

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: April 3, 2017

Location: Denny's, FM 2920 & TC Jester

Attendees: Adrian Luecke, President
Lindsay Magdaleno, Director
Eric Deltgen, Director
Evelyn Christian, Director
Fabian Miller, Director
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 7:01 pm by Mr. Luecke.

- **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: Mr. Kuechle discussed concerned regarding property maintenance of a home in the community.

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

- September 27, 2016 Board Meeting
- January 11, 2017 Annual Meeting
- February 22, 2017 Annual Meeting

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

- **President** – Adrian Luecke
- **Vice President** – Lindsay Magdaleno
- **Secretary/Treasury** – Fabian Miller

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the March 2017 monthly reports with the board. 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.
- **Collections** – The board reviewed the current accounts receivables report. The attorney report was reviewed. The board approved additional action related to eleven accounts.
- **Next Board Meeting** – July 10, 2017 at 7:00pm.

ASSOCIATION OPERATIONS

- **Bus Service to Benignus** – Mr. Luecke reported that he plans to attend the next Klein ISD board meeting on April 10 to request an increase to bus service within Springbrook.
- **Gate Repair** – The board asked ACMI to follow up the gate repair on the pipeline crossing
- **Splash Pad Hours** – The board agreed to operate the splash from 10:00am to 7:00pm, May through October. ACMI has contacted Vortex to schedule a time to ready the splash pad for the season.

- **Website** – Ms. Magdaleno provided some comments to update the webpage.
- **Playground Mulch** – The board requested a quote to add additional kiddie kushion mulch around the playground. The board will review and approve the quote by email.
- **Fence Replacement on TC Jester** – The board reviewed quotes to replace the TC Jester fence by email and approved the quote from Bison Fence. Work is scheduled to begin next week and homeowners were notified by mail.
- **Landscape Maintenance** – The board reported at valve cover needs to be replaced by the park sidewalk and asked for a price to add a hose bib to the irrigation system at the park.
- **Garage Sale** – The next garage sale will be scheduled in coordination with the Windrose garage sale.
- **Easter Egg Hunt** – The board approved a \$300 for the event that Keisha Simmons is organizing.

ADJOURN

The meeting was adjourned at 8:45pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Fabian Miller, Secretary/Treasurer

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: July 10, 2017

Location: Denny's, FM 2920 & TC Jester

Attendees: Adrian Luecke, President
Lindsay Magdaleno, Director
Eric Deltgen, Director
Evelyn Christian, Director
Fabian Miller, Director
Beth Harvey, Homeowner
Ingrid Cherry, Homeowner
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 7:03 pm by Mr. Luecke. The board members and homeowners in attendance introduced themselves.

HOMEOWNER DISCUSSION: Homeowners discussed concerns regarding property maintenance of homes within the community. Security concerns were also discussed.

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

- April 3, 2017 Board Meeting

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the June 2017 monthly reports with the board. The board asked about the payment to Bridgestone MUD about the detention pond mower; he agreed to send details to the board by email.
- **Collections** – The board reviewed the current accounts receivables report. The attorney report was reviewed. The board approved additional action related to one account.
- **Deed Restriction Report** – The board discussed the status of several ongoing deed restriction violations.
- **Next Board Meeting** – September 25, 2017 at 7:00pm at Denny's.
- **Future Projects** – The board discussed possible projects for 2018 which included:
 - Filling low areas around the mailboxes on Springlight
 - Painting the wheelchair ramps
 - Replacing the shade canopy
 - Replacing the playground equipment

ASSOCIATION OPERATIONS

- **Fence Replacement on TC Jester** – Replacement of the fence is complete. 15-20 homeowners have participated in the fence discount program offered by Bison Fence.
- **Splash Pad Maintenance Contract** – The board approved proceeding with the contract with Houston Recreation Management. Mr. Sebastian and Mr. Luecke will coordinate on finalizing the contract.
- **Landscape Maintenance** – The board asked ACMI to get updated quotes from the two low bidders from 2016 landscape bid.
- **Playground Maintenance** – New playground mulch has been installed and the equipment has been power washed.
- **Park Hose Bib** – The board approved the quote from Earthcare to install a hose bib at the park connected to the irrigation equipment.

ADJOURN

The meeting was adjourned at 7:58pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Fabian Miller, Secretary/Treasurer

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: September 25, 2017

Location: Denny's, FM 2920 & TC Jester

Attendees: Adrian Luecke, President
Lindsay Magdaleno, Director
Eric Deltgen, Director
Evelyn Christian, Director
Fabian Miller, Director
Doug Sebastian, ACMI
Homeowner attendee list attached

OPENING: The meeting was called to order at 7:03 pm by Mr. Luecke. The board members and homeowners in attendance introduced themselves.

HOMEOWNER DISCUSSION: Homeowners discussed concerns about owners not picking up after their dogs. Mr. Luecke reported the trash company is back to the normal schedule after Hurricane Harvey. Mr. Luecke updated the homeowners reporting that a new landscape maintenance company is working in the community after the contract was bid. Also, a maintenance contract to service and clean the splash pad has been established with H-Rec.

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

- July 10, 2017 Board Meeting

MANAGEMENT REPORT

- **Financial Reports** – Mr. Sebastian reviewed the August 2017 monthly reports with the board.
- **2018 Budget** – The board approved the annual assessment for \$325 and approved the budget prepared by ACMI with a few changes. ACMI will forward a copy of the final budget to the board.
- **Collections** – The board reviewed the current accounts receivables report. The attorney report was reviewed. The board approved additional action related to six accounts.
- **Deed Restriction Report** – The board discussed the status of several ongoing deed restriction violations.
- **Next Board Meeting** – The meeting will be scheduled following the annual meeting.
- **Annual Meeting Date** – The board agreed to have the meeting on January 11 at 7:00pm. ACMI will contact Klein ISD to see if Benignus Elementary is available and confirm with the board by email.

ASSOCIATION OPERATIONS

- **Splash Pad Maintenance Contract** – The board maintenance contract with Houston Recreation Management is now in place. The splash pad is scheduled to close on Nov. 1. The board reported several issues with the splash pad that need to be addressed. ACMI will contact H-Rec to get the issues checked.
- **Landscape Maintenance** – The board reviewed bids for the landscape maintenance contract by email and awarded the contract to IMS. ACMI has requested a proposal from IMS to replace missing plants which have died over time. The quote will be forwarded to the board by email.
- **Park Hose Bib** – Earthcare Manager did install a hose bib at the park connected to the irrigation equipment.
- **Mailbox on Springlight Ct** – The board reported the dirt under the concrete pad has begun to wash out. ACMI will contact IMS to have the area backfilled.
- **Ramps by Park** – Harris County has repainted the wheelchair ramps by the park which a resident had requested be done.

EXECUTIVE SESSION

- The board discussed several deed restriction issues in detail and approved attorney action in two cases.
- The board agreed that window a/c units are allowed in the community except on the front of homes.

ADJOURN

The meeting was adjourned at 8:33pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____
Fabian Miller, Secretary/Treasurer