

# **SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.**

## **MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Date:** March 28, 2018

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

**Attendees:** Adrian Luecke, President  
Irma Solis, Director  
Laura Shivok, Director  
Evelyn Christian, Director  
Doug Sebastian, ACMI  
Homeowner attendee list attached

**OPENING:** The meeting was called to order at 7:02 pm by Mr. Luecke. The board members and homeowners in attendance introduced themselves.

Board member Fabian Miller was not present.

**HOMEOWNER DISCUSSION:** No homeowners were present.

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

- **President** – Adrian Luecke
- **Vice President** – Evelyn Christian
- **Secretary/Treasury** – Fabian Miller

**NEW BOARD MEMBER INTRODUCTION:**

- **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 with the new board members.
- **Communication** – The board discussed communication conducted by email. Rules related to decision made by email were reviewed. The Facebook page (the Springbrook Word) is not affiliated or endorsed by the association. The board operates a Yahoo email address that is monitored by the board members.

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

- September 25, 2017 Board Meeting
- January 29, 2018 Annual Meeting
- March 1, 2018 Annual Meeting

**MANAGEMENT REPORT**

- **Financial Reports** – Mr. Sebastian reviewed the February 2017 monthly reports with the board. Accounting procedures and practices were reviewed.
- **Collections** – The board reviewed the current accounts receivables report. The collections and HOA foreclosure process was reviewed.
- **Deed Restriction Report** – The board discussed the status of several ongoing deed restriction violations.
- **Next Board Meeting** – June 26, 2018 at 7:00pm and September 25, 2018 at 7:00pm at Denny's.
- **Audit** – The board approved the proposal from a one-year warranty by Canady & Canady. ACMI will forward the final proposal to Mr. Luecke to sign.

## ASSOCIATION OPERATIONS

- **Splash Pad Maintenance Contract** – The board approved a \$514 quote from Houston Recreation to replace a part on the splash controller.
- **Parking Lighting** – The board discussed improving the lighting at the park. Each board member agreed to inspect the park and night and begin discussion about whether additional lighting is needed.
- **Autumn Sunset Fence** – The board discussed maintenance of the dead-end fence off of Autumn Sunset. The board asked ACMI to contact the adjacent property owner to discuss sharing the cost to replace the wood fence with a metal fence which would prevent people from walking through the dead-end area to FM 2920.
- **Pipeline Fence Repairs** – The board agreed to defer repairing the fencing and gates until AT&T contractors have completed the utility work in the community.
- **Future Projects** – The board briefly discussed long term plans to replace the playground equipment and metal pipeline fencing.
- **Garage Sale** – The board discussed plans for holding the community garage sale on April 14, 2018.
- **Marquee Sign** – The board asked ACMI to get quotes to repair or refinish the back of the signs which are beginning to fall apart.

## 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:** June 26, 2018

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

**Attendees:** Adrian Luecke, President  
Irma Solis, Director  
Laura Shivok, Director  
Evelyn Christian, Director  
Fabian Miller, Secretary/Treasurer  
Michelle Hafler, Homeowner  
Beth Harvey, Homeowner  
Doug Sebastian, ACMI

**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:** The homeowners in attendance had no specific questions or comments for the board.

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

- March 28, 2018 Board Meeting

### **MANAGEMENT REPORT**

- **Financial Reports** – Mr. Sebastian reviewed the May 2018 monthly reports with the board. Accounting procedures and practices were reviewed.
- **Collections** – The board reviewed the current accounts receivables report.
- **Attorney Report** – The board approved legal action related to several delinquent accounts.
- **Deed Restriction Report** – The board discussed the status of several ongoing deed restriction violations.
- **Next Board Meeting** – September 25, 2018 at 7:00pm at Denny's.

