

# Welcome to the Southwyck CAI annual meeting.

## Helpful information

**SAVE YOURSELF MONEY** - If you get a letter from your section or Master board's management company, make sure you address the issue immediately. If either board must contact their lawyer to help handle the issue, you will be billed for it. These expenses can get costly very quickly especially if you ignore letters and calls!

Your HOA fees are always due the same time, twice a year.

We are not responsible for postal issues. If you haven't seen your invoice by January 1 and July 1<sup>st</sup> you need to contact our management company, CMSI, 281-480-2563.

**IF YOU SEE SOMETHING BROKEN SAY SOMETHING** – We have a map on our website to help you figure out if this is within our area or not OR, just send us the information and we'll figure it out. If it's leaking, if it's broken play equipment, if it's fallen, if it's falling over, if it's dangling, just contact us. Pictures speak volumes and intersections for location help us pinpoint the problem. You can email [directors@southwyktx.com](mailto:directors@southwyktx.com) which goes out to the entire board, not just one person.

**CHECK YOUR EXEMPTION STATUS ON BRAZORIA COUNTY APPRAISAL WEBSITE**  
[\(https://www.brazoriacad.org/\)](https://www.brazoriacad.org/) – You don't want to miss out on some savings!

\* Homestead \* 65 and over \* Disability \* Surviving spouse of an age 65 or older individual  
\* 100% disabled veteran

## Slide 1

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**HB1**

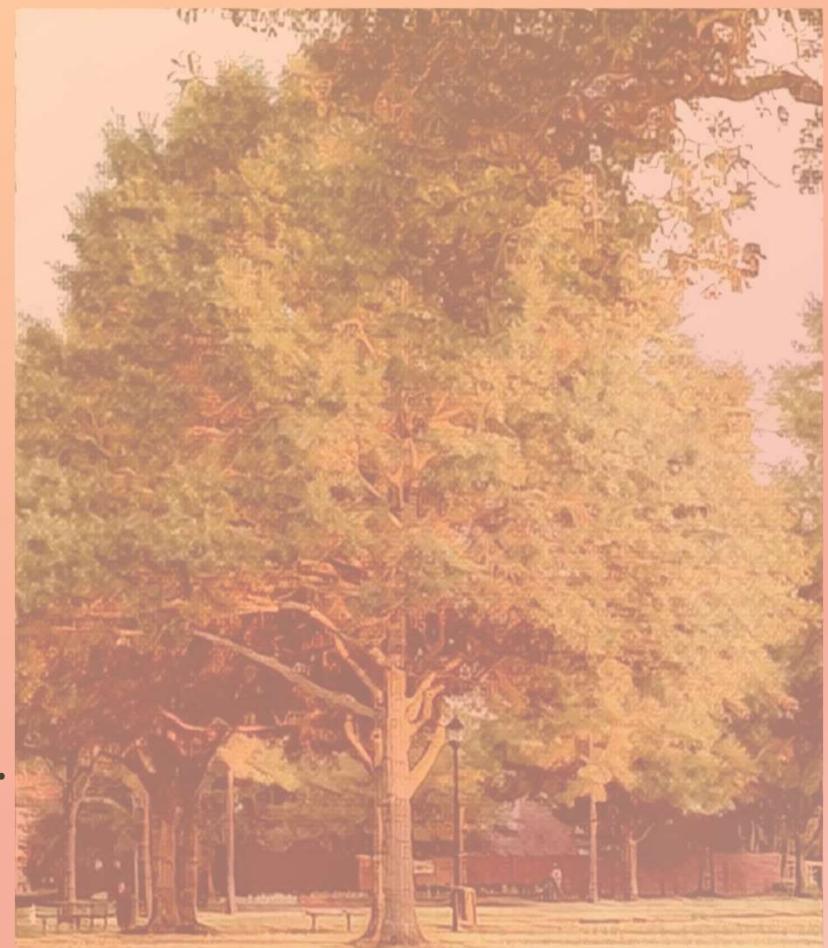
Opening slide while we wait for the meeting to begin

