowners Association, Inc.

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3. Contracts for Colony Crossing- Contracts from various vendors were next item of discussion. Zelia Brown asked if there are contracts for the clubhouse cleaning, irrigation, and patrolling as mentioned earlier. Linda Calles reported that the City of Missouri Police Department has been communicated with and under email contract on patrolling the subdivision various days and hours. Linda Calles stated there is no "contract" per say. Several Board Members rebutted this as this was not a formal contract. Linda Calles stated this is not a formal contractual agreement as with the Harris Country Constable Contract that the HOA was locked into as soon as the Board signed that specific contract. Linda Calles proceeded to state that this agreement was with Police Officers that pick up "Blocks" of time to accomplish and utilize City of Missouri Police Cruisers that are billed directly from the City for the Police Officers to complete their "Block". Sgt. Michael Herbert is lead Supervisor overseeing the Officers and placing "Blocks" for the Officers to sign up via their website. Zelia Brown asked the Board if there is any written agreement between the HOA and the Officers. Linda Calles stated there is email correspondence between her and Sgt. Michael Herbert. Zelia Brown stated this is not sufficient and asked for a contract to be drawn up. Furthermore, Zelia Brown motioned to hold checks of the officers and not pay the constables until the contract was drawn up, review and approved by the Board with a second by Janice Butler. After some discussion the motion died for a lack of votes, as there was two yes votes and 3 no votes. Colony Crossing's Attorney James Young with Holt & Young stated that in the state of Texas, email correspondence between a hiring entity and a vendor, which has detailed information about what the parties are to fully expect from each other, constitutes as a written contract between both parties. Linda Calles again stated that this can be a trail period for the Police Officers and this agreement can be terminated at any time.

4. Holt and Young, LLC Attorney James Young- James Young from Holt and Young, LLC was present to answer any questions that may arise.

- c. Pool Report – It was discussed that the pool will be opening for the public Memorial Day weekend. First and foremost the Board holds onsite registration and days needed to be written down for pool memos and handouts to be mailed out to residents. The Board would talk amongst themselves for dates to be at the pool area. It was also noted that a homeowner in the audience would like to see a shade of some sort to be installed at the pool area.
- d. Clubhouse Report –
The Board reviewed the contract for their fees and unanimously agreed to lower the amounts paid to the HOA for the rental of the clubhouse. The new rental fee would be \$300 and the security deposit would be \$150.
- e. Common Area Report – No report.
- f. Landscape Report- None.
- g. Irrigation Report- Zelia Brown stated she has concerns about vendors not having contracts and that she would like for her comment to be recorded in the minutes.

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- h. Webpage Report- Several Board members reported that the website still states the clubhouse is closed. Shirley Austin stated she will ask the webmaster to fix this and report that it is in fact open for rentals. It was also presented and approved by the Board of Directors unanimously, that the Financials be added to the website each month for homeowners to view.

Executive Session

- a. Collections
 - 1. Enforcement Action – None.
 - 2. Owner Requests – None.
- b. Deed Restriction Report
 - 1. Enforcement Action –None.
 - 2. Self Help Program – None.

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

Set Date, Time and Agenda of Next Meeting/Adjournment

The next board of directors meeting to be scheduled for April 23, 2019 with the meeting to be conducted at the clubhouse, located at 16300 Fondren Grove, Missouri City, TX 77489.

The meeting was adjourned by President, Linda Calles at 9:30 P.M.

Date: June 25, 2019

Linda Calles, President

Janice Burt, Secretary

CW, Management

**Colony Crossing Homeowners Association, Inc.
Board of Directors Meeting Minutes
February 26, 2019**

In attendance:

| Board Members | | Management | | Guests | |
|---------------|-----------------------------------|------------|---|--------|--|
| X | Linda Calles, President | | Shirley Austin, MASC Austin Properties, Inc. | X | Ralph Victorian, Concerned Citizens |
| X | Dolores Garner, Vice President | X | Chris Nochez, MASC Austin Properties, Inc. | | |
| X | Zelia Brown, Treasurer | | | | |
| X | Janice Butler, Secretary | | | | |
| X | Wilmer Bonner, At Large | | | | |
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| | | | | | |
| | | | | | |

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

Call Meeting to Order:

Due notice of meeting, and a quorum established, the meeting was called to order by President, Dolores Garner at 6:30 P.M. It was noted there was no January 2019 meeting. The meeting was conducted at the clubhouse located at 16300 Fondren Grove, Missouri City, Texas 77489.

