

**SPRING CREEK TOWNHOMES
COLLEGE STATION, TX 77845**

MINUTES

**MEETING HELD ON Tuesday, April 17, 2018
Neighborhood Partner Office**

Members Present:

JR Torres, Laurie Rowland, and Celeste Anthony. Sandie Miller and Lorena Spicher were present representing Neighborhood Partners.

Proceedings:

Meeting was called to order 5:36 PM by JR Torres.

Establishment of Quorum

Three directors were present. Quorum was established.

Review/acceptance of minutes

Minutes already approved from the last meeting on 1/18/18 through Jan. 22 email in which JR motioned to approve the minutes and Celeste seconded to approve.

Treasurer's report

Board reviewed the 4th quarter financial reports via email and questions were addressed at meeting. JR motioned to approve and Laurie seconded.

Management report

Sandie Miller gave the management report. She reviewed the following;

- Accounts Receivable were reviewed: no liens at this time, past due accounts reviewed
- Billing Report: 68 residents paying monthly, 26 annually, 10 quarterly and 14 semiannually
- Resident Property Status
 - Builder-11
 - Homeowners-50
 - Rentals-40
 - Weekend-17
- Insurance: homeowners contacted that still need to provide documentation of insurance coverage, 3 coverages are expiring
- Concerns:
 - Discussed resident with multiple previous pool violations, resident will be suspended for the 2018 season if any further violations occur
 - Resident with basketball goal in street was advised regarding safety concerns for children playing in the street.
 - ACC requests
 - Screened in porch not approved by ACC, resident will be contacted and required to remove prior to sale of home and provide a landscape plan to block porch from view on all sides
 - Screen doors in place on multiple homes that do not comply with ACC
 - We will address ACC rules at annual meeting and make more explicit in 'welcome letter' when homes are purchased

Completed business

Realm sign completed and approved by board via email 2/15/18
Power-washing exterior of homes
Power-washing pool deck and pavilion
Painting shutters in Phase 1 to match Phase 2

Unfinished business

2017 Projects not completed
Common Area Landscaping. Bid of \$13,584. Table this project until fall.
Pergola at pool entrance and mail boxes: \$2000.00 will complete when pool closed

New business

-Replacing the patio chaise lounge chairs at pool annex
-Suggestion on planter at pool parking lot with Greener Images: approval given to address this one area prior to completing the other landscaping improvements.

Tabled Items:

Request to change volleyball court to a basketball court at a cost of \$28,008 not including permits or adding additional fencing
Quarterly pest control at a cost of \$2,596 per quarter

Meeting was adjourned at 6:54 pm: motion to adjourn made by JR, seconded by Celeste

Meeting Documents:

- Meeting Agenda
- P&L Report
- Balance Sheet: Cash Basis
- Minutes from 1/18/18 Board Meeting sent via email on 1/22/18
- Quarterly Comparison Report