Helen Bilyeu, 2022-01-01T00:29:39.813

# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

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- ❖ Guest speaker – James White with Pearland Police Department
- ❖ Introduction and reading of the minutes from last annual meeting – KATHY DOOLEY
- ❖ Election of Directors – VANESSA WILLIAMS  
Introduction of known candidates  
**Rick Nelson - Helen Bilyeu - Homer Franklin**
- ❖ Master and boards responsibilities – HELEN BILYEU
- ❖ State of the Association – JOHN FISHER
- ❖ How you can participate – HELEN BILYEU
- ❖ 2024 Possible Projects – RICK NELSON
- ❖ Budget 2024 – KATHY DOOLEY
- ❖ Q&A While votes counted – RICK NELSON  
*\*\* Please keep comments down to no more than 2 minutes.*
- ❖ Election Results – KATHY DOOLEY
- ❖ DOOR PRIZE – VANESSA WILLIAMS





### **Guest speaker Officer James White**

Officer James White has served Pearland Police Department since 2008. Officer White's responsibilities include Teen CPA, IMPACT, and recruiting. He is also the liaison for KTSU radio 90.9FM The Choice for both recruiting and outreach events.

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## **❖ Welcome & Introduction – KATHY DOOLEY**

**Community Manager – Kathy Dooley**

**President – John Fisher (2025)**

**V. President – Rick Nelson (2023)**

**Secretary – Vanessa Williams (2024)**

**Treasurer – vacant (2024) \* the board appoints this position until it is up for election**

**Director – Helen Bilyeu (2023)**

**Attorney – Trisha Farine with Daughtry & Farine, P.C.**

**All positions hold equal voting weight at our meetings.**

# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

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## **❖ Election of Directors – VANESSA WILLIAMS**

- **Rick Nelson**
- **Helen Bilyeu**
- **Homer Franklin**

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## **❖ Master and boards' responsibilities – HELEN BILYEU**

- **Collection of assessments. Distribution of each section's portion of the assessments which are set by the Sections and Master each year. Interest on the section's late payments is given to the appropriate section.**
- **Landscape maintenance, including but not limited to mowing, edging, blowing, plantings, mulching, pest control, irrigation system, and watering of 18 entrances and 2 parks.**
- **All costs associated with the lighting & irrigation for all 18 entrances and 2 parks.**
- **Tree trimming.**
- **Repair/replacement of all perimeter fences along a major road.**

# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

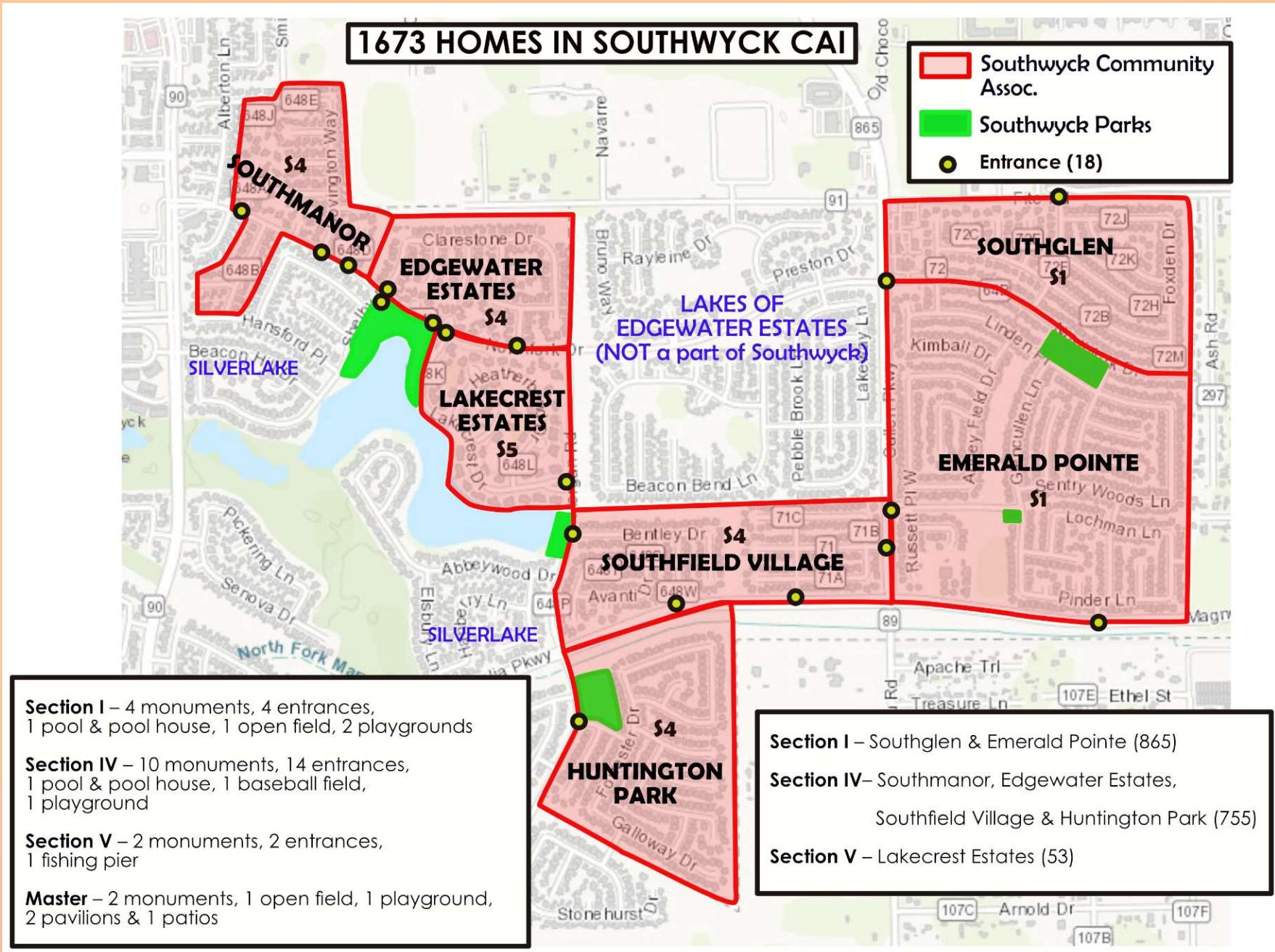
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## **❖ Master and boards' responsibilities (continued) – HELEN BILYEU**

