

# SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

## MINUTES OF THE ANNUAL PROPERTY OWNERS MEETING

**Date:** January 28, 2016 – 7:00pm

**Location:** Benignus Elementary School  
7225 Alvin A. Klein Drive  
Spring, TX 77379

**Attendees:** Marina Vanderborgh, President  
Joseph Elvir, Director  
Kathleen Sfamenos, Secretary  
Keisha Simons, Director  
Adrian Luecke, Director  
Doug Sebastian, ACMI  
Owner List Attached

**QUORUM:** Mr. Sebastian stated that the 10% quorum requirement was not met. The association is required to have at least 57 owners represented at the meeting in person and by proxy. As a result, official business and the election cannot take place at this meeting.

A second meeting will be scheduled so the association can gather additional proxies and meet the quorum requirement.

**OPENING:** At 7:43 pm, Mr. Sebastian officially opened the meeting. He introduced himself as Property Manager for the Springbrook HOA and stated that ACMI is the management company hired to work with the association on administrative and financial affairs. The board members then introduced themselves.

Mr. Sebastian stated the meeting will follow the agenda and information will be presented to the homeowners and questions answered. There will be no official election.

Two winners of \$100 Lowe's gift cards were selected at random from the attendees and received the gift cards.

### **SECURITY REPORT**

Sergeant Balani with the Pct. 4 Constable's Office introduced himself and gave a brief report regarding crime statistics for Bridgestone MUD in 2015. He explained that Springbrook is included in the area patrolled by the Bridgestone MUD contract. The contract includes 9 officers and more may be added soon. He encouraged all attendees to report crime to Pct. 4 and to always report suspicious activity of people.

Discussion topics included; locking vehicles and garages, reporting all suspicious activity, vacation check, and hiding valuables in vehicles. Sgt. Balani reminded homeowners to call Pet. 4 dispatch directly for non-emergency issues at 281-376-3472. He also stated alarm companies should be given this number. Recent crime was discussed. Sgt. Balani reported that four suspects were recently arrested in connection to vehicle burglaries in the area. He also reported that an investigation into gun fire in the community is ongoing.

The laws regarding street parking, basketball goals in the streets, and dogs on leashes were discussed. Dogs constantly barking should be reported to animal control.

Sgt. Balani stated that the officers patrol the community as much as possible. He also reviewed the Vacation Watch program that the department offers which can be requested on the Pct. 4 website.

### **MANAGEMENT REPORT:**

Mr. Sebastian discussed the attached financial handout.

- He reported the association had \$286,075 in cash reserves at the end of 2015. The association still has approximately \$60,000 remaining to pay on the splash pad installation
- Mr. Sebastian then reviewed the income statement and major expenses for 2015 and discussed the 2016 budget.
- The need for a reserve funds was reviewed for future maintenance and other improvement projects.

Mr. Sebastian then reviewed the attached PowerPoint presentation. Refer the PowerPoint for additional details.

**VOTING:**

Mr. Sebastian stated there will be no election because the quorum requirement was not met. Homeowners will have the opportunity to volunteers for the board and have their names included on the ballot for the second meeting. The roles and responsibilities of the board were reviewed.

The candidates from the floor of the meeting were:

- Keisha Simons
- Eric Deltgen
- Lindsay Magdaleno

Each candidate briefly introduced themselves and stated why they wanted to serve on the board.

**OTHER DISCUSSION:**

- **Fence Maintenance** – Mr. Sebastian explained that the fence located between two homes is a shared fence. It is up to the owners of the adjacent properties to agree on how to maintenance and replace the fence.

**ADJOURN:** Meeting was adjourned at 9:05pm.

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

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



**SPRINGBROOK (HOUSTON)  
HOMEOWNERS ASSOCIATION, INC.**

**Annual Association Members Meeting**  
January 28, 2016 - 6:30 pm

**Benignus Elementary School**  
7225 Alvin A. Klein Drive, Spring, TX 77379

**AGENDA:**

- Verification of Quorum (10%)
- Opening Remarks/Introductions
- Security Report – Pct. 4 Constable’s Office
- Management Report & Community Update
- Splash Pad Update
- Voting
  - Election – Two directors for two-year terms
  - Candidates:
    - None presently
    - Volunteers from the floor
- Discussion and Other Business
- Adjourn

Community Website: [www.springbrookhoatx.com](http://www.springbrookhoatx.com)  
Management Company Website: [www.acmimgmt.com](http://www.acmimgmt.com)  
Pct. 4 Constables: 281-376-3472

