

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: February 12, 2015 – 6:00pm

Location: 7120 Avalon Bend Circle, Spring, TX

Attendees: Joseph Elvir, Director
David Busby, Director
Marina Vanderborgh, Director
Kathleen Sfamenos, Secretary
Keisha Simons, Director
Ingrid Cherry, Homeowner
Doug Sebastian, ACMI

OPENING: The meeting was called to order at 6:15 pm by Mr. Sebastian.

- **Introduction** – Mr. Sebastian reviewed the board responsibilities and roles of the board. He referenced the bylaws, ARC guidelines, and deed restrictions as important documents that guide all decisions by the board of directors.
- **Board Notebooks** – Mr. Sebastian provided and reviewed the board notebook.
- **Communication** – The board discussed communication conducted by email. Rules related to decision made by email were reviewed.

HOMEOWNER DISCUSSION: Ingrid Cherry stated she was present to observe the meeting and had no particular issue to review with the board. Ms. Cherry stated she is not in favor with proceeding with the splash pad construction.

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

- January 6, 2015 Board Meeting
- January 22, 2015 Annual HOA Meeting

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the January 2015 monthly reports with the board.
- **Accounting Procedures** – Mr. Sebastian reviewed ACMI's accounting procedures with the new board members. Monthly reports will be emailed to the board during months when there is no meeting
- **Audit** – The board asked ACMI for a proposal from a one-year audit for 2014.

OFFICER ELECTIONS: The board elected directors to the following positions:

- **President** – Marina Vanderborgh
- **Secretary** – Kathleen Sfamenos
- **Treasury** – Joseph Elvir

ASSOCIATION OPERATIONS

- **Splash Pad** – The board reviewed the contract from Vortex, Inc. for the splash pad construction. Mr. Sebastian stated there are concerns with the contract that need to be worked before the contract should be signed.

The board discussed the splash pad project in detail. The pros and cons of adding a fence at splash pad were reviewing.

Mr. Elvir made a motion to put the splash pad project on hold until additional feedback from the

homeowners can be gathered. He recommended a survey about the splash pad be mailed to each homeowner with a stamped return envelope. The motion did not pass by a 2-3 vote.

- **Pipeline Gates** – The board asked Mr. Sebastian to get a quote to install automatic gate closers to the gates which cross the pipelines on Blooming Rock and Channelbrook. The gates are routinely left open.
- **Pipeline Use** – The board asked Mr. Sebastian to contact the pipeline companies to inquire whether they would approve the installation of soccer goals, a volleyball court, or additional landscaping on the pipelines. The board asked to inquire whether the pipeline companies would agree to contribute funds towards the improvements.
- **Dog Waste Stations** – The board requested quotes to add a few dog waste stations in the community.
- **Flowers at Springbrook Hollow Entrances** – The board requested a quote from the landscape company to add flowers at each of the entry monuments at Springbrook Hollow & TC Jester.
- **Dead Pine at Entrance** – The board reported there is a dead pine tree on the street coming into the community for Kuykendahl. Mr. Sebastian agreed to have the landscaper check to confirm it is dead and provide a price to remove the tree.
- **Storage Unit Information** – The board requested that the access information for the storage unit be emailed to the full board.
- **Security Discussion** – The board discussed options to improve security within the community. Mr. Busby stated a neighborhood watch was operating for period in 2014 and had a Facebook page to communicate. He suggested trying to more formally organize the neighborhood watch program. The board discussed other options including hired security patrol, off-duty police patrols and security cameras.

ADJOURN

The meeting was adjourned at 9:12pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Kathleen Sfamenos, Secretary

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: February 26, 2015 – 6:30pm

Location: via teleconference

Attendees: Joseph Elvir, Treasury
David Busby, Director
Marina Vanderborgh, President
Kathleen Sfamenos, Secretary
Keisha Simons, Director
Lieutenant David Mayes, Precinct 4 Constable's Office
Doug Sebastian, ACMI

OPENING: The meeting was called to order at 6:34 pm by Mr. Sebastian.

