

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: March 6, 2012 – 6:00 pm

Location: Starbucks
5911 FM 2920, Spring, TX

Attendees: Debra Busby, President
Gayle Meharali, Secretary
Kevin Anderson, Director
Cathy S. Normand, Director
Doug Sebastian, ACMI

OPENING: The meeting was called to order at 6:36 pm by Ms. Busby.

INTRODUCTION – Mr. Sebastian provided a Board Notebook to Ms. Normand and reviewed the contents. He described the budget process and board approvals. Contracts and insurance were briefly discussed. He briefly reviewed the legal documents and stated the board has the responsibility to enforce the deed restrictions as written. The collections, deed restrictions enforcement, and ARC policies were reviewed.

APPROVAL OF PRIOR MEETING MINUTES: The minutes from the following meetings were approved:

- September 29, 2011 Board Meeting
- February 28, 2012 Homeowners Meeting

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the February 2012 monthly reports with the board. The board inquired which portion of owners pay online.

ELECTION OF OFFICERS: The board unanimously elected directors to the following officer positions:

- President – Debra Busby
- Vice-President – Kevin Anderson
- Secretary – Gayle Meharali
- Treasurer – Cathy Normand

ASSOCIATION OPERATIONS

- **Park Fence Repairs** – Mr. Sebastian reported the fence repairs are complete.
- **Park Equipment Repair** – Mr. Sebastian stated a quote to replace the damaged whale ride at the park is expected tomorrow and will be forwarded to the board for approval.
- **Additional Park Equipment** – The board discussed adding additional equipment at the park. Options included, disc gold, exercise equipment, and other games. Mr. Sebastian agreed to forward options to the board to review.
- **Newsletter** – Ms. Normand agreed to lead the newsletter moving forward.
- **Yard of the Month** – Ms. Normand agreed to coordinate Yard of the Month.
- **Spring Community Event** – The board discussed having a community event with a bouncy house, games and other activities in the park. The board agreed to coordinate the event by email.

EXECUTIVE SESSION

- **Collections**
 - **ACMI Receivables Report** – Mr. Sebastian reviewed the current report with the board.

- **O’Neal Law Firm** – The board approved proceeding with foreclosure at one property, as recommended by the attorney. They authorized follow-up letters to be sent to owners who are two years delinquent.
- **Holt & Young** – Mr. Sebastian distributed the current attorney’s report. The board approved one payment plan.
- **Deed Restrictions** – The board reviewed the current report.
- **DR Fine Policy** – Mr. Sebastian distributed the draft Fine Policy Resolution and it was discussed with the board. The board agreed to review the document and submit comments by email for discussion before adopting the resolution.

ADJOURN

The meeting was adjourned at 8:20pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Gayle Meharali, Secretary