

Barrington Place Homeowners Association, Inc.
Board of Directors Meeting Minutes
January 21, 2020

In attendance:

Board Members		Management		Guests	
X	Phil Rippenhagen, President	X	Angela Connell	X	Officer Gary Reid, City of Sugar Land
X	Ken Langer, Vice-President				
X	Lynn Johnson, Secretary				
X	Alfred Lockwood, Treasurer				
	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 present to report on the months patrol activity and to hear concerns from the residents. Several residents were present to discuss general association business.

Call Business Meeting to Order:

Actions between Meetings:

No action taken.

Approve Minutes of Previous Meeting:

The Board approved the minutes of the November 19, 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 Christmas Party held December 17th was a success. The Board requested API to order more food for next year’s event.
 2. API reported the community was not eligible to participate in the fundraiser offer (Pitch Back) received from the Skeeter’s.
 3. The Board discussed plans for the Easter Egg Hunt scheduled for April 11th to be held at Slockett Park.
 4. The Board discussed plans for the 22nd Annual Weenie Roast to be held May 16th. After discussion, the Board scheduled a rain/construction delay date of May 30th as this year would include the opening of the splash pad.
- d. Beautification Committee –
 1. Mrs. Lynn Johnson reported the Christmas Decoration Contest judging was difficult as there were many yards to choose from.

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2. API reported that many issues caused the Christmas lighting to malfunction at the Nantucket and West Airport entrances. It is suspected these malfunctions are due to the many construction projects that have been done at these entrances. The decoration contract has one more year. The Board requested API to discuss options to include larger decorations that would be visible during the day and lit or reflective at night for future years as an option.

Treasurer's Report:

- a. Cash Balances – 12/31/2019 \$862,581.10
- b. Delinquencies – 12/31/2019 99.14% collected.
- c. Review Financial Reports – API presented the monthly financial reports for Board review.

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 continuing to explore the Landscape Reimbursement Program in regards to services and costs. Mr. Lockwood also reported the City was in the process of hiring staff to perform landscape services for the city as opposed to contracts with outside sources.
 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. Information was requested and will be placed at the front desk for owners coming into the office for payments, etc.
 4. Management Company Software Change – API reported on the software change reporting additional information on the TownSq app for all owners and residents would be ready for review and distribution to the residents soon.
- c. Common Area Maintenance Report –
 1. API reported that confirmation of sidewalk, irrigation and landscaping completion had not been received from TX Dot.
 2. API reported a boulder was installed at the Barrington Place entrance at the drive to the gas station as trucks exiting the station had caused damage to the landscaping/irrigation.
 3. API reported the leak adjustment request was denied as the leak was on an irrigation meter. Adjustments are only offered on meters that have sewage charges as these are the charges adjusted.

4. The Board requested API to store the cement benches removed from the Nantucket entrances after the landscape renovations at the clubhouse until a decision could be made on where to install them. Consideration will be given to the clubhouse back yard and/or Summerfield Park.
 5. API reported the City of Sugar Land was requiring the median along West Airport at Stancliff to be modified by the new business being built on the South side of West Airport by adding a turn lane. This median is included in the ROW agreement between the City of Sugar Land and BPHOA. Certified Landscapes was requested to turn off irrigation and to relocate three (3) Crepe Myrtles to allow for this modification. API will monitor to ensure irrigation and landscape repairs are made after construction.
 6. API reported an ongoing maintenance program will be scheduled to inspect and work order needed repainting of curb numbers in the community on a quarterly basis.
 7. API reported the lights in the message boards were scheduled to be replaced with LED fixtures per the Board's email approval in the amount of \$1,928.00.
 8. The Board approved API to solicit a proposal to replace the fence along Alston with a stone wall. The Board approved API to complete and submit a CIP application to the City of Sugar Land once received. If approved by the City, they City would pay one half of the cost for this improvement which will greatly improve the aesthetics of the community in this area.
 9. The Board approved the 2020 mosquito fogging contract renewal submitted by Cypress Creek Pest Control.
- d. Pool Report –**
1. Lifeguard Contract Proposals – API presented proposals for the 2020 lifeguard contract. Interviews will be scheduled in the coming months.
 2. Maintenance Contract Proposals – API reported the maintenance contract transition was handled well. API reported the pool water will be drained approximately 2-3 feet to allow fresh water to be added to reduce calcium levels.
 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 reported the 911 phone had been installed at the pool and the Windstream account had been cancelled.
 5. API reported pool registration dates had been determined per the following.

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- May 16, 2020 from 1pm- 4pm – Saturday – Pool/Weenie Roast
 - May 27, 2020 from 5pm-7pm – Wednesday – API Office
 - May 29, 2020 from 9am-7pm – Friday – API Office
 - June 3, 2020 from 5pm-7pm – Wednesday – API Office
 - June 6, 2020 from 10am-3pm – Saturday – API Office
6. API presented an updated Pool Project summary report outlining all known costs and a list of unknown expenses expected for the project. The Board approved the following;
- Canopy Colors
 - Baby Pool – Yellow
 - Diving Board Area – True Blue
 - Splash Pad – Yellow, True Blue, Purple, Lime & Red.
 - Deck Color – Houston Tan
- The Board requested a drawing of the canopies on the splash pad to determine the color options prior to final approval. Default color option for splash pad canopies is Latte. An onsite meeting will be scheduled to confirm fence/deck locations and to meet with the tree company to inspect the tree roots once the deck has been removed.
- e. Park Report – API reported the fence and shrubbery replacement located at Summerfield Park had been replaced.
- f. Clubhouse Report –
1. The Board approved the proposal submitted by JR D Construction to strip and repaint the front doors of the clubhouse at a cost of \$750.00.
 2. API reported the soffit lights of the clubhouse had been replaced with LED fixtures per the email approval in the cost of \$1,255.
- g. Newsletter/Website/Sign Report –
1. Website Design – API reported the new website was now active.

Executive Session

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

- a. Collections
 1. Enforcement Action – No action.
- b. Deed Restriction Report – The Board approved the deed restriction report presented by API reflecting approval to forward three (3) properties to the association attorney for enforcement.

Set Date, Time and Agenda of Next Meeting/Adjournment

The next Board of Director's meeting is scheduled for Tuesday, February 18, 2020 at 7:00 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