

**Barrington Place Homeowners Association, Inc.
Board of Directors Meeting Minutes
November 19, 2019**

In attendance:

Board Members		Management		Guests
X	Phil Rippenhagen, President	X	Angela Connell	Officer Gary Reid, City of Sugar Land
X	Ken Langer, Vice-President			
X	Lynn Johnson, Secretary			
X	Alfred Lockwood, Treasurer			
X	Melanie Cockrell, At Large			

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

Call Meeting to Order:

Due notice of meeting and a quorum established, Open Forum was called to order by the President, Mr. Phil Rippenhagen, at 7:00 P.M. The meeting was conducted at the clubhouse located at 13318 Rosstown Drive, Sugar Land, TX 77478.

Call Open Forum to Order:

Officer Reid was not present. Several residents were present to discuss general association business and deed restriction enforcement.

Call Business Meeting to Order:

Actions between Meetings:

No action taken.

Approve Minutes of Previous Meeting:

The Board approved the minutes of the October 15, 2019 meeting as written.

Committee Reports:

- a. Crime Watch Committee – No report.
- b. Architectural Control Committee – No report.
- c. Recreation Committee –
 1. API reported the National Night Out event held on October 1, 2019 was a success.
 2. The Board discussed plans for the Christmas Party to be held December 17th at 6:30 p.m.
 3. API presented a fundraiser offer (Pitch Back) received from the Skeeter's. API will confirm with the CPA for eligibility prior to planning.
- d. Beautification Committee –
 1. Mrs. Lynn Johnson reported the Christmas Decoration Contest judging will be done the weekend of December 13th. API reported that a work order had been assigned to Wood Electric to check all receptacles for the upcoming Christmas decoration installation.

Barrington Place Homeowners Association, Inc.
Board of Directors Meeting Minutes
November 19, 2019
Page -2-

Treasurer's Report:

- a. Cash Balances – 10/31/2019 \$810,244.41
- b. Delinquencies – 10/31/2019 98.86% collected.
- c. Review Financial Reports –
- d. 2020 Budget - The Board approved the 2020 budget.

Management Report:

- a. Correspondence received by Association, Directors, Management – No Report.
- b. Association Business and Operations –
 1. Alpha & Omega Int'l Ministries – Mr. Lockwood reported no issues at this time.
 2. Mr. Lockwood reported on the City of Sugar Land Homeowner Association Maintenance Responsibilities Task Force Committee stating the committee was exploring the Landscape Reimbursement Program in regards to services and costs. Mr. Lockwood noted that the City contained 240 associations with 16 participating in the program.
 3. Mr. Lockwood reported the City Census Committee requested the association's support in communicating the census to the community. The Board agreed to utilize the newsletter, website and email blast to assist with the census.
 4. Costco Membership Renewal – API reported the Costco membership had been renewed. A discount was given this year as there was an error in the registration.
 5. Management Company Software Change – API reported that the company software was being changed to AGT-C3 which offers the TownSq app for all owners and residents. This application allows owners and residents to review and respond to compliance issues, review their assessment account, make payments, along with several other communication tools. A flyer notifying residents of the new software was included in the assessment billing. The live date is scheduled for March 1st. Additional information and instructions will be sent to all owners and residents once the software transition is completed for account profile setup.
- c. Common Area Maintenance Report –
 1. API reported that confirmation of sidewalk, irrigation and landscaping completion had not been received from TX Dot. It appeared that irrigation and landscaping has not been completed. API will make contact again with TxDot and the City of Sugar Land for more information. API reported the light pole had been re-installed.

2. The Board approved the landscape and irrigation renovation proposal submitted by Certified Landscape in the amount of \$ 10,895.75. API reported the entrance landscape improvements had begun. A leak was reported at the irrigation meter and repaired by the association's landscape company. A leak adjustment will be requested.
 3. API reported the painting of the curb numbers was near completion. An article will be placed in the next Barrington Banner issue requesting all owners that have curb damage to report to the City of Sugar Land for repair. A final drive through will be made to inspect all curb numbers for final payment and to report curb damage to the City of Sugar Land.
 4. The Board approved the City of Sugar Land Water Cost Reimbursement renewal for 2020.
- d. Pool Report –
1. Lifeguard Contract Proposals – API reported proposals were being obtained for the 2020 lifeguard contract. Once all proposals have been received, interviews will be scheduled.
 2. Maintenance Contract Proposals – API presented maintenance contract proposals. The Board approved the contract submitted by Pools by Dallas in the amount of \$1,250 per month. The Board approved to send a thirty (30) day notice of cancellation to Bratton pools effective December 31, 2019.
 3. Pool Monitors – Mrs. Lucille Kalu was present to discuss hiring of pool monitors for the 2020 pool season. The Board agreed to broaden the application advertisement to include the Fort Bend Star and placement at the Senior Center.
 4. API presented a Pool Project summary report outlining all known costs and a list of unknown expenses expected for the project. API reported the Board approved the color scheme for the splashpad floor and the final designs were being prepared for permit application.
 5. The Board approved the contract submitted by On Guard Inc. to install a 911 phone at the pool at an annual cost of \$495 with a one time installation cost of \$250. The Board instructed API to cancel the landline with Windstream located at the pool which will save approximately \$70 per month.
- e. Park Report – API reported the proposal for the replacement of the fence located at Summerfield Park between the park and the Summerfield Place owner was pending. Based on the previous proposal, the Board approved to share the cost of the replacement. API presented a proposal to relocate a shrub row between the park and the Summerfield Place owner's driveway. The owner had reviewed the shrub to be planted and agreed with the plant type. The shrub row was installed to prevent residents and recreational equipment (balls, etc.) from going into the neighbor's yard. The Board approved the proposal in the amount of \$1,425.

- f. Clubhouse Report – API reported the contract with J & H Towing to tow illegally parked vehicles in the pool and clubhouse parking lots was pending.
- g. Newsletter/Website/Sign Report –
 - 1. Website Design – API reported approval to the go live with the new website had been given. The website should be transitioned within seven (7) days.
 - 2. Sign Maintenance – The Board approved for API to provide sign maintenance at a monthly cost of \$90 per month.

Executive Session

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

- b. Collections
 - 1. Enforcement Action – No action.
- c. Deed Restriction Report – The Board approved the deed restriction report presented by API.

Set Date, Time and Agenda of Next Meeting/Adjournment

The next Board of Director's meeting is scheduled for Tuesday, December 17, 2019 at 6:30 P.M. at the clubhouse located at 13318 Rosstown, Sugar Land, TX 77478.

Being no further business; the meeting was adjourned by the President, Mr. Phil Rippenhagen at 9:00 P.M.

Submitted by: _____, Agent

Date: _____

_____, President

_____, Secretary