SECURITY DISCUSSION: The board and Lt. Mayes discussed security concerns at length. Discussion points included:

- Lt. Mayes described the security contract with Bridgestone MUD. He stated the district will be adding two more deputies and one sergeant starting in March.
- The board expressed their concerns regarding crime in the community. Lt. Mayes responded that there is not a large gang presence in Springbrook. Crime rates have improved in recent years. He also stated that the additional officers will allow a greater focus on residential patrols.
- The board discussed extra off-duty officer patrols and the option of private security. Lt. Mayes cautioned the board about private security firms. He explained that the private security firms cannot make arrests or issue tickets. Other concerns were also discussed.
- Lt. Mayes explained that the security concerns are valid but all crime cannot be prevented. He encouraged homeowners to report all suspicious activity to law enforcement.
- Mr. Busby discussed improving the Neighborhood Watch program in the community. Lt. Mayes recommend a simple program. Homeowners should be aware of their surroundings and neighbors.

Lt. Mayes then left the call.

- The board further discussed security options. The board agreed to not proceed with additional patrols or private security and to increase the focus on the Neighborhood Watch program.

ASSOCIATION OPERATIONS

- **Neighborhood Watch Signs** – The board approved the quote for five signs to be placed at the community entrances.
- **Security Cameras** – The board agreed to not proceed with security cameras for the entrances.
- **Gate Repairs** – The board approved the quote to replace the broken gate on the west side of Blooming Rock Lane.
- **Pipeline Improvements** – The board discussed possible adding soccer goals on the pipelines. Mr. Sebastian agreed to contact the pipelines companies to determine the feasibility of the project.
- **Pct. 4 Patrol Signs** – The asked Mr. Sebastian to contact Pct. 4 to get additional patrol signs installed.

ADJOURN

The meeting was adjourned at 7:44pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Kathleen Sfamenos, Secretary

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: May 28, 2015 – 6:00pm

Location: Denny's, FM 2920 & TC Jester

Attendees: Joseph Elvir, Director
Marina Vanderborgh, Director
Kathleen Sfamenos, Secretary
Keisha Simons, Director
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 6:07 pm by Mr. Sebastian.

HOMEOWNER DISCUSSION: Jonette Green addressed the board as the Neighborhood Watch coordinator. The board discussed how the committee will operate. The board asked Ms. Green to submit a list requests from the board and a budget for operations. The board expressed their support for the program and thanked Ms. Green for volunteering.

Other homeowners expressed the desire for improved communication. A newsletter or door-to-door flyers was suggested. The board stated they will be putting an emphasis on the website and Facebook. Homeowners need to add their email addresses to the webpage to receive official HOA emails. The sign board are also routinely updated with important information.

BOARD RESIGNATION AND CANDIDATE INTRODUCTIONS

- The board officially acknowledged the resignation of David Busby from the board.
- Adrian Luecke and Lindsay Magdelano introduced themselves to the board as interested in being appointed by the board to the vacant position. The board asked questions of each volunteers.
- The board will vote who to appoint to the vacant position during the executive session and the new board member will be notified by email following the meeting.

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

- February 12, 2015 Board Meeting
- February 26, 2015 Board Meeting (conference call)

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the April 2015 monthly reports with the board.
- **Audit** – Mr. Sebastian stated the audit is planned for June. The exact will be forwarded to the board when it is scheduled.

ASSOCIATION OPERATIONS

- **Splash Pad** – Mr. Sebastian stated that construction plans for the splash pad have been submitted by Vortex to Bridgestone MUD for approval. Comments on the plans have been received. Vortex is currently revising the plans to be resubmitted for review and approval. The board acknowledged that the splash pad will not be ready for use during the 2015 summer season.
- **Soccer Goal on Pipelines** – Mr. Sebastian stated the pipeline company has denied allowing any type of soccer goal which requires a concrete footing. The board requested two additional quotes for free-standing goals, both 18' wide and 12' wide options.

