

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE

SECOND ANNUAL MEMBERS MEETING

Date: February 12, 2020

Location: ACMI Office
12603 Louetta Rd., Suite 101
Cypress, TX 77429

Attendees: Doug Sebastian, ACMI

QUORUM: The first meeting held on January 21, 2020 and did not meet the quorum requirement. The association is required to have at least 57 owners represented at the meeting in person and by proxy. A second meeting was scheduled for today and the quorum has now been met and the official election can be held at this meeting. Minutes from the first meeting were distributed to the attendees and are posting on the community's webpage at www.acmimgmt.com.

OPENING: At 10:00 am, Mr. Sebastian opened the meeting. The purpose of this meeting is to verify quorum and to elect two new directors. No homeowners or board member was in attendance.

ELECTION OF DIRECTORS: Mr. Sebastian counted the votes and proxies and Laura Shivok and Irma Solis were elected to the board for two-year terms.

ADJOURN: Meeting was adjourned at 10:10 am.

Prepared By: _____ Date: _____
Doug Sebastian, ACMI

Approved By: _____ Date: _____

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE ANNUAL PROPERTY OWNERS MEETING

Date: January 21, 2020 – 7:00pm

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

Attendees: Adrian Luecke, President
David Easterwood, Director
Irma Solis, Director
Evelyn Christian, Director
Doug Sebastian, ACMI
Owner List Attached

QUORUM: Mr. Luecke 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 7:06 pm, Mr. Luecke opened the meeting. He introduced himself as President of the Springbrook HOA. The board members then introduced themselves and Mr. Sebastian was introduced as the property manager for ACMI, the community's management company. Director Laura Shivok was not present.

The meeting will follow the agenda and information will be presented to the homeowners and questions answered.

Two winners of \$100 Kroger's gift cards were selected at random from the attendees. Their gift cards will be sent to them by mail.

SECURITY REPORT

Sgt. Frasier and Deputy Singh were present from the Pct. 4 Constable's Office. Sgt. Frazier described the security contract with Bridgestone MUD. The district has 11 contract officers that patrol the whole district, including Springbrook. The security statistics and report for the district were reviewed. He reported that there were only five calls made to Pct. 4 during the month of December 2019.

Sgt. Frazier reported that Bridgestone MUD is building a new building on Kuykendahl and the Constable's will be officing out of the building.

The non-emergency dispatch number is included on the meeting agenda and is 281-376-3472. Their average response time is 5-7 minutes.

Suspicious activity or people should always be report to dispatch. Rules related to on-street parking were reviewed. The department offers Vacation Watch services through their website.

MANAGEMENT REPORT:

Mr. Sebastian discussed the attached financial handout.

- He reported the association had \$334,426 in cash reserves at the end of 2019. The association increased the reserve fund by \$16,129 in 2019. The electricity contract was recently redone and the cost lowered by

approximately 25%. The assessment was lowered by \$10 for 2020. The HOA board evaluates the association's budget and assessment on an annual basis.

- Mr. Sebastian then reviewed the income statement and major expenses for 2019 and discussed the 2020 budget.
- The need for a reserve funds was reviewed for future maintenance and other improvement projects.
- The association has deferred replacing the playground until at least 2021. The board will evaluate the condition of the playground on periodic basis and will make the decision on when to replace the playground when it becomes necessary.
- Mr. Luecke stated the board members are very careful about spending and take the responsibility very seriously.

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

The deed restriction enforcement process was reviewed. Homeowners may report concerns to ACMI.

DIRECTOR ELECTION:

Mr. Luecke stated there will be no election because the quorum requirement was not met. The notice for the second meeting will be mailed to all homeowners.

Current board members Laura Shivok and Irma Solis are both seeking reelection. There were no additional candidates from the floor. The roles and responsibilities of the board were reviewed.

Homeowners were asked to submit their ballots so they can be used at the next meeting to establish a quorum.

DISCUSSION AND OTHER BUSINESS: Discussion topics included:

- The board reviewed the status of the splash pad. The center computerized controller and pump had to be replaced in May 2019. The splash pad was closed until June 2019 while the part was being manufactured and shipped. The splash pad manufacturer is located in Quebec, Canada and does not have a local distributor which makes receiving replacement parts difficult. The new controller and pump are a redesigned unit and the board is hopefully that it will operate without issues for a long time. The board is looking at options to retrofit the splash to make it more easier serviceable in the future and evaluate options for long-term operation of the splash pad.
- The association legal documents including the Deed Restrictions, Bylaws, and meeting minutes are posted to the association's webpage.
- The Architectural Review Committee application was reviewed. Homeowners should request approval for any significant exterior change including repainting, roofing, pools, and major landscaping.
- The Springbrook Word Facebook page is not affiliated with the board or association and is community led. Homeowners may sign up to receive email notifications from the association on the webpage.

