

# **SPRINGBROOK HOMEOWNERS ASSOCIATION, INC.**

## **MINUTES OF THE ANNUAL PROPERTY OWNERS MEETING**

**Date:** January 28, 2019 – 7:00pm

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

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

**QUORUM:** Mr. Luecke stated that the 10% quorum requirement had been reached an official meeting and election can be held. The association is required to have at least 57 owners represented at the meeting in person and by proxy.

**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.

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 and received the gift cards.

### **SECURITY REPORT**

Lt. Hoover and Cpl. Roberts were present from the Pct. 4 Constable's Office. Lt. Hoover 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. Lt. Hoover stated the report is not tracked for each community.

Lt. Hoover reported that burglaries of motor vehicles (BMVs) are a problem area wide. He asked that homeowners always locked their vehicles and do not keep valuables or fire-arms in their vehicles. The Constable's Office has caught one group breaking into vehicles in the Windrose area and are working to other leads.

The non-emergency dispatch number is included on the meeting agenda and is 281-376-3472.

Suspicious activity or people should always be report to dispatch. Rules related to on-street parking were reviewed.

### **MANAGEMENT REPORT:**

Mr. Sebastian discussed the attached financial handout.

- He reported the association had \$318,971 in cash reserves at the end of 2018. The association increased the reserve fund by \$19,214 in 2018. 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.
- Mr. Sebastian then reviewed the income statement and major expenses for 2018 and discussed the 2019 budget.
- The need for a reserve funds was reviewed for future maintenance and other improvement projects.
- The association is planning to replace the playground equipment at the park in 2019. The equipment has reached the end of its expected lifetime and has begun to shown signs of wear and potential safety issues.

The board is currently getting proposal for the play equipment. The board plans to survey the homeowners to get their feedback and preference on the design of the replacement equipment. Homeowners should subscribe to receive email notifications about the survey and other community news at [www.springbrookhoatx.com](http://www.springbrookhoatx.com).

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

**DIRECTOR ELECTION:**

Mr. Luecke stated there are three positions to be filled at this meeting for two-year terms. The board duties were discussed. Adrian Luecke, Evelyn Christian, and David Easterwood had submitted their names as candidates before the meeting. There were no additional candidates from the floor.

Mr. Luecke asked each candidate to introduce themselves to the attendees. The homeowners were asked to complete and submit their ballots and vote for only three candidates.

It was announced that the three candidates were elected unopposed to the board. The elected board members are:

- Adrian Luecke
- Evelyn Christian
- David Easterwood

**DISCUSSION AND OTHER BUSINESS:** Discussion topics included:

- 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.
- Mr. Luecke asked homeowners to remember to clean up after their pets while walking in the community.

**ADJOURN:** The meeting was adjourned at 8:10pm.

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

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

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

**Annual Association Members Meeting  
January 28, 2019 - 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
    - Irma Solis
    - Laura Shivok
- Security Report – Pct. 4 Constable's Office
- Financial Report & Community Update
- Communications
- Voting
  - Election – Three directors for two-year terms
  - Candidates:
    - Adrian Luecke
    - Evelyn Christian
    - David Easterwood
    - Volunteers from the floor
- Gift Card Drawing
- Discussion and Other Business
- Adjourn

Community Website: [www.springbrookhoatx.com](http://www.springbrookhoatx.com)  
Management Company Website: [www.acmimgmt.com](http://www.acmimgmt.com)  
Pct. 4 Constables: 281-376-3472

Description	\$350/yr 2017 YE	\$325/yr 2018 YE	\$325/yr 2019 Budget
<b>INCOME:</b>			
Assessments	191,029	185,975	183,300
Capitalization Fees	15,799	15,777	16,000
Interest on cash	23	23	25
Interest on account balances	3,756	6,215	5,000
Collection Fees	14,472	13,308	13,500
Legal Fees	17,804	10,772	9,000
Forced Maintenance	5	756	500
Returned check	0	0	50
EFT Fee Income	0	0	0
Other Income	52	84	250
<b>Subtotal Income</b>	<b>242,939</b>	<b>232,910</b>	<b>227,625</b>