- Play equipment, sunshades, picnic tables, benches, swings, water fountains & foot washing station, volleyball court, sand box, trash cans and doggy stations in our 2 parks.**
- Upkeep of the lake & fountain - cost sharing with Silverlake.**
- Maintenance of covered structures and the 2 patio structures at our 2 parks.**
- Power washing of entrances, fences, play equipment, patios/pavilions and graffiti removal.**
- Casualty insurance for master and sections at no charge to sections.**
- Directors and officer's liability insurance for the master board.**

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# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

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## **❖ State of the Association – JOHN FISHER**

- We started the year off with a news bulletin:
  - Filling a vacant board position
  - asking for volunteers for a committee to work on club house design ideas
  - Brazoria County Appraisal District – are you getting your homestead exemption
- Southwyck CAI hosted two all-boards meet and greets, in March and October. This is a good way to get board members and property managers to get to know each other, answer questions, give vendor recommendations, and to maybe learn something new about our association! All attendees are encouraged to share and participate.

# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

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## **❖ State of the Association – JOHN FISHER**

- Updated collection policy as of November 2023:**

### **Priority of Payments:**

**Payments received from property owners shall be applied in the following order:**

- 1. Delinquent Master Association assessments;**
- 2. Delinquent Section or Village Association assessments;**
- 3. Current Master Association assessments;**
- 4. Current Section or Village Association assessments;**
- 5. Attorney's fees incurred by the Master Association associated solely with assessment collection;**
- 6. Collection costs incurred by the Master Association associated solely with assessment collection;**
- 7. Attorney's fees incurred by the Village Association associated solely with deed restriction enforcement, provided the Master Association's management company has been notified in writing of such fees at least thirty (30) days prior to the date a payment to be applied is received from the property owner;**
- 8. Any other amounts owed to the Master or Village Associations, including, but not limited to, interest and late fees, if any.**

### **Collection on Behalf of Village Associations:**

- 1. The Master Association is obligated by the restrictive covenants to collect the Village Association assessments and same will be forwarded to the respective Village Associations as soon as is practical after monthly reconciliations are done.**
- 2. The Master Association may, but is not obligated to, collect attorney's fees incurred by the Village Associations with regard to deed restriction enforcement. However, every effort will be made by the Master Association to include such fees in its collection efforts.**

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## **❖ State of the Association (continued) – JOHN FISHER**

HB1

- **Created a park usage resolution that requires a deposit for any large group reserving the park:**
  - 30-49 participants shall require a \$100.00 deposit
  - 50-99 participants shall require a \$200.00 deposit
  - 100 or more participants shall require a \$500.00 deposit
    - \* Deposit is refundable if park is left clean after event
- **Quarterly power washing of all play equipment and picnic tables in both of our parks.**
- **Continued displaying of Patriotic flags, maintained by Boy Scouts Troop 446.**
- **Website kept up-to-date and relevant.**
- **Finalized our 2021 Audit with external auditor**

## Slide 12

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**HB1**

2021 & 2022 audits have not been completed yet - we are behind and lack of 2021 audit by last years annual meeting was not uncovered at that time  
Waiting for update.