- **Park Drainage** – The board reviewed the two quotes to add French drains around the perimeter of the playground. The board agreed to defer the project until the splash pad is completed.
- **Fence Repair** – The repair to the fence fencing TC Jester is not completed yet. Mr. Sebastian will follow up with the contractor.
- **Additional Landscaping on TC Jester** – The board discussed improving the landscaping at the entrances or adding planting beds on TC Jester. The board agreed to defer the project for now.
- **Playground Repairs** – Mr. Sebastian reported that McKenna should be completing the repairs on the slider this week.
- **Pct. 4 Patrol Signs** – The patrol signs to be posted at the entrances are waiting installation by Harris County.
- **Dog Waste Stations** – The board agreed to defer install any dog waste stations for now.

EXECUTIVE SESSION

- **Vacant Board Position** – The board agreed to appoint Adrian Luecke to the vacant position. He will serve the remainder of David Busby’s term.
- **Next Board Meeting** – The board agree to meet next on June 8 at 6:00pm at Denny’s.
- **Attorney Report** – The board reviewed the current attorney’s report. The board agreed to authorize foreclosure lawsuits on the accounts recommended by the attorney.

ADJOURN

The meeting was adjourned at 8:00pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Kathleen Sfamenos, Secretary

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: June 8, 2015 – 6:00pm

Location: Denny's, FM 2920 & TC Jester

Attendees: Joseph Elvir, Director
Adrian Luecke, Director
Kathleen Sfamenos, Secretary
Keisha Simons, Director
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 6:07 pm by Mr. Sebastian.

- **Introduction** – Mr. Sebastian reviewed the board responsibilities and roles of the board with new director Adrian Luecke. He referenced the bylaws, ARC guidelines, and deed restrictions as important documents that guide all decisions by the board of directors.
- **Board Notebooks** – Mr. Sebastian provided and reviewed the board notebook.
- **Communication** – The board discussed communication conducted by email. Rules related to decision made by email were reviewed.

HOMEOWNER DISCUSSION: No homeowners were present.

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

- May 28, 2015 Board Meeting

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the May 2015 monthly reports with the board.
- **Audit** – Mr. Sebastian stated the audit is being conducted today. The audit report will take approximately two months to prepare by the CPA firm.

ASSOCIATION OPERATIONS

- **Splash Pad** – Vortex is continuing to work on revising the plans to be resubmitted for review and approval. The board acknowledged that the splash pad will not be ready for use during the 2015 summer season. Mr. Elvir discussed concerns related to limited parking at the park. There are no available options to increase parking at the park.
- **Soccer Goal on Pipelines** – The board requested that letters be sent to each owner which backs up to the soccer field area to ask for their feedback regarding the soccer goals.
- **Fence Repair** – The repair to the fence fencing TC Jester is complete. The board asked if the matching gate can also be adjusted to match the height of the new gate.
- **Playground Repairs** – Mr. Sebastian reported that McKenna has ordered parts and the repairs should be completed after they arrive.
- **Pct. 4 Patrol Signs** – The patrol signs to be posted at the entrances are waiting installation by Harris County.
- **Entry Lights** – The board reported some of the lights on TC Jester at the entrances are not working. Mr. Sebastian agreed to have them checked.

EXECUTIVE SESSION

- **Collections** – Mr. Sebastian distributed the A/R report with the board.

- **Attorney Report** – The board reviewed the current attorney’s report. The board agreed to authorize foreclosure lawsuits on the accounts recommended by the attorney.
- **Deed Restrictions** – The board discussed current violations and reviewed the ACMI report. Enforcement of rules related to trash cans was discussed.

ADJOURN

The meeting was adjourned at 7:16pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Kathleen Sfamenos, Secretary

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: August 4, 2015 – 6:00pm

Location: Denny's, FM 2920 & TC Jester

Attendees: Marina Vanderborgh, President
Joseph Elvir, Director
Adrian Luecke, Director
Kathleen Sfamenos, Secretary
Keisha Simons, Director
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 6:05 pm by Mr. Sebastian.

HOMEOWNER DISCUSSION: Discussion with owners in attendance included:

- Homeowners suggested adding additional lighting at the park around the new splash pad. The board stated they have discussed additional lighting but there are no plans currently to add more lighting.
- Boats and 18-wheelers were discussed. These are deed restriction violation which should be reported to ACMI.
- Security concerns were discussed. The board explained the area within the security patrol area provided through Bridgestone MUD. The board explained they considered additional private security or Constable patrols in early 2015 and decided not to proceed at the time.
- It was reported that the park needs to be treated for ants. ACMI will get a quote to treat the area with an ant bait.
- Requests for additional recycling should be made to the Bridgestone MUD board of directors.
- Speeding and speed bumps were discussed. Speed bumps are not permitted by Harris County. Speeding should be reported to Pct. 4 Constable Office.

