

# SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

## MINUTES OF THE BOARD OF DIRECTORS MEETING

**Date:** March 29, 2016

**Location:** Denny's, FM 2920 & TC Jester

**Attendees:** Adrian Luecke, Director  
Kathleen Sfamenos, Secretary  
Joseph Elvir, Director  
Lindsay Magdaleno, Director  
Doug Sebastian, ACMI  
Homeowner attendee list attached

**OPENING:** The meeting was called to order at 7:05 pm by Mr. Sebastian.

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

- The board discussed the standing water complaint near TC Jester at the north of Springbrook Hollow Lane. A request has been made to the Harris County Health Department to check the situation for concerns about mosquitos or other health issues.

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

- November 9, 2015 Board Meeting
- January 28, 2016 HOA Meeting
- March 16, 2016 HOA Meeting

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

- **President** – Adrian Luecke
- **Secretary** – Kathleen Sfamenos
- **Vice President** – Lindsay Magdaleno

### MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the February 2016 monthly reports with the board.
- **Collections** – The board reviewed the current accounts receivables report and the attorney's report. The board approved additional legal action related to seven accounts.
- **Architectural Review Committee Applications** – The board approved one application.
- **Next Meeting** – The board agreed to meet on May 24<sup>th</sup> at 7:00pm at Denny's.

### ASSOCIATION OPERATIONS

- **Landscape Maintenance Contract** – The board approved rebidding the landscape maintenance contract. The board discussed concerns regarding the current company related to the quality of the grass and detail work. The board discussed contractors to include in the bid process.
- **Splash Pad** – The splash is complete except for installing the nozzles on the spray features. A walk-through will be scheduled with the contractor for April 5 or 6.
- **Splash Pad Rules Signs** – The board reviewed the quote and proof for the rules sign. The board discussed regulations about the sign lettering size and specific wording. ACMI will check about the rules and send an update to the board by email.
- **Park Drainage** – The board discussed the proposal from IMS and Earthcare to install additional drains around the perimeter of the park. The board also discussed adding water loving plants to help absorb the water. The board agreed to wait until the splash pad was completed before deciding how to proceed.

- **Children at Play Signs** – The board discussed concerns with how the signs were installed and agreed to move the signs to alternate locations.
- **Ant Bait** – The board approved the quote for ant bait at the park.

**ADJOURN**

The meeting was adjourned at 8:47pm.

Prepared By: \_\_\_\_\_  
Doug Sebastian, ACMI

Approved By: \_\_\_\_\_

# SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

## MINUTES OF THE BOARD OF DIRECTORS MEETING

**Date:** May 26, 2016

**Location:** Denny's, FM 2920 & TC Jester

**Attendees:** Adrian Luecke, President  
Kathleen Sfamenos, Secretary  
Joseph Elvir, Director  
Lindsay Magdaleno, Director  
Eric Deltgen, Director  
Doug Sebastian, ACMI  
Homeowner attendee list attached

**OPENING:** The meeting was called to order at 7:04 pm by Mr. Luecke. The board members and Mr. Sebastian were introduced. Mr. Luecke announced that the board is considering bids for management company services and ACMI has been asked to submit a bid in addition to other companies.

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

- Speeding around the community was discussed. Mr. Sebastian encouraged homeowners to report speeding to the Pct. 4 Constables. The more calls they receive about an area, they more likely they will devote additional patrols to that issue.
- Homeowners discussed concerns regarding large commercial vehicles parked in the community. The board reported the vehicles are against the deed restrictions and are being addressed by the association through the deed restriction process.
- Mr. Sebastian reported that the Harris County Health Department checked the standing water complaint near TC Jester at the north of Springbrook Hollow Lane. The determined the water was flowing and did not present a public health concern.
- Abandoned vehicles were discussed. If parked on the street, they can be reported to Pct. 4 Constables to be tagged and, if not moved, towed by the County.

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

- March 29, 2016 Board Meeting

### MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the April 2016 monthly reports with the board. The board had a question related to the streetlight spending year-to-date. Mr. Sebastian agreed to check into the issue and report back to the board by email.
- **Collections** – The board reviewed the current accounts receivables report and the attorney's report. The board approved additional legal action related to one account.
- **Next Meeting** – The board agreed to schedule the next meeting by email.

### ASSOCIATION OPERATIONS

- **Irrigation Repairs** – Earthcare is preparing a quote to repair the damage to the irrigation system in the median created when the driveway to Slim Chickens was installed. The contractor for the area has stated they are willing to share the cost to repair.
- **Gate Repair at Pipeline on TC Jester** – Earthcare is repairing the gate damage caused mowers hitting the gate.

- **Landscape Maintenance Contract** – The board reviewed quotes from five companies for landscape maintenance services. The board agreed to keep the contract with Earthcare but to put them on formal notice. A meeting with Earthcare will be scheduled to discuss expectations soon.
- **Splash Pad** – The splash is complete except for a missing screw on the drain cover. The board agreed to sign the certificate of completion once the screw is replaced. The board agreed to announce the splash pad is open once everything is complete. Ant bait is scheduled to be replied to the park area under warranty but has been delayed due to rain.
- **Splash Pad Rules Signs** – The sign is scheduled to be installed next week.
- **Park Drainage** – The board agreed to continue to monitor the park drainage and will reconsider additional drains next year.
- **Entry Monument Cleaning** – The board approved the quote from McKenna Contracting to power wash all the entry monuments.
- **Fence Repairs** – The damaged section of fencing caused by the storm has now been repaired.
- **Children at Play Signs** – The signs have been moved to alternate locations approved at the prior meeting

**EXECUTIVE SESSION** – The board met with two homeowners regarding collections and deed restriction matters. The board also discussed the status of other ongoing deed restriction violations.

