

**Leamont Homeowners Association, Inc.
Board of Directors Special Meeting Minutes
December 11, 2017**

In attendance:

Board Members		Management/Guest		Homeowners	
X	Don Robertson, President	X	David Rivera, Mgmt.		
X	Mario Molina, Vice-President				
X	(Tracy) Thanh Nguyen, Secretary/ Treasurer				
X	Anthony Nguyen, At Large				
	Christella Tran-Luce, At Large				

(X Indicates the individual were present at the meeting)

Call Meeting to Order

Due notice and a quorum being established, the meeting was called to order by the President, Mr. Don Robertson, at 6:08 P.M. The meeting was held at the clubhouse located at 11331 Beechnut, Houston, Texas 77072. Mr. Anthony Nguyen arrived at 6:11 P.M.

Call Business Meeting to Order

A. Residents Input – None.

Actions Between Meetings

- A. Summarize Unannounced Meetings, if any - None.**
- B. Ratify Actions between Meetings, if any - None.**

Approve Minutes of Previous Meeting – Passed until next meeting.

Election of Officers – The Board voted on the following officer positions for 2018:

- President – Mr. Don Robertson
- Vice President – Mr. Mario Molina
- Secretary/Treasurer – Ms. Thanh Nguyen
- At Large – Ms. Christella Tran-Luce & Mr. Anthony Nguyen

Treasurer’s Report

- A. Cash Balance - Ms. Tracy Nguyen reviewed and reported on the financials for the month of November 2017.**

- B. **Delinquencies** - The Delinquency report would be presented and reviewed in executive session.

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- C. **Review of Financial Reports** - The financials were read and approved by the Board of Directors.
- D. **City of Houston Water Bill Review** – Mr. Rivera reported that the City of Houston had read the meters late for the month of November. This caused the water billing for the Association to be delayed being sent to all homeowners. Late fees for water payments are to be waived for the month of December 2017.
- E. **2018 Budget** - Management presented a revised 2018 budget and it was adopted by the Board of Directors.

Management Reports

- A. **Correspondence Received by Association, Directors and Management** – None.
- B. **Association Business and Operations**
 - 1. **Governing Documents Amendments** – None.
 - 2. **Special Assessments** – The Board wished to have bids for roofing, gutters, fascia and soffit repairs submitted by March 2018 in order to present these figures to the homeowners at a meeting for the purpose of passing a special assessment to fund the property-wide project of replacement of all roofs and repair soffits, fascia and gutters.
- C. **Common Area Maintenance Report**
 - 1. **Roofing Repairs** – The Board was made aware that the temporary tarp that had been placed on building #17 had blown off and needed to be reattached to prevent water damage to those units. Bids for the replacement of the roof on building #17 were to be obtained.
 - 2. **Lighting Project Update** – The Board directed that a bid be obtained to install light fixtures on 11345 and 11351 Beechnut units. The individual homeowners would be responsible for the electricity expense used by the common lighting. Currently the Association has purchased one light fixture and was awaiting installation.

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3. Graffiti Removal – Management reported that 8348 Leamont had been issued a citation from the City of Houston for not removing the graffiti off the side of their unit. The Board did not wish for the individual homeowner to be penalized for the graffiti. The Board voted for the Homeowner Association to paint the ends of the buildings where graffiti is present. Masonry paint is to be used. The Board would provide this service for the 2018 calendar year.

D. Pool Report – The Board approved the contract with Trident Aquatics to replaster the pool and install proper signage and safety equipment. Total cost of repairs are \$11,781.96. Management is to have the work initiated and to verify the pricing due to the bid being from 2015.

E. Landscaping Report – The Board voted to have Visionscapes install 5 gallon red tip photinias alongside the ends of five (5) buildings. These buildings would be the ones that are subject to graffiti. The cost of each photinias is \$30.

F. Webpage Report/News Letter – The newsletter will be attached to the 2018 coupon booklet mail out.

G. Architectural Control Committee - No request.

H. Clubhouse/ Rentals – None.

Executive session - The Board may convene an Executive Session, as needed, to consider actions involving personnel, litigation, contract negotiations, enforcement action, attorney communications, or confidential information as allowed under the Texas Property Code 209.0051.

A. Collections

1. Enforcement Actions – The Board noted that the post-foreclosure assessments had not been paid. Management was to notify new owner of outstanding assessments.

2. **Owner Requests** – The Board denied the waiver of late fees incurred due to lack of proof that the homeowner had paid the assessments on time.

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3. **Water Cut-Offs** – None.

B. Deed Restriction Report

1. **Enforcement Actions** – No report.
2. **Owner Requests** - No report.

Reconvene in Open Session and Report on Actions Approved During Executive Session – None.

Set Date, Time, and Agenda of Next Meeting. Adjournment of Meeting.

The next Homeowners Association meeting is scheduled on January 8, 2018 at 6:00 P.M, the meeting is to be conducted at the clubhouse located at 11331 Beechnut, Houston, Texas 77072. With no further discussion, the Board Meeting was adjourned by the President, Mr. Don Robertson at 8:21 P.M.

Presented by: _____
 MASC Austin Properties, Inc.

Approved _____
by: President

Secretary

Date: _____