

SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.

MINUTES OF THE ANNUAL PROPERTY OWNERS MEETING

Date: January 29, 2018 – 7:00pm

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

Attendees: Adrian Luecke, President
Eric Deltgen, Director
Lindsay Magdaleno, Director
Evelyn Christian, Director
Fabian Miller, 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 7:07 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.

The meeting will follow the agenda and information will be presented to the homeowners and questions answered. There will be no official election.

Mr. Luecke informed the attendees that past board member Keisha Simons recently passed away. He thanked her for her service to the community.

SECURITY REPORT

Officers with the Pct. 4 Constable's Office were invited to the meeting but not present. The board stated they will be present at the second HOA meeting.

Solicitation is not illegal but suspicious person should be reported to Pct. 4. Illegally parked vehicles or inoperable vehicles in the street should be reported to Pct. 4. The non-emergency dispatch number is included on the meeting agenda and is 281-376-3472.

MANAGEMENT REPORT:

Mr. Sebastian discussed the attached financial handout.

- He reported the association had \$288,552 in cash reserves at the end of 2017. The association increased the reserve fund by \$3,011 in 2017. ACMI and the board work to lower costs where possible and the management and landscaping contracts were evaluated in 2017. A new landscape contractor started in 2017. The electricity contract was recently redone and the cost lowered by approximately 25%. The assessment was lowered by \$25 for 2018. The HOA board evaluates the association's budget and assessment on an annual basis.
- Replacing the fence on TC Jester a major project in 2017. The HOA was able to negotiate with the fence company to offer homeowners a discounted rate for 6 months to replace or repair their individual fences.
- Mr. Sebastian then reviewed the income statement and major expenses for 2017 and discussed the 2018 budget.

- 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.

VOTING:

Mr. Luecke stated there will be no election because the quorum requirement was not met. Homeowners will have the opportunity to volunteer for the board and have their names included on the ballot for the second meeting. The roles and responsibilities of the board were reviewed.

The candidates from the floor were:

- Laura Shivok
- Susan Skinner
- Irma Solis

Each candidate briefly introduced themselves and stated why they wanted to serve on the board. 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 flag the entrance needs replacement. The board agreed to order a new flag.
- Streetlight outages should be reported to ACMI or directly to Centerpoint for repair.
- The trash contact is managed and provided by Bridgestone MUD.
- Fence repairs on the pipeline and on Autumn Sunset need to be complete.
- Repainting or cleaning the entry monuments on TC Jester needs to be done.

ADJOURN: Two winners of \$100 Kroger’s gift cards were selected at random from the attendees and received the gift cards.

Meeting was adjourned at 8:05pm.

Prepared By: _____
Doug Sebastian, ACMI

Approved By: _____

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

**Annual Association Members Meeting
January 29, 2018 - 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
 - Fabian Miller
 - Eric Deltgen
 - Lindsay Magdaleno
- Security Report – Pct. 4 Constable’s Office
- Financial Report & Community Update
 - Assessment lowered for 2018
- Communications
- Voting
 - Election – Two directors for two-year terms
 - Candidates:
 - Volunteers from the floor
- Gift Card Drawing
- Discussion and Other Business
- Adjourn

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

Description	\$350/yr 2016 YE	\$350/yr 2017 YE	\$325/yr 2018 Budget
INCOME:			
Assessments	201,452	191,029	183,300
Capitalization Fees	17,208	15,799	15,000
Interest on cash	15	23	25
Interest on account balances	1,743	3,756	2,000
Collection Fees	11,748	14,472	12,500
Legal Fees	8,523	17,804	7,500
Forced Maintenance	0	5	350
Returned check	0	0	50
EFT Fee Income	0	52.32	0
Other Income	11,709		250
Subtotal Income	252,400	242,939	220,975

EXPENSES			
Administration			
Basic Mgt. Services	21,900	21,900	21,900
Other Admin.	2,245	2,606	2,000
Storage Facilities	902	820	1,000
Billable Delinquency Fees	16,343	13,162	15,000
Billable Legal Fees	20,367	10,238	15,000
Legal Fees -Corporate	113	0	500
Bank Charges	24	27	100
Audit	0	0	2,750
Administration	61,893	48,753	58,250
Activities/Events			
New sletter/Web Site	570	1,043	1,000
Social Events	0	573	1,200
Seasonal decorations	518	478	1,000
Architectural Control	475	450	500
Homeowners/Board Meetings	1,101	2,710	2,000
Activities/Events	2,664	5,254	5,700
Utilities			
Streetlights	35,669	34,865	35,600
Electricity-Irrigation/Lights	1,055	876	1,000
Water-irrigation	14,427	15,364	14,000
Water-splash pad	2,558	3,867	3,500
Other Utilities	1,389	0	250
Utilities	55,098	54,972	54,350
Landscape Maintenance			
Landscape Contract	27,843	28,266	33,551
Landscape-Extras	185	2,408	2,000
Irrigation System Repair	10,181	1,859	5,000
Tree pruning and Replacement	1,099	0	0
Forced Maintenance	0	844	2,000
Entry Monument Repair/Maintenance	600	0	0
Fence Repair/Maintenance	5,024	63,354	5,000
Electrical Repairs	148	509	1,500
Pest/Mosquito Control	2,992	2,019	2,500
Signs	1,332	0	1,500
Other Maintenance	1,247	0	1,000
Landscape Maintenance	50,650	99,259	54,051
Lake Maintenance			
Lake Repair and Maintenance	21,364	21,364	21,372
Lake Maintenance	21,364	21,364	21,372
Recreation Ops/Maintenanc			
Building Cleaning/Janitorial	0	0	0
Play ground Equipment	0	0	0
Play ground Repairs/Mulch	400	1,083	500
Sidewalks	0	0	0
Splash Pad	53,955	1,083	3,000
Recreation Ops/Maintenan	54,355	3,053	3,500
Insurance and Taxes			
Insurance	6,204	6,740	7,400
Taxes	34	42	50
Tax Related	500	500	500
Contingency	0	0	0
Insurance and Taxes	6,738	7,282	7,950
TOTAL EXPENSES	252,763	239,939	205,173
Current Year Net Income/(loss)	(364)	3,001	15,802
YE Reserve Fund	285,552	288,552	309,506

Information and Communication

- * Webpage: www.springbrookhoatx.com OR google "ACMI Springbrook"
- * HOA email: springbrookhoa77379@yahoo.com
- * 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 or supported by the association.

1

2017 in Review

- * Replaced Fencing on TC Jester
- * Splash pad maintenance contract established.
- * Switched landscape maintenance contractors.
- * Contacted KISD about adding bus service for elementary school.
- * Various minor maintenance items.
- * Wondering what the HOA accomplished and discussed in 2017? Please visit the ACMI Springbrook webpage to see all of the 2017 meeting minutes documents.

2

Reserve Fund

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

- * \$62,304 for TC Jester fence replacement in 2017
- * \$50,000 for future playground replacement
- * Splash pad maintenance, irrigation repairs, shade cover replacement, pipeline fencing and other items.

\$288,552 – 2017 Year-end Reserve Fund

3

2018 Budget

Annual Assessment: \$325	
Income:	220,975
Expenses:	205,173
Net Income:	15,802

- Assessment lowered by \$25 for 2018.
- A \$10/home change generates equals about \$5,600 in revenue.

4

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.

5

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

6