### **ASSOCIATION OPERATIONS**

- **Yard of the Month** – The board reported the yard of the month program is going well.
- **Marquee Sign** – The board approved the quote from Adam's Signs to refinish the back of the signs.
- **Landscaping Around Marquee Signs** – The board requested a quote from the landscape maintenance company to replace the knockout rose around the signs.
- **Detention Pond Mowing** – The board asked how frequently the detention pond is mowed. Mr. Sebastian stated he would check and follow up with the board by email.
- **Fencing** – The board approved replacing the missing pickets on the wood fence on Springbrook Garden Ln. They requested quotes and options to replace the fence at the dead-end street off of Autumn Sunset Ln.
- **Holiday Decorations** – The board requested quotes for professional decorations.
- **Tree Trimming** – The board requested quotes to trim the trees near the Kuykendahl entrance.
- **Splash Pad Hours** - The board agreed to extend the splash pad hours to 8:00pm and then notify the homeowners that the hours have been extended by email.

### **EXECUTIVE SESSION**

- The board discussed two ongoing deed restriction violations in detail. The board discussed options for enforcement in both cases and instructed ACMI to coordinate with the association's attorney on enforcement.

**ADJOURN**

The meeting was adjourned at 8:18pm.

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

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

# **SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.**

## **MINUTES OF THE BOARD OF DIRECTORS MEETING**

**Date:** September 25, 2018

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

**Attendees:** Adrian Luecke, President  
Irma Solis, Director  
Laura Shivok, Director  
Evelyn Christian, Director  
Fabian Miller, Secretary/Treasurer  
Homeowner List Attached  
Doug Sebastian, ACMI

**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:** Discussion topics with the homeowners in attendance included:

- Jason Barnes introduced himself and discussed organizing a National Night Out event and Neighborhood Watch. Mr. Sebastian stated the advice to the association is to support a Neighborhood Watch but to keep the association formally separate from the Neighborhood Watch organization.
- Deed restriction enforcement was reviewed.
- National Night Out is October 2.

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

- June 26, 2018 Board Meeting

### **MANAGEMENT REPORT**

- **Financial Reports** – Mr. Sebastian reviewed the August 2018 monthly reports with the board.
- **2019 Budget** – The board approved the 2019 assessment at \$325 and approved the budget prepared by ACMI. The board approved budgeting \$80,000 to replace the playground equipment, benches, and trash cans at the park.
- **2017 Audit** – The board accepted the draft 2017 audit prepared by Canady & Canady.
- **Interest Bearing Accounts** – Mr. Sebastian made a recommendation to the board to move funds into higher-interest accounts with Live Oak Bank. Mr. Miller offered to check with Amegy Bank. Mr. Sebastian will coordinate with Mr. Miller on options with Amegy Bank.
- **Collections** – The board reviewed the current accounts receivables report.
- **Attorney Report** – The board reviewed the current report.
- **Deed Restriction Report** – The board discussed the status of several ongoing deed restriction violations. Additional action was approved for two ongoing violations.
- **Next Board Meeting** – December 4, 2018 at 7:00pm at Denny's.
- **Annual Meeting** – January 28 at 7:00pm at Benignus Elementary. ACMI will confirm with the board once the school has been booked.

### **ASSOCIATION OPERATIONS**

- **Yard of the Month** – The board agreed to select winners for holiday decorations in October and December.
- **Landscaping** – The board approved replacing the remaining knockout roses around the Kuykendahl, FM 2920, and Autumn Sunset landscaped areas.

- **Flag Light** – The board reported the flag light is not working. ACMI will have the light repaired.
- **Playground Replacement** – The board asked ACMI to begin getting quotes with varying designs. The board agreed to present options to the members at the annual meeting and ask for their input on the design.
- **Marquee Sign** – Work to refinish the back of the signs is complete.
- **Fencing** – The board approved replacing the missing pickets on the wood fence on Springbrook Garden Ln. They requested quotes and options to replace the fence at the dead-end street off of Autumn Sunset Ln.
- **Holiday Decorations** – The board approved a proposal from Always in Season for decoration by email.

#### **EXECUTIVE SESSION**

- The board discussed two ongoing deed restriction violations in detail. The board discussed options for enforcement in both cases and instructed ACMI to coordinate with the association's attorney on enforcement.
- The board also discussed organizing a Santa event for the holidays.

#### **ADJOURN**

The meeting was adjourned at 8:56pm.

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

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