

**Barrington Place Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**April 16, 2019**

**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				
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 present to report on the months patrol activity and to hear concerns from the residents. Also present to address the residents were Mrs. Carrie Paxton-Lamke City of Sugar Land, Mr. Dave Rosenthal, FBISD Trustee, and Mrs. Nancy Porter, on behalf of District 1 Councilmember Steve Porter. Several residents were present to discuss general association business and pool monitor applications.

**Call Business Meeting to Order:**

**Actions between Meetings:**

No action taken.

**Approve Minutes of Previous Meeting:**

The Board approved the minutes of the March 19, 2019 meeting as written.

**Committee Reports:**

- a. Crime Watch Committee – No report.
- b. Architectural Control Committee – No report.
- c. Recreation Committee – The Board discussed the Easter Egg Hunt scheduled for April 20, 2019. The Board also discussed the Annual Weenie Roast scheduled for May 11, 2019. API reported all items needed for the Easter Egg Hunt was in the clubhouse. Plans were confirmed for Weenie Roast.
- d. Beautification Committee –
  1. The Board approved to purchase and place a sign on yard of the month signs that the award letter and gift card would be mailed upon the pickup of the sign as several signs have not been returned in the past.
- e. Communication Committee – The Board discussed issues relating to delays with the newsletter publication.

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**Treasurer's Report:**

- a. Cash Balances – 03/31/2019 \$1,063,426.32
- b. Delinquencies – 03/31/2019 97.56% collected.
- c. Review Financial Reports –
  - 1. API reported the Regions checking account closure and transfer into a new money market account was in process. The Board instructed API to void refund checks to overpaid accounts that are still outstanding and to credit the A/R accounts. A credit memo will be mailed to all owners with the 2020 assessment billing.

**Management Report:**

- a. Correspondence received by Association, Directors, Management –
  - 1. API presented correspondence received from the City of Sugar Land requesting interested persons to submit an application to serve on a Parks Committee.
- b. Association Business and Operations –
  - 1. Alpha & Omega Int'l Ministries – No further concerns reported.
  - 2. The Board discussed the annual meeting scheduled for May 16, 2019. The nominating committee reported three (3) nominations (incumbent members) had been received. No further nominations had been received.
  - 3. API reported that Mr. Al Lockwood had been nominated to serve on the City of Sugar Land Homeowner Association Maintenance Responsibilities Task Force Committee.
- c. Common Area Maintenance Report –
  - 1. API reported that the recent sidewalk installation along Eldridge was still underway, therefore the cleanup of that entrance was on hold. Proposals for landscape enhancement of the common area are pending submission.
  - 2. The Board approved the proposal submitted by Champion Curb Painting Services at a cost of \$7.50 per address. The Board reviewed the results of the inspection, stating that 90% of the curb addresses were either missing or in need of painting. The Board approved to paint all curb addresses other than the custom addresses and those that have opted out. API will meet with the contractor to discuss scheduling.
  - 3. API reported the sidewalk installation by TxDOT along both sides of Eldridge from West Airport to West Belfort had been delayed by the City of Sugar Land and had learned that a portion of the esplanade on Nantucket would need to be removed which would require the light pole to be removed. API will schedule an onsite meeting with the City and the landscape company to get more details and to discuss the repair of the irrigation damaged during construction.

4. API reported that after several calls to the local post office with no response, a complaint was made to USPS. A call was received from the district representative who apologized for the lack of response and misinformation on who is responsible for the cluster mailboxes. API also reported that the cluster mailboxes had been replaced.
- d. Pool Report –
1. Lifeguard Contract – Trident Pools were present to discuss pool opening procedures for the 2019 pool season.
  2. Pool Monitors – The Board interviewed applicants for the pool monitor positions. After review, the Board approved to accept applications submitted by Rebecca Pham, Elena Louis, Grant Miller and Lucille Lockwood (Mr. Al Lockwood’s wife) for pool monitor positions. During the interviews and decision making process Mr. Al Lockwood were excused from the meeting, had no access to the materials considered, and did not participate in the Board discussion or vote on the applications.
  3. API presented the drawings and budget estimates for three (3) options for the replacement of the pool deck and shade structures to include replacement of existing decks and shade structures as is, replacing with cool deck options, increasing the size of the decks into the clubhouse yard area, and the installation of a splash pad. The Board approved to move forward with obtaining proposals for the two options replacing and increasing the decks with cool deck and the installation of a splash pad. API will bring drawings for review by the residents to the annual meeting for input.
- e. Park Report – The Board approved the proposal submitted by JR D Construction to replace the section of damaged fence along the Summerfield Park at a cost of \$4,534.00. API will contact the neighboring owner to discuss the work and to make arrangements for the shared expense.
- f. Clubhouse Report – The Board approved to contract J & H Towing to tow illegally parked vehicles in the pool and clubhouse parking lots. API will work with J & H Towing to revise the contract to allow for towing on an “only when approved” basis. API also reported a certified letter had been mailed to the owner parking their vehicles in the pool parking lot informing them they are subject to tow.

**Executive Session**

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

- a. Collections
1. Enforcement Action – The Board approved one (1) waiver request and one (1) waiver request with conditions. The Board denied two (2) waiver requests. The Board approved one (1) payment plan request.

- b. Deed Restriction Report –
  - 1. Enforcement Action – 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, June 18, 2019 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: 7-16-19

Phil Rippenhagen, President

[Signature], Secretary