**ADJOURN**

The meeting was adjourned at 8:55pm.

Prepared By: \_\_\_\_\_  
                   Doug Sebastian, ACMI

Approved By: \_\_\_\_\_

# SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

## MINUTES OF THE BOARD OF DIRECTORS MEETING

**Date:** July 26, 2016

**Location:** Denny's, FM 2920 & TC Jester

**Attendees:** Adrian Luecke, President  
Lindsay Magdaleno, Director (via telephone)  
Eric Deltgen, Director  
Doug Sebastian, ACMI  
Homeowner attendee list attached

**OPENING:** The meeting was called to order at 7:08 pm by Mr. Luecke.

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

- Concerns regarding outside people using the splash pad were discussed. The board is monitoring the use of the splash pad and will consider making adjustments to operations based on this year's activity.
- Fence maintenance and loose dogs were discussed.
- Activity at a home on Misty Brook Bend was discussed which has had law enforcement involvement.

**VACANT POSITION** – The board unanimously agreed to appoint Keisha Simons to the position vacated by Joseph Elvir.

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

- May 26, 2016 Board Meeting

### MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the June 2016 monthly reports with the board. The board had a question related to the streetlight spending in May. Mr. Sebastian agreed to follow up with the board by email.
- **Collections** – The board reviewed the current accounts receivables report. The attorney report will be forwarded to the board when received from the attorney's office.
- **Next Meeting** – The board agreed to schedule the next meeting by email.

### ASSOCIATION OPERATIONS

- **Bus Service to Benignus Elementary** – Mr. Luecke reported that he had met with the Director of Transportation for Klein ISD. Klein ISD has a policy that there is no service for students living within two miles of the school. Mr. Luecke discussed, that by his measurement, there are approximately 140 homes that are over two miles from the school. A formal request has been sent to Klein ISD to reconsider their policy or re-measure. A response has not been received as of yet.
- **Irrigation Repairs** – The board agreed to split the cost of irrigation repairs in the median across from Slim Chickens with the property's developer. The repairs are complete now.
- **Gate Repair at Pipeline on TC Jester** – Earthcare has repaired the gate damage caused mowers hitting the gate.
- **Landscape Maintenance** – The board discussed concerns related to mowers operating when children are present at the park. A follow up meeting with the supervisor will be scheduled soon.
- **Springbrook Garden Lane Fence** – Mr. Sebastian reported a section of the HOA's fence on Springbrook Garden is falling apart and needs to be replaced. Three quotes have been requested and will be forwarded to the board to review and approve.

- **Entry Monument Cleaning** – McKenna Contracting has completed power washing all the entry monuments.

**EXECUTIVE SESSION** –The board discussed the status of other ongoing deed restriction violations and the deed restriction enforcement process.

**ADJOURN**

The meeting was adjourned at 8:10pm.

Prepared By: \_\_\_\_\_  
Doug Sebastian, ACMI

Approved By: \_\_\_\_\_

# SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

## MINUTES OF THE BOARD OF DIRECTORS MEETING

**Date:** September 27, 2016

**Location:** Denny's, FM 2920 & TC Jester

**Attendees:** Adrian Luecke, President  
Lindsay Magdaleno, Director  
Eric Deltgen, Director  
Doug Sebastian, ACMI  
Homeowner attendee list attached

**OPENING:** The meeting was called to order at 7:05 pm by Mr. Luecke.

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

- Security concerns were discussed.
- The deed restriction enforcement process was reviewed.
- The architectural review and approval process was discussed. Homeowners should submit an application for approval for any change to the exterior of the home, including new roofs, fencing, and painting.

**BOARD MEMBER RESIGNATION** – Kathleen Sfamenos submitted her resignation by email to the board since the last regular meeting. The board agreed to leave the position vacant until when it will be filled by election at the annual meeting in January.

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

- July 26, 2016 Board Meeting

### MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the August 2016 monthly reports with the board.
- **2017 Budget**- The board approved leaving the annual assessment at \$350 and approved the drafted budget with one change. The board reviewed reserve fund projections. The 2017 budget includes replacing the fencing along TC Jester. The schedule to replace other items, including metal fencing and playground equipment was reviewed.
- **Collections** – The board reviewed the current accounts receivables report. The attorney report was reviewed. The board approved additional action related to five accounts.
- **Annual Meeting** – The annual meeting is planned for January 11 at 7:00pm at Benignus Elementary School. ACMI will contact Klein ISD to reserve the school.

### ASSOCIATION OPERATIONS

- **Landscape Maintenance** – The board approved the quote from Earthcare Management for irrigation repairs throughout the community. The board also agreed to fill the area where the dirt has settled near the splash pad. They agreed to not sod the area and allow the grass to grow back naturally.
- **Splash Pad Operations** – The missing nozzle is currently out of stock and will be installed as soon as available. The board agreed to shut down the splash pad for the summer season at the end of September. The board asked ACMI to have a sign made which states “Splash Pad Closed for Season”.
- **Flag Replacement** – A replacement flag was ordered online to save costs. It was installed by Mr. Deltgen.
- **Bus Service to Benignus Elementary** – Mr. Luecke reported that he had continued to discuss the bus service issue with Klein ISD. He reported that there are approximately 39 homes in the community which are over two miles away from the elementary school. Klein ISD has denied the request to provide bus service to these homes.

**ADJOURN**

The meeting was adjourned at 8:45pm.

Prepared By: \_\_\_\_\_  
Doug Sebastian, ACMI

Approved By: \_\_\_\_\_