SPLASH PAD DISCUSSION: Avery Croteau with Vortex Aquatic addressed questions from the board and homeowners. The status of plans and projects delays were discussed. The board reviewed the revised design for the splash pad and agreed to proceed with the design. Mr. Croteau stated there will be a change in the area of concrete and flex-ground surfacing used. A change order will be sent to the board for approval. The design and operation of the splash pad was discussed in general. Mr. Sebastian stated homeowners should expect a increase in the annual assessment to cover expenses related to splash pad and to rebuild the reserve fund.

Mr. Croteau then left the meeting.

EVENTS COMMITTEE: Beth Harvey agreed to help coordinate the events committee but needed additional volunteers. She will contact the board to discuss plans for future events.

APPROVAL OF PRIOR MEETING MINUTES: The board reviewed the minutes from the June 8 meeting and made one comment. The minutes will be approved at the next board meeting.

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the July 2015 monthly reports with the board. The board asked what are the current CD rates.
- **2016 Budget** – Mr. Sebastian reviewed the draft 2016 budget with the board. The final budget and assessment will be approved at the next meeting.

ASSOCIATION OPERATIONS

- **Next Board Meeting** – September 10, 2015 at 6:00pm at Denny’s.
- **Soccer Goal on Pipelines** – Mr. Sebastian stated that only one homeowner had responded to the survey sent last month. The survey was asked whether the homeowners near the proposed soccer area supported the plan or not.
- **Entry Monument Outlets** – The board asked ACMI to have an electrician check and repair each outlet on the entry monuments to ensure they will work to light the holiday decorations.
- **Yard of the Month** – Ms. Simons stated her real estate business can no longer sponsor the gift card. The board agreed to sponsor the program moving forward.
- **Flag Replacement** – The board approved ordering a new flag online which was shipped to Mr. Elvir. He stated it will be installed within a few days.
- **Playground Repairs** – McKenna has completed to the slider at the park.
- **Entry Lights** – Repairs to the lights on TC Jester at the entrances have been repaired.

EXECUTIVE SESSION

- **Collections** – Mr. Sebastian distributed the A/R report with the board.
- **Deed Restrictions** – The board discussed current violations and reviewed the ACMI report.

ADJOURN

The meeting was adjourned at 8:30pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Kathleen Sfamenos, Secretary

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: September 10, 2015 – 6:00pm

Location: Denny's, FM 2920 & TC Jester

Attendees: Marina Vanderborgh, President
Joseph Elvir, Director
Adrian Luecke, Director
Kathleen Sfamenos, Secretary
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 6:10 pm by Mr. Sebastian.

HOMEOWNER DISCUSSION: No homeowners were present.

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

- June 8, 2015 Board Meeting
- August 4, 2015 Board Meeting

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the August 2015 monthly reports with the board. The current CD rates were reviewed.
- **New States Laws:** Mr. Sebastian explained to the board that the State approved a series of laws which impact homeowners association. A detailed summary of the laws prepared by a law firm will be forwarded to the board by email. Mr. Sebastian summarized the new laws as follows:
 - Decision by Email: the requirement to have unanimous consent for decision made by email has gone away. Now we can operate by majority approval after everyone has had a reasonable time to respond.
 - Meeting Notices: We are now required to ask for volunteers for the board prior to mailing the annual meeting notices. This can be done through email/website.
 - Open Meetings: There is a list of items which can ONLY be approved at an open meeting. This should not be a problem since we have regular meetings.
 - Conference Calls: We are now required to notify all owners of a board meeting conference call and they must have the opportunity to join the call. In effect, this makes it very difficult to conduct any business by conference call.
- **2016 Budget** – The board reviewed the draft budget in detail and discussed projected expenses. The board approved leaving the annual assessment at \$350.
- **ACMI Contract** – The board approved a \$75/month increase to ACMI's monthly rate.
- **Detention Area Maintenance** – The board asked for details regarding the detention area maintenance contract with Bridgestone MUD and whether the mowing frequency could be decreased.

