

# ***SOUTHCREEK VILLAGE COMMUNITY ASSOCIATION, INC.***

## **MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF SOUTHCREEK VILLAGE COMMUNITY ASSOCIATION, INC. HELD ON JULY 17, 2006, 6:30 P.M. AT 7750 AUTUMN LAUREL, HOUSTON, TEXAS.**

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### **DIRECTORS PRESENT**

Judith Carey, Vice President  
Richard Frank, Treasurer  
Doug Hause, Director  
Bob McCavitt, CCA Representative  
Lorri Thompson, President

### **CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:34 p.m. Director Thompson presided over the opening of the meeting, and the managing agent assisted in recording the minutes.

### **IN ATTENDANCE**

Ransom Daly and Laurie Woytek (Association & Community Management Professionals, Inc.), Jason McNabb of Pampered Lawns and members registered in the meeting registration book were in attendance.

### **ADOPTION OF AGENDA**

Director Thompson asked for any changes to the agenda.

**Resolved**, a motion was made to accept the agenda as presented. The motion was seconded and unanimously approved.

### **MINUTE MOTION**

The Board reviewed the minutes from the June 19, 2006 Director Meeting.

**Resolved**, a motion was made, seconded and unanimously approved accepting the June 19, 2006 Director Meeting minutes as amended.

### **EMAIL BUSINESS ADDRESSED BETWEEN MEETINGS**

Additional electrical outlets at the Park Falls park/pool area. Installed two outlets.  
Resident Irrigation system repairs. Texas Fence matter.  
Sgt. Ruggerio card. No Resolution.  
Vacant house listing to Sheriff. Provided to Sheriff each month  
Vacant houses receive MWE letter each inspection. In effect  
Irrigation repairs due to fence construction. Texas Fence is to handle.  
Above ground addition-to be reviewed at July meeting.  
Provide proposal for installation of irrigation on Royal Gardens & Forest Heights.  
Pampered Lawns is working on this according to Jason they have never submitted a proposal for this.

## **HOMEOWNER FORUM**

A member addressed the Board about their street. They stated that it is being used as a thorough fare and feels that speed bumps should be installed. The Board stated that they have looked into the installation of speed bumps, but that they are not permitted. They stated that the county would be contacted to do a traffic study. The member also stated that homeowners on the 7100 block of River Garden are placing their trash at the curb, when they have back door pick up. They questioned as to whether homeowners can be fined daily for placing their trash cans at the curb. The Board advised that it cannot be done. The Management Company stated that they would send a letter to the residents at the 7100 block of River Garden and Director McCavitt stated that he would contact BFI to ensure that the trash cans are being picked up at the back door and that they are being returned to the back as well. The member stated that there is a property on River Garden that was foreclosed on and that they have many deed restriction violations that are not being addressed. The Board advised the member that the Management Company inspects for deed restrictions two times a month.

A member addressed the Board about a property on their street. They stated that the property is never mowed in the front or back. They stated that they had recently cut the front yard, but that the back yard is a jungle. The Board advised that once the first letter for mowing is sent to a property, a contractor can be sent out at the next inspection if it's still in need of mowing. The Board instructed the Management Company to add this property to the vacant house list and to follow up with Pampered Lawns on the turn around time for mowing yards. The Management Company was also instructed to contact the Mortgage Company for payment on the lawn services. The Board advised The member to contact the Harris County health department about the back yard.

## **ARC REPORT**

Director Thompson instructed the management company to not return any ARC request to members if there are no dates or wrong dates.

## **PAMPERED LAWN**

Jason McNabb with Pampered Lawns stated that the splash pad was cleaned and tree limbs were picked up. The Board discussed the three homeowner's who had electrical irrigation lines cut from the fence installation. Mr. McNabb stated that the property on Sandygate has an exposed wire and that the property on Clover Canyon has broken wires, but that they need to find the location. The property on Ashton is being handled through Texas Fence Company.

Mr. McNabb reviewed his landscaping proposal with the Board. The following was discussed:

- post emergent was not included in the previous contract
- visits would increase from 38 to 42
- raking of the play area and volleyball court is included in proposal
- sign pick up is included in proposal

## **POOLS AND PARKS**

Director Thompson stated that letters are needed for the marquis. She instructed the management company to find out the warranty on the tunnel slide at the Autumn Laurel park

facility. She stated that the bathrooms need new paper towel holders and instructed the management company to send a brochure to Susie Smith. She also instructed the management company to contact Greater Houston Pool Management to use the correct toilet paper in the bathrooms. She stated that the lights in the Autumn Laurel pool area are not working. The management company was instructed to get the date that the splash pad will be resurfaced by Kraftsman.

### **CCA REPORT**

Director McCavitt discussed the recent CCA meeting. He stated that a few items discussed were tree pruning, trash pick up, recycling proposals, landscaping proposals sidewalk repairs on West Road and the pressure washing of the monuments. He stated that the women's club will be helping with the Christmas decorating on the monuments.