ADJOURN: The meeting was adjourned at 7:55pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____

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

**Annual Association Members Meeting
January 21, 2020 - 7:00 pm**

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

AGENDA:

- Verification of Quorum (10%)
- Opening Remarks/Introductions
 - Board Members:
 - Adrian Luecke
 - Evelyn Christian
 - Irma Solis
 - Laura Shivok
 - David Easterwood
 - Gift Card Drawing
- Security Report – Pct. 4 Constable's Office
- Financial Report & Community Update
- Communications
- Voting
 - Election – Two directors for two-year terms
 - Candidates:
 - Irma Solis
 - Laura Shivok
 - Volunteers from the floor
- Discussion and Other Business
- Adjourn

Community Website: www.springbrookhoatx.com
Management Company Website: www.acmimgmt.com
Pct. 4 Constables: 281-376-3472

Description	\$325/yr 2018 YE	\$325/yr 2019 YE	\$315/yr 2020 Budget
INCOME:			
Assessments	185,975	181,233	177,660
Capitalization Fees	15,777	18,971	16,000
Interest on cash	23	3,913	25
Interest on account balances	6,215	732	5,000
Collection Fees	13,308	10,199	13,500
Legal Fees	10,772	14,904	9,000
Forced Maintenance	756	354	500
Returned check	0	30	50
EFT Fee Income	0	185	0
Other Income	84	0	250
Subtotal Income	232,910	230,521	221,985

Description	\$325/yr 2018 YE	\$325/yr 2019 YE	\$315/yr 2020 Budget
EXPENSES			
Administration			
Basic Mgt. Services	21,900	22,380	22,980
Other Admin.	1,735	1,609	2,500
Storage Facilities	900	934	1,000
Billable Delinquency Fees	12,730	12,628	14,000
Billable Legal Fees	9,774	14,335	12,000
Legal Fees -Corporate	100	0	500
Bank Charges	20	29	100
Audit	2,590	0	0
Administration	49,749	51,915	53,080
Activities/Events			
New sletter/Web Site	2,662	420	2,500
Social Events	0	0	1,200
Seasonal decorations	3,960	3,658	3,658
Architectural Control	500	550	500
Homeowners/Board Meetings	754	1,244	1,000
Activities/Events	7,876	5,872	8,858
Utilities			
Streetlights	35,775	33,453	33,321
Electricity -Irrigation/Lights	731	654	1,000
Water- irrigation	15,074	17,321	16,000
Water - splash pad	4,072	4,017	4,000
Other Utilities	0	0	250
Utilities	55,652	55,444	54,571
Landscape Maintenance			
Landscape Contract	33,512	33,512	33,551
Landscape-Ex tras	2,855	0	3,000
Irrigation System Repair	3,627	3,077	4,000
Tree pruning and Replacement	2,050	385	5,000
Forced Maintenance	778	880	2,000
Fence Repair/Maintenance	3,966	27,650	2,500
Electrical Repairs	721	349	1,500
Pest/Mosquito Control	2,407	2,235	2,500
Signs	1,770	407	1,500
Other Maintenance	1,963	1,012	1,000
Landscape Maintenance	53,649	69,506	56,551
Lake Maintenance			
Lake Repair and Maintenance	23,144	19,584	21,372
Lake Maintenance	23,144	19,584	21,372
Recreation Ops/Maintenanc			
Building Cleaning/Janitorial	215	0	0
Playground Repairs/Mulch	3,768	0	500
Splash Pad	3,217	4,548	3,500
Recreation Ops/Maintenan	7,200	4,548	4,000
Insurance and Taxes			
Insurance	6,851	6,982	7,400
Taxes	42	42	50
Tax Related	500	500	500
Insurance and Taxes	7,393	7,524	7,950
TOTAL EXPENSES	204,663	214,392	206,382
Current Year Net Income/(loss)	28,247	16,129	15,603

Information and Communication

- * Webpage: www.springbrookhoatx.com OR google "ACMI Springbrook"
- * ACMI
 - * Phone: (281)251-2292
 - * Email: info@acmimgmt.com
- * There is a Facebook group page. Search for "The Springbrook Word". The Group is not affiliated with or otherwise supported by the association".

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2019 in Review

- * Replaced metal fencing across pipelines
- * Repairs to splash pad; replaced main water distribution unit
- * Wondering what the HOA accomplished and discussed in 2019? Please visit the ACMI Springbrook webpage to see all of the 2019 meeting minutes documents.

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Reserve Fund

The association must have a large reserve fund for major maintenance projects and improvement projects.

- * \$62,304 for TC Jester fence replacement in 2017
- * \$27,650 for pipeline fence replacement in 2019
- * \$80,000 for future playground replacement
- * Splash pad maintenance, irrigation repairs, shade cover replacement, pipeline fencing and other items.

\$334,426 – 2019 Year-end Reserve Fund

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2020 Budget

Annual Assessment: \$315	
Income:	221,985
Expenses:	206,382
Net Income:	15,603

- Assessment was lowered by \$25 for 2018.
- Assessment was lowered by \$10 for 2020.

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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 or in the residential driveway. It is a deed restriction violation. Personal vehicles are permitted to park in the street, although for traffic safety reasons, it is not recommended.

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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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