# SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

# MINUTES OF THE ANNUAL PROPERTY OWNERS MEETING

**Date**: February 27, 2013 – 7:00pm

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

**Attendees**: Cathy Normand, Director
Gayle Meharali, Director
Kevin Andersen, Director
Doug Sebastian, ACMI
Owner List Attached

**QUORUM:** Mr. Sebastian stated there more than 57 owners represented at the meeting in person and by proxy. He confirmed there were sufficient attendees and proxies to meet the quorum requirement. Official business can be conducted at this meeting.

**OPENING:** At 7:04 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 then noted that the meeting will follow the distributed agenda (see attachments).

Mr. Sebastian explained this was the second homeowners meeting in 2013. The first meeting on January 30, 2013 did not meet the quorum requirement and official business could not be conducted.

**GIFT CARD DRAWING:** Mr. Sebastian distributed two $100 Lowes Gift Cards to two homeowners. Winning homeowners were selected randomly based on their ticket number.

**MANAGEMENT REPORT:**

Mr. Sebastian discussed the attached financial handout.

- He reported the association continues to be in sound financial shape with $176,441 in cash reserves.
- Mr. Sebastian then reviewed the income statement and major expenses for 2012 and discussed the 2013 budget.

Collections and deed restrictions policies were reviewed. Contract bidding, including insurance, power, and landscaping were discussed.

**HOMEOWNER DISCUSSION:**

- **Entry Flag:** The board reported that the rope on the community flag snapped. The flag is being replaced as soon as possible.
- **Website:** Mr. Sebastian reminded the attendees the website was www.springbrookhoatx.com. The board asked for volunteers to help update and manage the website.
- **Crosswalks:** The board reported they have identified a list of intersections where they will be requesting that Harris County install crosswalks.
- **Shadow River Fence:** The board reported they have gathered some quotes to replace the fence. The fence work will be scheduled soon.
- **Entry Monument Cleaning:** The board discussed power washing the monuments on TC Jester and repainting the lettering.

- **No Outlets Signs:** The homeowners requested that no outlet signs be installed on long cul-de-sac streets were needed. The board agreed to make requests to Harris County for the needs signs.
- **Left Turn on Green at Kuykendahl:** The homeowners discussed the need for left-turn on green light a Kuykendahl to make exiting the community easier during low traffic periods. The board agreed to make a request to Harris County to change the light through the management company.

**VOTING**

**Director Elections:** Mr. Sebastian stated there are three positions to be filled at this meeting for two-year terms. Mr. Andersen withdrew his name as a candidate. Ms. Meharali is seeking reelection and Ms. Sfamenos is seeking election. One others positions is open. Mr. Sebastian asked for any volunteers from the floor for the board to be a write-in candidate. Craig Goodie was the only volunteer.

Since there were no additional volunteers, Mr. Sebastian stated Ms. Meharali, Ms. Sfamenos and Mr. Goodie would be elected to the board unopposed. Mr. Sebastian asked all attendees to complete and submit a ballot for the association's records.

**ADJOURN:** Meeting was adjourned at 7:52pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____