

FLEETWOOD PROPERTY OWNERS' ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

at 7:30 P.M. Tuesday, February 15, 2022

17171 Park Row Dr. Ste 310 Houston, Texas 77084

DIRECTORS PRESENT IN PERSON OR BY PHONE

Donna Haines, Jim Nabors, Dan Bonner, Jesse Soto, Justin Wilson and Caryn Craig.

DIRECTORS ABSENT

Sharon Swanson

ALSO PRESENT

Michelle Villegas, Crest Management Company
Jacquelyn, Crest Management Company

CALL TO ORDER

With notice properly served and quorum duly established, the meeting was called to order by President Craig at 7:48 pm.

APPROVAL OF MINUTES

The Board reviewed the January 18, 2022, minutes. Director Craig moved to approve the minutes with single correction. The motion was seconded by Director Haines and with all in favor, the motion passed.

FINANCIALS

End of month January 2022 financials were presented to the Board for consideration. Treasurer Bonner discussed the overall financial standing of the association. Cash account balances at the end of January totaled \$658,647.59. January monthly operational costs were under budget. Director Bonner does not believe that Crest accounting is GAAP Compliant with financial reporting and not accruing expenses correctly. Mrs. Villegas to ask accounting for a monthly accrual report included in financial packet.

2021 COLLECTION

The Board reviewed the current delinquency report. At this time there are no accounts to be escalated to the attorney for further collection actions.

ENFORCEMENT ACTIONS

The Board of Directors reviewed the Enforcement Action report, the Violation Summary report and the Inspection report. At this time there are no accounts to be escalated to the attorney for further deed restriction violation enforcement action.

COMMITTEE REPORTS

- **LANDSCAPE**-Invoice issues seem to be corrected. Mrs. Villegas to continue to work with Director Haines to monitor.

The irrigation system has been winterized to prevent line breaks and lessen the associations losses due to freezing conditions.

The flowers were fertilized and are still look good and Director Haines believes there is still about two months before spring flowers will need to be installed.

The landscape company is not supplying monthly irrigation reports as required by their service agreement. Director Haines will work with the landscape company on their inconsistency.

- **WALLS, STREETS, ALLEYS, SEWER AND LIGHTS-** Director Wilson has the lights and will work with Director Nabors to install. Director Wilson will reach out to Mrs. Villegas if a contractor is required.

Director Nabors wants to see all estimates and contracts before Mrs. Villegas presents them to the Board.

- **VOLUNTEER-** No changes or updates at the time of the February meeting.
- **SECURITY/COURTESY OFFICERS-** The constables went live in Fleetwood on February 10, 2022 with dispatch. The Board would like to review all security equipment owned by the association. Mrs. Villegas to send camera equipment agreement to Director Nabors and Director Bonner and reach out to Elite Security for an itemized list of any association property.
- **MANAGEMENT REPORT-**
 - Deed Restriction Violations-Mrs. Villegas presented a copy of the inspection report and answered questions from the Board.
 - Homeowner Communication-Mrs. Villegas presented the Call Log report and updated the Board on her communications with homeowners.
 - ACC Committee-Mrs. Villegas presented the Exterior Modification Application report. Eight applications were submitted during the month of January. Mrs. Villegas presented the Management EMR inspection report and went over details on accounts that need additional action on applications submitted.

BUSINESS/MAINTENANCE ITEMS

- The insurance broker has indicated that insurance premium will most likely not go down with the transition from private security to an agreement with Harris County. The Board has directed Mrs. Villegas to get bids for coverage with other providers.
- The fencing policy has been sent to the attorney for review and modification to ensure that state laws and Fleetwood governance is properly applied, and the policy is enforceable.
- The tow signs installed are correct per Elite towing. Mrs. Villegas to provide the association with additional options for tow companies since Elite has stated that they cannot service the community as needed.
- Mrs. Villegas to provide the Board of Directors with comparable bids for holiday décor for 2022 season.
- The Marquis on Memorial and Fleetwood common alley wall matter has been tabled until

March 2022.

- 2022 Annual Meeting will be held in person at Wolfe Elementary School on February 24, 2022. Sign in starts at 6:30pm and the meeting will call to order at 7:00pm. The Board of Directors reviewed the Agenda and meeting presentation with Mrs. Villegas and requested changes.
- The Board of Directors has unanimously approved J&J Maintenance and Constructions bid for the pressure washing of the monument walls and alley wall behind Foxgate and the painting of the lettering on the monument walls. Mrs. Villegas to schedule work with J&J Maintenance.

HOMEOWNER INPUT

- No homeowners were present

Next Board Meeting Date –Tuesday, March 15, 2022.

ADJOURNMENT

There being no further business to come before the Board, a motion was made to adjourn the meeting at 9:48 p.m.

Authorized Signer

Date

4/19/2022

DRAFT