ASSOCIATION OPERATIONS

- **Soccer Goal on Pipelines** – Mr. Sebastian reported that only one of the ten owners responded to the survey about the soccer goals. The board discussed the project in detail and agreed to cancel the soccer goal installation project.
- **Sidewalks** – The board discussed adding sidewalks along TC Jester. The board looked into this subject in detail in 2014 and will share that information with the current board members. The sidewalk project requires Harris County approval with engineered drawings.

- **Autumn Sunset Park** – The board discussed options to add a playground at the Autumn Sunset street circle. The board agreed to not proceed with the playground at this time. Additional tables or benches may be considered in the future.
- **Splash Pad Status** – Vortex is currently waiting on their engineer to prepare and finalize the revised drawings which will be submitted to Bridgestone MUD for approval.
- **Marquee Sign Opener** – Mr. Sebastian has asked Adam’s Signs to look into options to add a gas-shock to aid in opening and closing the marquee sign doors. He expects their recommendation in about two weeks.
- **Landscape Related**
 - Irrigation Repairs – The board discussed needed repairs near the traffic signal construction on TC Jester. Mr. Sebastian explained the Harris County will not repair any irrigation damaged within the street right-of-way. The board approved with needed repairs to irrigation system.
 - Additional Landscaping – Mr. Elvir reported he met with Earthcare Management to discuss changing and adding landscaping along TC Jester. The quote will be forwarded to the full board when received.
- **Ant Bait at Park** – The board agreed to not proceed with apply an ant bait at the park until the splash pad installation was complete.
- **Street Graffiti** – The street graffiti on Bluestone Springs Lane was first cleaned by Harris County. The HOA paid a contractor to clean it further. Mr. Sebastian explained it cannot be removed perfectly from the porous concrete but will fade over time.
- **Yard of the Month Sign** – Mr. Sebastian reviewed design options with the board. Final proofs will be emailed to the board to approve.
- **Flag** – Mr. Elvir agreed to secure the loose connection at the bottom of the flag.
- **Christmas Decorations** – The board discussed additional needed decoration. Ms. Vanderborgh and Mr. Elvir will coordinate purchasing the needed decorations.
- **Next Meeting** – November 5, 2015 at 6:00pm.

EXECUTIVE SESSION

- **Collections** – Mr. Sebastian distributed the A/R report with the board.
- **Attorney Report** – The board reviewed the report from Holt & Young. The board approved further action related to one account.
- **Deed Restrictions** – The board discussed current violations and reviewed the ACMI report.

ADJOURN

The meeting was adjourned at 8:30pm.

Prepared By: _____
 Doug Sebastian, ACMI

Approved By: _____
 Kathleen Sfamenos, Secretary

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: November 9, 2015 – 6:00pm

Location: Denny's, FM 2920 & TC Jester

Attendees: Marina Vanderborgh, President
Keisha Simons, Director
Adrian Luecke, Director
Kathleen Sfamenos, Secretary
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 6:09 pm by Mr. Sebastian.

HOMEOWNER DISCUSSION: The board and homeowners in attendance discussed the following items:

- Deed restriction enforcement and procedures were reviewed. The association does not have the option to fine owners for ongoing violations and must pursue issues through the civil court system if homeowners do not comply.
- The splash status was discussed. The plans are currently being reviewed for the third time by Bridgestone MUD and the association hopes to have approved plans within 5-10 days.
- Soliciting was discussed. Solicitation is not illegal and cannot be restricted by the HOA or law enforcement. Suspicious persons and solicitors who refuse to leave should be reported to law enforcement.
- TC Jester traffic light – The board reported they, along with many communities along TC Jester, were opposed to the new traffic lights and fight against them. The new lights are being completed first near FM 1960 and working north towards Springbrook.