The Board instructed the management company to contact the MUD about the hole in the concrete on Royal Gardens past Shangrila going towards Longenbaugh. Director Hause stated that he would mark the area with orange spray paint.

### **CRIME WATCH**

Director McCavitt stated that Sergeant Ruggeiro is well and will back on duty tomorrow.

The Board discussed purchasing a gift card for Sergeant Ruggeiro.

**Resolved**, a motion was made to purchase a \$50 gift card from Academy for Sergeant Ruggeiro. The motion was seconded and unanimously approved.

### **MANAGEMENT REVIEW**

The management company was instructed to contact an electrician about the electricity at the Autumn Laurel recreational facility needing to be on two breakers.

They were also instructed to get the proposals from Pampered Lawns for repairs to the electrical irrigation lines at the two properties discussed.

The Board stated that there is a Chevrolet Impalla on Rainbow Lake with a flat tire. The management company will contact the Sheriff's department.

The Board also discussed the complaints on the improperly stored vehicles at another property. The Board stated that they would drive by the property.

The Board discussed a property with oil stains in the driveway. The homeowner attended the June meeting to discuss the deed restriction violation. The Board instructed the management company to send a letter to the homeowner thanking them for their attempts and to correct the violation in Association records.

The management company provided a copy of the attorney letter sent to a member about the matter with the convenience gate.

The management company stated that they are getting proposals to weld the monkey bars at the Park Falls park facility.

**Resolved**, a motion was made to approve the welding of the bars if the price does not exceed \$100.00. The motion was seconded and unanimously approved.

The management company advised that there is mildew on the slide at the Park Falls pool facility. Director Thompson stated that they clean the slides one time a year and to place the matter on hold for now.

The management company stated that they are getting estimates for repairing or removing the picnic tables at Signal Creek park.

**Resolved**, a motion was made to tear the picnic tables out if the price does not exceed \$200.00. The motion was seconded and unanimously approved.

The Board reviewed the letter of certification for the material used on the fence project from Jamieson Manufacturing Company, Inc. The Board stated that they do not want to do a walk through with Texas Fence until Texas Fence has done their own.

The management company questioned the Board as to whether they want to grandfather the old fences, which meet the old fence guidelines. The Board agreed to grandfather them and stated that the new fences that meet the new guidelines should be noted in their account with a date.

The Board stated that any old completed items on the action item list should be removed from the report. Only current completed items and open items should be on the report.

### **LANDSCAPE PROPOSALS**

The Board instructed the management company to create a spreadsheet showing the proposals received for the landscaping contract.

The Board reviewed proposals submitted from five landscape companies throughout the community.

**Resolved**, a motion was made to accept the landscaping proposal from Pampered Lawns for \$100,176.00. The motion was seconded and unanimously approved.

### **FINANCIALS**

The Board instructed the management company to follow up with the MUD on why the water bill for Signal Creek was so high.

Director Thompson stated that there should not be an accounting code for miscellaneous pool expenses or office supplies.

The tree trimming expenses should be moved to deferred maintenance.

Director Thompson stated that the Association is over budget on the corporate legal fees.

The Board requested an explanation of the charges from the money market account. The management company will look into the matter.

#### **MANAGEMENT CORRESPONDENCE – DEED RESTRICTION LEGAL ACTION**

The Board reviewed correspondence from the management company regarding legal action on deed restriction violations at several properties. The Board stated that they would need more information in order to make a decision. The Board requested a detailed deed restriction history and the total amount due on the accounts. They stated that memo's should have this information attached from now on.

#### **MANAGEMENT CORRESPONDENCE – FORECLOSURES**

The Board reviewed correspondence from the management company regarding properties, which were foreclosed on and still have a balance. The management company recommended writing the balances off and turning them over to a collection agency.

**Resolved**, a motion was made to write off the balances on the foreclosed properties listed and to send them to the collection agency. The motion was seconded and unanimously approved.

#### **E-MAIL CORRESPONDENCE**

The Board reviewed an e-mail correspondence from the management company in regards to a member's request. The member attended the June Board meeting and requested an extension until the end of June to paint their house and that the certified deed restriction letter be waived.

**Resolved**, a motion was made to grant an extension until the end of July 2006 and to waive the fees if the violation is corrected at that time.

#### **HOMEOWNER CORRESPONDENCE**

The Board reviewed correspondence from members and provided responses and direction for the management company to forward and effect.

#### **ATTORNEY STATUS REPORT**

The Board reviewed the attorney collection status report. They stated that the turn around time of responses to the attorney is not quick enough. They requested that the management company provide their response to the attorney and their recommendations with the status report in each packet.

#### **BOARD DIRECTION DEED RESTRICTION VIOLATIONS**

The Board reviewed deed restriction violations requiring Board Direction and provided same to the management company.

#### **NEXT MEETING**

The next meeting of the Board of Directors of Southcreek Village Community Association is to be held on Monday, August 21, 2006, at 6:30 P.M. at 7750 Autumn Laurel, Houston, Texas 77095.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:30 p.m.