Description	\$350/yr 2017 YE	\$325/yr 2018 YE	\$325/yr 2019 Budget
<b>EXPENSES</b>			
<b>Administration</b>			
Basic Mgt. Services	21,900	21,900	22,980
Other Admin.	2,606	1,735	2,500
Storage Facilities	820	900	1,000
Billable Delinquency Fees	13,162	12,730	14,000
Billable Legal Fees	10,238	9,774	12,000
Legal Fees -Corporate	0	100	500
Bank Charges	27	20	100
Audit	0	2,590	0
Administration	48,753	49,749	53,080
<b>Activities/Events</b>			
New sletter/Web Site	1,043	2,662	2,500
Social Events	573	0	1,200
Seasonal decorations/Flags	478	3,960	3,658
Architectural Control	450	500	500
Homeowners/Board Meetings	2,710	754	1,000
Activities/Events	5,254	7,876	8,858
<b>Utilities</b>			
Streetlights	34,865	35,775	35,600
Electricity -Irrigation/Lights	876	731	1,000
Water- irrigation	15,364	15,074	16,000
Water - splash pad	3,867	4,072	4,000
Other Utilities	0	0	250
Utilities	54,972	55,652	56,850
<b>Landscape Maintenance</b>			
Landscape Contract	28,266	33,512	33,551
Landscape-Ex tras	2,408	2,855	3,000
Irrigation System Repair	1,859	3,627	3,500
Tree pruning and Replacement	0	2,050	2,000
Forced Maintenance	844	778	2,000
Entry Monument Repair/Maintenan	0	0	750
Fence Repair/Maintenance	63,354	3,966	5,000
Electrical Repairs	509	721	1,500
Pest/Mosquito Control	2,019	2,407	2,500
Signs	0	1,770	1,500
Other Maintenance	0	1,963	1,000
Landscape Maintenance	99,259	53,649	56,301
<b>Lake Maintenance</b>			
Lake Repair and Maintenance	21,364	23,144	21,372
Lake Maintenance	21,364	23,144	21,372
<b>Recreation Ops/Maintenanc</b>			
Playground Equipment	0	215	0
Playground Repairs/Mulch	1,083	3,768	500
Splash Pad	1,083	3,217	3,500
Recreation Ops/Maintenan	3,053	7,200	4,000
<b>Insurance and Taxes</b>			
Insurance	6,740	6,851	7,400
Taxes	42	42	50
Tax Related	500	500	500
Insurance and Taxes	7,282	7,393	7,950
<b>TOTAL EXPENSES</b>	<b>239,939</b>	<b>204,663</b>	<b>208,411</b>
<b>Current Year Net Income/(loss)</b>	<b>3,001</b>	<b>28,247</b>	<b>19,214</b>

## Information and Communication

- \* Webpage: [www.springbrookhoatx.com](http://www.springbrookhoatx.com) OR google "ACMI Springbrook"
- \* ACMI
  - \* Phone: (281)251-2292
  - \* Email: [info@acmimgmt.com](mailto: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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## 2018 in Review

- \* Repairs to marquee sign cabinets
- \* Replaced old fence at dead-end on Autumn Sunset Trail
- \* Replaced landscaping around TC Jester entry monuments and around marquee signs
- \* Trimmed trees at Kuykendahl entry
- \* New contractor used for holiday decorations
- \* Wondering what the HOA accomplished and discussed in 2018? Please visit the ACMI Springbrook webpage to see all of the 2018 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
- \* \$80,000 for future playground replacement
- \* Splash pad maintenance, irrigation repairs, shade cover replacement, pipeline fencing and other items.

\$318,971 – 2018 Year-end Reserve Fund

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## 2019 Budget

Annual Assessment: \$325	
Income:	227,625
Expenses:	208,411
Net Income:	19,214

- Assessment was lowered by \$25 for 2018.
- Kept at \$325 for 2019

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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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