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

- September 9, 2015 Board Meeting

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the October 2015 monthly reports with the board.
- **Annual Meeting** – The board agreed to hold the annual meeting on January 28 at 6:30pm at Benignus Elementary School. ACMI will confirm with the board once the school has been reserved. The board approved purchasing two \$100 gift cards as door prizes and coffee for the attendees. Ms. Simons and Ms. Vanderborgh stated they would not be seeking reelection this year. The board agreed to use a Powerpoint presentation and handout again. Mr. Sebastian agreed to draft the presentation and send to the board for review and approval in early January.

ASSOCIATION OPERATIONS

- **Detention Area Maintenance Agreement** – Mr. Luecke reported he attend the last Bridgestone MUD board meeting. He made a couple requests to the MUD to change the scope of the detention pond maintenance contract. The potential savings is \$7,125. A summary of the requests has prepared by Mr. Luecke and distributed to the board. He reported that the MUD's consultants are reviewing the request and will make a recommendation to the board at their next meeting.

Mr. Sebastian noted that he does not expect that the MUD will agree to all the requests but they may agree to some of the requests which will need to some savings for the HOA.

- **Splash Pad Status** – Since the last board meeting, Bridgestone MUD has reviewed the plans and required additional changes to the plans. The overall design is acceptable but additional notes were required on the plans. The plans have been resubmitted to Bridgestone MUD and are waiting on their review.
- **Soccer Goal on Pipelines** – The board voted to not proceed with the soccer goals at the September meeting. The topic was discussed again and the majority of the board agreed to not proceed with the soccer goals.
- **Sidewalks** – The board discussed adding sidewalks along TC Jester between Autumn Sunset and Springbrook Hollow Lane in detail. The board reviewed the estimated cost based on the 2014 quotes. The board agreed to not proceed with the project.
- **Autumn Sunset Park** – The board further discussed options to add a playground at the Autumn Sunset street circle. The board agreed to not proceed with the playground at this time. Additional tables or benches may be considered in the future.
- **Children at Play Signs** – The board agreed to install new signs at the following locations:
 - Two signs approaching the park
 - One at Autumn Sunset
 - Two on Channel Brook near Springbrook Garden
- **Marquee Sign Opener** – Mr. Luecke will meet Adam’s Signs to inspect and measure the marquee signs to determine to gas struts can be added to assist the opening and closing the signs.
- **Entry Monument Letter Painting** – The board approved the quote from JF Services to paint the sign letters.
- **TC Jester Fence Repairs** – Mr. Sebastian reported the gate is actually broken and not simply off its hinges. The board requested two quotes to replace the gate.
- **Trash Can Lid Replacement** – Two of the trash lids at the park are missing the doors on the lids. The only option to replace the doors is to replace the entire lid at \$250 each. The board agreed to not proceed with replacing the lids. If animals spreading trash around the park or smells become a problem, the board agreed to reconsider.
- **Holiday Decorations** – Mr. Sebastian agreed to follow up with Mr. Elvir about the decoration installation.
- **Christmas Event** – The board agreed to hold an event on December 5 at 10:00am. Mr. Luecke agreed to dress as Santa. There will be a parade and photo opportunity. The board will coordinate the event. The event will be publicized through the signs, Facebook and website.
- **Yard of the Month** – This month’s winner is 6302 Channelbrook.
- **Next Meeting** – The board did not schedule a board meeting prior to the annual meeting. A meeting may be scheduled if needed.

EXECUTIVE SESSION

- **Collections** – Mr. Sebastian distributed the A/R report with the board.
- **Attorney Report** – The board reviewed the report from Holt & Young. The board approved further action related to one account.
- **Deed Restrictions** – The board discussed current violations and reviewed the ACMI report.
- **Street Parking** – The board discussed street parking. Currently, the deed restrictions do not prohibit street parking. Vehicles may park in the street as long as they are parked legally. The board discussed amending the deed restrictions to make street parking a violation. Procedures for enforcement were discussed and the limitations regarding collecting unpaid fines were reviewed. The board agreed to not pursue this topic further.

ADJOURN

The meeting was adjourned at 8:02pm.

Prepared By: _____
 Doug Sebastian, ACMI

Approved By: _____
Kathleen Sfamenos, Secretary