

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE ANNUAL PROPERTY OWNERS MEETING

Date: January 26, 2021 – 7:00pm

Location: Zoom Meeting

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

OPENING: Mr. Sebastian called the meeting to order at 7:01pm. He stated the meeting will follow the agenda shared on screen. The purpose of the meeting was to elect three directors to the board and update the homeowners on association news and financial status.

QUORUM: Mr. Sebastian called the meeting to order at 7:01pm. He stated that the 10% quorum requirement was not met however there were no additional candidates nominated for the open positions. The board agreed to accept the ballots submitted as final and asked for any objections from the meeting attendees; there were none.

GIFT CARD WINNERS: Two homeowners who had submitted ballots were selected at random to receive a \$100 Kroger's gift card each. Their gift cards will be sent to them by mail.

DIRECTOR ELECTION – Three positions on the board are to be filled at this meeting.

Mr. Sebastian announced that Adrian Luecke and Evelyn were reelected to the board and will serve two-year terms. Three additional homeowners that were not nominated before the ballots were mailed received write-in votes. ACMI will contact those owners following the meeting to determine if they wish to serve on the board. They were not in attendance at the meeting.

After attempting to contact those owners that received write-in votes, there was no response to ACMI's emails. One position on the board of directors will remain unfilled.

MANAGEMENT REPORT:

Mr. Sebastian discussed the attached financial handout.

- He reported the association had \$379,038 in cash reserves at the end of 2020. The association increased the reserve fund by \$42,941 in 2020. A full detailed copy of the 2021 Budget is posted to the community webpage.
- The HOA board evaluates the association's budget and assessment on an annual basis.
- The board approved a one-time \$100 credit on the 2021 assessment for all members.
- 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.

DISCUSSION AND OTHER BUSINESS: Discussion topics included:

- Ms. Solis asked about the ARC process. Mr. Sebastian stated homeowners should submit an application for an major exterior project including a pool, sheds, repainting, replacement of fencing or shingles, and major landscaping changing.

ADJOURN: The meeting was adjourned at 7:21pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____

SPRINGBROOK HOMEOWNER ASSOCIATION

2021 ANNUAL MEMBERS MEETING

JANUARY 26, 2021 - 7:00PM

PLEASE SIGN-IN BY COMPLETING THE SIGN-IN FORM LINKED IN
THE ZOOM CHAT.



AGENDA

- Opening & Introductions
 - Board:
 - Adrian Luecke, President
 - Evelyn Christian, Director
 - Irma Solis, Director
 - Laura Shivok, Director
 - David Easterwood, Secretary (term ended January 2021)
 - ACMI: Doug Sebastian
- Contact Information & Gift Card Winners
- Election Results
- Community Update & Finances
- Other Business & Discussion
- Adjourn

INFORMATION AND COMMUNICATION

Harris County Constable Pct. 4 Dispatch: 281-376-3472

ACMI website: www.acmimgmt.com

ACMI email: info@acmimgmt.com

Report Streetlight Outages: www.centerpointenergy.com/outage

There is a Facebook group page for the community. Search for “The Springbrook Word”. The Group is not affiliated with or otherwise supported by the association".



GIFT CARD PRIZES

- Two \$100 Kroger gift cards will be awarded to two randomly selected members who submit a ballot by January 25, 2021. The gift cards will be mailed to winners.
- The winners are:
 - Edward & Marlene Valenti
 - Andres Valencia

ELECTION RESULTS

Three positions on the Board of Directors will be filled at this election. Directors serve a two-year term.

Elected to the board are:

- Adrian Luecke
- Evelyn Christian

Vote for third place is tied between multiple people who each received one vote. Election results will be finalized after contacting each person is contacted.

2020 IN REVIEW

- Regular board meetings were canceled due to COVID-19.
- No major improvements were completed in 2020. Routine maintenance was completed, as needed
- The board approved a one-time \$100 credit on the 2021 assessment

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.

\$336,097 – 2019 Year-end Reserve Fund

\$379,038.– 2020 Year-end Reserve Fund



2021 BUDGET

Annual Assessment: \$315 with \$100 credit \$215 due	
Income:	160,085
Expenses:	<u>211,653</u>
Net Loss:	(51,588)

- Assessment was lowered by \$25 for 2018.
- Assessment was lowered by \$10 for 2020.
- One-time \$100 credit for 2021.
- Full detailed budget is available on community webpage.

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.

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

OTHER BUSINESS & DISCUSSION