Call Open Forum to Order

- a. Guests – None present.
- b. Resident Input – None present.

Call Business Meeting to Order:

Actions between Meetings

- a. Summarize Announced Meetings, if any – None.
- b. Ratify Actions Approved Between Meetings – None.

Approve Minutes of Previous Meeting

- a. With a motion by Wilmer Bonner and a second by Janice Butler, motion passing with Zelia Brown abstaining as she was not a Board member at the time, the minutes of the November 27, 2018 Board of Directors meeting were read and approved.

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Committee Reports

- a. Architectural Control Committee – As Daniel Sorrells is no longer a Board member, he cannot chair the ACC committee. However, both Zelia Brown and Wilmer Bonner both agreed to Chair the committee as well as ask Daniel Sorrells if he would like to still participate.
- b. Deed Restriction Committee – Report submitted to Board of Directors.
- c. Beautification Committee – Dolores Garner stated that trees are still in discussion of being added.
- d. Welcoming Committee – No report.

Treasurer's Report/ Financials

- a. Cash Balances – Chris Nochez provided the Board with the financials for the months of November 2018, December 2018, and January 2019 reporting total cash assets as of the last day of November 2018 was \$351,680.08. It was reported the 2018 assessment collections were 92.75% as of the last day of November 2018. Total cash assets as of the last day of December 2018 was \$356,331.38. It was reported the 2018 assessment collections were 92.89% as of the last day of December 2018. Total cash assets as of the last day of January 2019 was \$407,969.58. It was reported the 2019 assessment collections were 65.24% as of the last day of January 2019.
- b. Delinquencies – Report provided to the Board to be discussed in executive session.
- c. Review Financial Reports – None presented.

Management Report

- a. Correspondence Received by Association, Directors and Management-None.
- b. Association Business –
 1. Election of Officers- Elections of Officers were the next line item of Business. With a unanimous vote the Board of Directors elected the following to the Board positions: President- Linda Callas, Vice President Dolores Garner, Secretary Janice Butler, Treasurer Zelia Brown, At Large Wilmer Bonner.
- c. Pool Report – No new update.
- d. Clubhouse Report –

The Board requested that bids for cameras be obtained for the interior and exterior of the clubhouse. MASC Austin Properties, Inc. will reach out to known vendors as well as Vivant to obtain proposals. Additionally, the Board spoke about lowering the cost of the clubhouse rental. Zelia Brown requested that the clubhouse contract be sent to everyone to review and discuss at the next meeting.

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- e. Common Area Report – There were some requests for improvements from homeowners regarding the park on Morgan Run. Lighting, signs, and general maintenance of the park area will be done to uplift the area.
- f. Landscape Report- None.
- g. Irrigation Report- None
- h. Webpage Report- Zelia Brown requested updated information be placed on the webpage in regards to Missouri City Officials and flyers. Zelia Brown will be sending over this information to MASC Austin Properties, Inc. to give to the webmaster.

Executive Session

- a. Collections
 - 1. Enforcement Action – None.
 - 2. Owner Requests – None.
- b. Deed Restriction Report
 - 1. Enforcement Action –The Board met with a resident that attended the Board meeting to speak about a deed restriction violation and how he is appealing the deed restriction. The Board voted and approved to write a retraction letter to be sent the following day to the homeowner that the HOA will not be pursuing the violation further.
 - 2. Self Help Program – None.

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

Set Date, Time and Agenda of Next Meeting/Adjournment

The next board of directors meeting to be scheduled for March 26, 2019 with the meeting to be conducted at the clubhouse, located at 16300 Fondren Grove, Missouri City, TX 77489.

The meeting was adjourned by President, ^{Linda Calles}~~Delores Garner~~ at 9:00 P.M.

Date: 3/26/19

Linda Calles, President

James Butler, Secretary

[Signature], Management