Helen Bilyeu, 2023-12-03T18:17:34.795

# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

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## **❖ State of the Association (continued) – JOHN FISHER**

HB1

- In 2023, a reserve study was conducted to estimate the long-term costs of repairing and replacing major common area components. It serves as a guide to ensure that the association has sufficient funds in reserves to cover these expenses when they arise. A previous study was conducted in 2017. The results of the reserve study can help determine whether assessments need to be raised. Our reserve funds are always budgeted for.
- Fence repair on Magnolia from Cullen to Morgan completed – S4 area & crash site at Magnolia in S4 area.
- Fence replacement: Cullen from Fite to Magnolia and Fite from Cullen to Meadowhurst – S1 area.
- Started brick fence repairs on Northfork from Morgan to Shelby and Morgan from Northfork to Sunset Park – S5 area

**HB1** Repairs for brick walls should start the 1st part of December. This will need to be updated.

Have yet to see NEW parking sign. This will need to be updated.

Helen Bilyeu, 2023-12-03T18:20:52.196

# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

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## **❖ State of the Association (continued) – JOHN FISHER**

**HB1**

- **New signage for parking at Southwyck Lake Park was approved to cover towing.**
- **Replace rusted trashcans and doggy pot at Southwyck Lake Park.**
- **Repair of swing & play structure.**
- **Remove dead bushes and trees. Plant replacement will take place in the spring.**

**HB1** Repairs for brick walls should start the 1st part of December. This will need to be updated.

Have yet to see NEW parking sign. This will need to be updated.

Helen Bilyeu, 2023-12-03T18:20:52.196

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## **❖ How you can participate in our association – HELEN BILYEU**

- **Community Events** – What kind of community events would you like to see us try? We are looking for low cost/no cost events that are community-oriented gathering and not the Disney World experience.
- **Projects** – throughout the year we have projects that we work on where we would like homeowner input. If you are willing to help, please let us know by emailing us at [directors@SouthwyckTexas](mailto:directors@SouthwyckTexas). When a project comes up where we need input, we'll contact you. We are currently looking to appoint a vacated board position and homeowners to help with our new club house input at the Southwyck Lake Park.
- **Report** – vandalism or damage to our property, malfunction of lights at our parks, fountains in lake, drinking fountain, irrigation leaks and such by emailing to [directors@SouthwyckTexas.com](mailto:directors@SouthwyckTexas.com) or contacting Kathy Dooley.

*Southwyck Community Association believes that running a successful association requires teamwork. We are looking for input/help from our homeowners. If you are looking for a way to make a difference in our community, please consider volunteering. The Southwyck CAI board reserves the right to approve all volunteers.*

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## **❖ 2024 – Possible Projects – RICK NELSON**