Description	\$350/yr 2014 YE	\$350/yr 2015 YE	\$350/yr 2016 Budget
<b>INCOME:</b>			
Assessments	197,626	197,434	189,504
Capitalization Fees	9,889	11,485	7,500
Interest on cash	75	23	100
Interest on account balances	1,396	2,870	1,500
Collection Fees	6,618	13,594	9,000
Legal Fees	5,094	4,216	5,000
Forced Maintenance	407	595	350
Returned check	20	50	50
EFT Fee Income	(69)	0	0
Other Income	2,111	250	250
<b>Subtotal Income</b>	<b>223,168</b>	<b>230,516</b>	<b>213,254</b>
<b>EXPENSES</b>			
<b>Administration</b>			
Basic Mgt. Services	21,215	21,000	21,900
Other Admin.	1,456	2,068	1,750
Storage Facilities	188	438	1,000
Billable Delinquency Fees	13,928	14,789	14,000
Billable Legal Fees	13,387	5,160	10,000
Legal Fees -Corporate	0	200	500
Bank Charges	56	17	100
Audit	350	2,585	0
Administration	50,580	46,257	49,250
<b>Activities/Events</b>			
New sletter/Web Site	2,981	470	1,500
Social Events	499	1,047	1,200
Seasonal decorations	4,433	1,463	1,000
Architectural Control	325	450	500
Homeow ners/Board Meetings	614	158	250
Activities/Events	8,853	3,588	4,450
<b>Utilities</b>			
Streetlights	34,728	34,069	34,500
Electricity -Irrigation/Lights	774	980	1,500
Water- irrigation	13,639	13,558	17,500
Water - splash pad	0	0	6,300
Other Utilities	0	3,466	250
Utilities	49,142	52,074	60,050
<b>Landscape Maintenance</b>			
Landscape Contract	27,569	27,538	30,400
Landscape-Extras	1,306	(177)	2,000
Irrigation System Repair	2,722	12,544	2,500
Forced Maintenance	1,500	0	2,000
Fence Repair/Maintenance	920	2,989	1,000
Pest/Mosquito Control	2,181	1,919	1,500
Signs	2,570	600	2,500
Electrical Repairs	0	1,723	
Other Maintenance	3,251	3,597	1,750
Landscape Maintenance	42,019	50,733	43,650
<b>Lake Maintenance</b>			
Lake Repair and Maintenance	23,566	23,566	23,566
Lake Maintenance	23,566	23,566	23,566
<b>Recreation Ops/Maintenanc</b>			
Playground Equipment	2,930	0	0
Playground Repairs/Mulch	2,945	1,161	500
Sidewalks	0	0	0
Splash Pad	0	31,450	1,000
Recreation Ops/Maintenan	5,875	32,611	1,500
<b>Insurance and Taxes</b>			
Insurance	6,255	5,667	7,000
Taxes	41	96	250
Tax Related	300	500	500
Contingency	0	0	23,038
Insurance and Taxes	6,596	6,262	30,788
<b>TOTAL EXPENSES</b>	<b>186,631</b>	<b>215,091</b>	<b>213,254</b>
<b>Current Year Net Income/(loss)</b>	<b>36,537</b>	<b>15,425</b>	<b>0</b>
YE Reserve	270,651	286,075	

## Information and Communication

- \* Webpage: [www.springbrookhoatx.com](http://www.springbrookhoatx.com) OR google "ACMI Springbrook"
- \* HOA email: [springbrookhoa77379@yahoo.com](mailto:springbrookhoa77379@yahoo.com).
- \* ACMI
  - \* Phone: (281)251-2292
  - \* Email: [info@acmimgmt.com](mailto:info@acmimgmt.com)
- \* There is a Facebook group page currently used by 361 members. Search for "The Springbrook Word". The group is not affiliated or supported by the association.

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## 2015 in Review

- \* The board held seven board meeting in 2015 and one teleconference with Lt. David Mayes, Pct. 4 Constable's Office to discuss security concerns.
- \* Audit of 2014 Financials completed.
- \* Easter and Christmas Events are just some of the things that happened last year.
- \* Wondering what the HOA accomplished and discussed in 2015? Please visit the ACMI Springbrook webpage to see all of the 2015 meeting minutes documents.

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## Reserve Fund

The association must have a large reserve fund for future maintenance projects

- \* \$70,000 for TC Jester fence replacement
- \* \$50,000 for playground replacement
- \* Splash pad maintenance, irrigation repairs, shade cover replacement, pipeline fencing and other items.

\$215,000 – Current Reserve fund following completion of splash pad

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## 2016 Budget

Annual Assessment: \$350	
Income:	213,254
Expenses:	<u>190,216</u>
Net Income:	23,038

- A \$10/home increase generates about \$5,600 in additional revenue.

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## Common Deed Restriction Concerns

- \* **Lawn Maintenance**
  - \* Quality inspection performed once a month
  - \* Residents in violation are given 10 days to correct/fix violation
  - \* Forced Mow performed if violation not rectified, resident billed
- \* **Siding Painting** - The age of homes in community are getting to a point where repainting for siding might become more commonly noted and cited
- \* **Street Parking** - Residents who are in possession of commercial vehicles may not park in the street, it is a deed restriction violation. Personal vehicles are permitted to park in the street
- \* A measure was proposed and declined at 11/9/15 board meeting to amend deed restrictions to prohibit street parking

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## Garbage and Recycling Bins

- \* Garbage and recycling bins were decided on and supplied by MUD
- \* Bridgestone MUD and Republic Services manage garbage and recycling service schedule
  - \* Bridgestone MUD contact: 281-651-0861
  - \* Garbage Collection contact : Republic Services 713-849-0400
- \* Springbrook HOA encourages storing bins in garage, backyard or side of house.
- \* Bins stored at the front of the house is a deed restriction violation

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## Splash Pad



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## Splash Pad Update

- \* Splash construction is nearly complete. Major construction is complete. The connection to the storm drain system still needs to be made and the concrete surfacing applied.
- \* Splash pad is scheduled to open on June 1, 2016.
- \* Permitting delays led to splash pad not opening in 2015 including three rounds of plan review. The splash pad had to be relocated from its original location to closer to the park. No additional costs were incurred during the permitting phases.

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## Splash Pad Costs

	Construction	2016-future
Splash Pad	83,771	0
Water Meter	2,855	0
Irrigation & Landscape Repairs	1,500	0
Water Use (8 hrs/day)	0	8,500
Electricity	150	400
Maintenance	0	900
<b>Total</b>	<b>88,276</b>	<b>9,800</b>
Cost per home per year		\$17.38

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## Community Events

- \* The association hosted community event for Easter and Christmas holidays
- \* Would you like to see more events in the future
- \* The board needs additional volunteers to help coordinate events for them to continue. Contact ACMI or the board if you would like to volunteer for the events committee.

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