

## **Meeting Minutes for the Pine Village North Annual Meeting**

**5333 Aldine Mail Route**

*Houston* **Humble, TX 77396 039**

**Tuesday September 29, 2015 7:00pm – 9:00pm**

### **Call meeting to order**

- The meeting was called to order at 7:10 pm.

### **Quorum was established**

- A quorum of 10% was verified with 53 homeowners present.

### **Proof of Notice**

Proof of notice of the Annual Meeting was provided.

### **Board Members In attendance**

- Augustine Rodriguez, Tony Briscoe, Diane Gonzales, Sue Brown, Tulio Benitez, Shawn Gibson

### **Also in attendance**

- Wayman Prince – Association Attorney (arrived towards the end of the meeting)
- Shannon Abernathy – Community Association Manager, Principal Management Group of Houston
- Yvonne Rodriguez – Assistant Manager, Principal Management Group of Houston
- Brant Bullard – Compliance Director – APC Property Management

### **Review Meeting Protocol**

- The Board gave an overview regarding how the meeting process and asked that all questions be held until the homeowner forum at the end of the meeting.

### **Meeting Minutes**

- The minutes for the December 17, 2014 Annual Meeting Minutes were reviewed and approved.

### **Financials**

- The August 2015 financials were presented. At the time of the meeting, the September financial statements were not available for review.

### **Election of Officers.**

- There were three (3) open Board positions to vote on. Each term is a three (3) year term.
- The following people submitted their name in advance to be placed on the ballot. Those owners were:
  - Shawn Gibson (incumbent)
  - Manzur Malvi

- John Papapavlou (incumbent)
- Renee Pullium
- Victoria Thomas
- The following nominations from the floor were added to the ballot:
  - Megan Latour
- All candidates gave a brief statement about why they wanted to be on the Board
- The vote was conducted. All owners were told to vote for no more than three (3) candidates and to put their address and signature on the ballot. Owners of multiple unites were asked to put all address on the ballot.
- The ballots were collected to be counted by the Principal Management Group representatives. No owners requested to observe the vote count.

#### Open Forum


- Discussions in the open forum were in regards to delinquencies and repairs. The Board stated that due to the delinquencies, no repairs are able to be made at this time, however the Association is ~~working~~ <sup>working</sup> as aggressively as possible to collect the past due assessments.

#### Announcement of Election Results

- The votes were counted and verified and the following owners were elected to the Board to serve a three (3) year term:
  - Shawn Gibson
  - Megan Latour
  - Manzur Malvi

#### Adjournment

- With no further business to discuss, the meeting was adjourned at 8:32 pm.

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Dated: 10-04-2016

**Meeting Minutes for the Board of Directors Meeting**  
**5333 Aldine Mail Route**  
**Humble, TX 77396**  
**Tuesday November 12, 2015 7:00pm – 9:00pm**

**Call meeting to order**

The meeting was called to order at 7:00 pm.

**Quorum was established**

A quorum was established with 5 Board members present in person or by Proxy.

**Board Members In attendance:** Augustine Rodriguez, Sue Brown, Megan LaTour, Manzur Malvi, Tony Brisco

**Board Members In attendance by Proxy:** Diane Gonzales (Augustine Rodriguez), Tulio Benitez (Manzur Malvi)

**Board Members absent:** Shawn Gibson, Richard Castro

**Also in attendance**

Wayman Prince – Association Attorney

Shannon Abernathy – Community Association Manager, Principal Management Group of Houston

Brant Bullard – Compliance Director – APC Property Management

**Election of Officers**

The Board voted and approved the following officer designations

Augustine Rodriguez - President

Manzur Malvi - Vice President

Megan Latour - Secretary

Susan Brown – Treasurer

Tony Briscoe - Director

Shawn Gibson - Director

Tulio Benitez - Director

Richard Castro - Director

Diane Gonzales - Director



## Meeting Minutes

- The minutes for the September 29, 2015 meeting were reviewed and approved. Augustine Rodriguez signed the minutes and they will be filed with the Association records.

## Financials

- The September 2015 financials were sent to the Board via email.

## Business

- AAAM Wrecker service was in attendance to discuss the towing policy. After discussing the inconsistencies in towing, the Board voted and approved not renewing the contract. The towing service was asked to remove their signs immediately and to no longer enter the property.
- There were two requests for reimbursement of towing charges.
  - Kathy Ballard – non-resident visiting David Maggard. Her car was parked behind the garage for less than 5 minutes and she was towed. The Board approved reimbursement of \$208.80.
  - Wallace McNary – he parked behind the garage overnight and was towed. He stated that he has been parking there for years and that he was not illegally parked. He's requesting \$210.00 for towing and \$350.00 for lost wages. The Board denied his request due to the 20 minute rule stated in the parking rules and regulations.
- The Board approved re-listing the following PVN properties. The terms are \$8,000 for 12 months. The addresses being re-listed are 5763 Easthampton A-D and 5802 Twisted Pines A-F.
- Attorney Prince presented a claim from the Texas Comptrollers office for unclaimed funds. The Board approved having Attorney Prince pursue collections. The debt is dated back to 1979 and is owed by the owner at that time. Attorney Prince will have to locate the owner. The claim number is 15619271.
- A crime report was presented by the Harris County Sherriff's office.
- Bartolo and Maria Garcia proposed remodeling the clubhouse for them to use for their personal business events. They will make the repairs at their expense. The clubhouse will still be available to owners and residents for rental. Tony Briscoe stated that he would like a Board member to be involved with the process to ensure that proper bids are obtained. Final approval will be contingent of the Board reviewing all bids to complete the work.
- The Board requested that PMG provide a list of all repairs made at PVN since February 2014.
- The Board formed a financial committee that will consist of two Board members. All future invoice payments must be approved by both members before PMG can pay them. The Board members selected were Manzur Malvi and Sue Brown.
- The PMG contract renewal was discussed. The Board voted not to renew the PMG contract that expires on January 31, 2016. Attorney Prince will send a notice of cancellation to PMG. The Board voted to suspend all collection efforts currently being performed by PMG.

- The Board reviewed a proposal submitted by APC Management for full time Management. Tony stated that he was concerned about approving the bid without doing a reference check and fully vetting the new company. There was also discussion to obtain additional bids for comparison.
- The Board discussed having APC Management start collections immediately. They vote is contingent on getting a price from APC to start collections in December.

#### **Open Forum**

- Open discussion was related to home repairs, outstanding maintenance fees, and the overall condition of the property.
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#### **Adjournment**

- With no further business to discuss, the meeting was adjourned at 9:50 pm.

Signed by: \_\_\_\_\_ Dated: \_\_\_\_\_