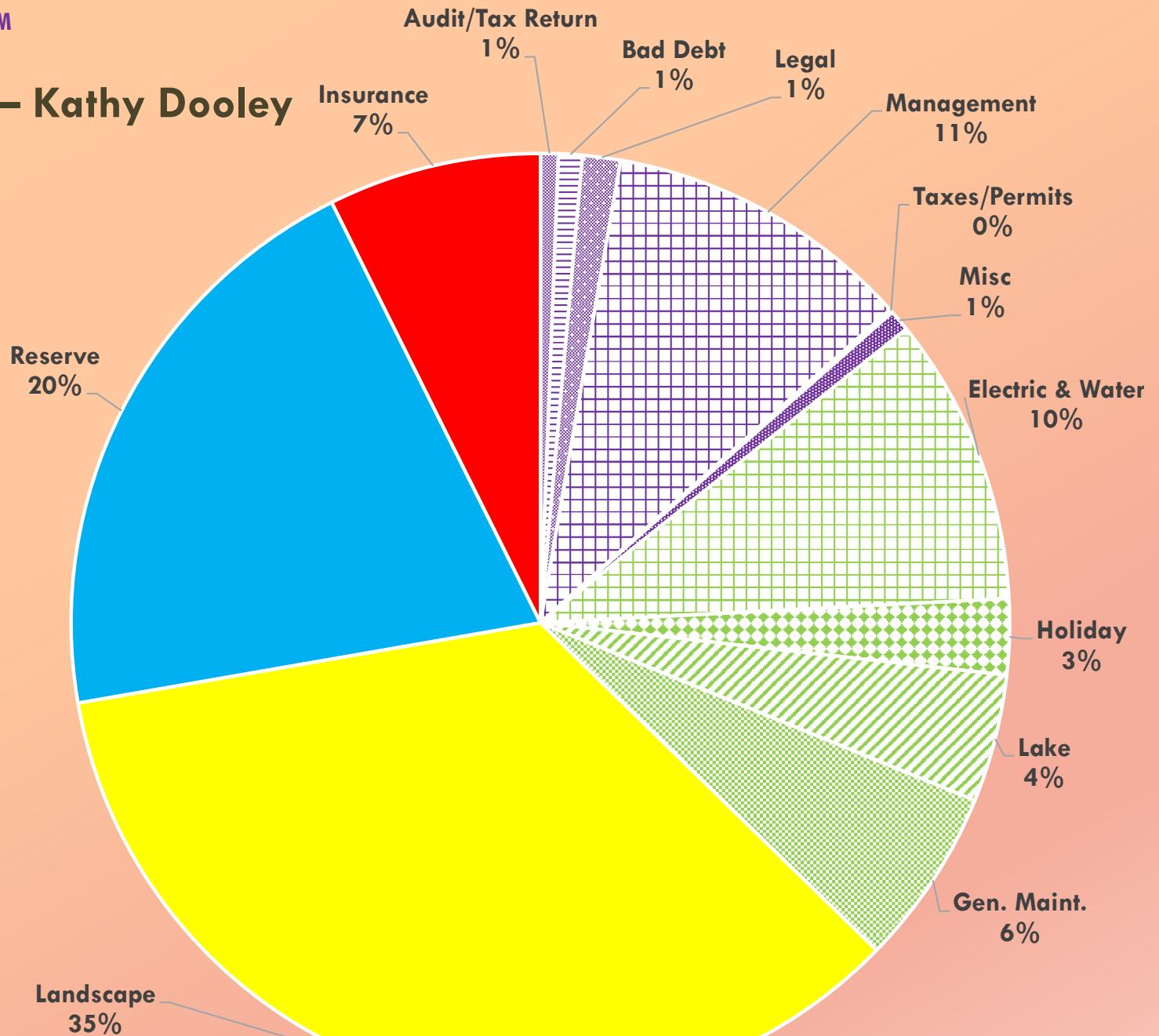
**(Order is not order of priority)**

- Replace plants that died over the summer.**
- Add additional sand to sand pit and volleyball court at Southwyck Lake Park.**
- Add additional gravel to Southwyck Sunset Park gravel path.**
- Continue revolving power washing program for entrances and brick walls.**
- All-boards section meeting twice a year.**
- Morgan Road sidewalk repairs/replacement from Northfork to Lakecrest.**
- Continue working on plans to replace the covered patio structure at Southwyck Lake Park with an enclosed building structure and the open Structure at the Lakecrest side of the park.**

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## ❖ Budget 2024 – Kathy Dooley



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- ❖ **Q&A while votes are counted – RICK NELSON**
- ❖ **Election Results – KATHY DOOLEY**
- ❖ **Door prizes – VANESSA WILLIAMS**
- ❖ **Reminders:**
  - **Board meetings are**  
**1<sup>st</sup> Thursday of every month at 6:30 PM via Zoom.**  
**Southwyck CAI's next meeting February 1st.**
  - **Check our website for updates & make sure you sign up for eblasts.**
  - **We need volunteers for short time periods throughout the year.**  
**Email [directors@SouthwyckTexas.com](mailto:directors@SouthwyckTexas.com) if you would like to help.**
- ❖ **PLEASE GET INVOLVED with your community associations**  
**either at the section level and/or master level. We both need your input**  
**and it helps you stay informed on what your association is doing.**

# **SOUTHWYCK CAI ANNUAL MEETING – JANUARY 04, 2024**

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***The Southwyck CAI board thanks you for attending our annual meeting!***

We challenge homeowners to try to attend at least a few of our monthly meetings a year or at the least stay informed by checking out website,  
**www.SouthwyckTexas.com.**

The first 30 minutes of each meeting is allocated for homeowner input. Our next board meeting is Thursday, February 2 at 6:30 pm.

***If you have questions about Southwyck CAI, please email us at [directors@SouthwyckTexas.com](mailto:directors@SouthwyckTexas.com) and we will try to answer any question you have quickly.***

***Thanks again for attending!***