

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

MINUTES

**MEETING HELD ON Tuesday, January 15, 2019
Neighborhood Partner Office**

Members Present:

JR Torres, Laurie Rowland, Josiah Greene and Celeste Anthony. Sandie Miller was present representing Neighborhood Partners.

Proceedings:

Meeting was called to order 5:32 PM by JR Torres.

Establishment of Quorum

Four directors were present. Quorum was established.

Review/acceptance of minutes

Directors read the minutes via email from 10/16/18 meeting. Already approved via 10/18/18 email where Josiah motioned to approve the minutes. JR 2nd the motion.

Treasurer's report

Review of Financial reports and 4th Quarter comparison Report. Funds from 2019 dues moved to checking account. Ten thousand dollars will be moved to establish the maintenance account. JR motioned to approve and Josiah seconded.

Management report

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

- Accounts Receivable were reviewed: several homeowners past due on monthly HOA fees, one collection letter being sent, several homeowners past due from not including monthly due increase for 2019, no liens at this time
- Resident Property Status
 - Builder-9
 - Homeowners-54
 - Rentals-40
 - Weekend-15
- Insurance: 2 homeowners needing to provide documentation
- Concerns:
 - Retention Policy: reviewed requirements on timelines for keeping HOA documents, Association Records shall be retained for the following time periods:
 1. certificates of formation, bylaws, restrictive covenants, and all amendments to the same shall be retained permanently;
 2. retained for seven (7) years
 - financial books and records
 - account records for residents
 - minutes of meetings of the Annual meeting and Board meeting
 - tax returns and audit records
 - contracts retained after the expiration of the contract
 - will get prices for shred and removal services, motion to keep all documents for a period of 7 years. Laurie made motion to approve, 2nd by Celeste.

- Common area landscaping by fence in back side of community. Spring Creek Gardens fence in poor repair and our landscaping not doing well. Will replace landscaping with a fence far enough away from existing fence in Spring Creek Gardens so ours will not be used to stabilize existing fence.
- House numbers on 4 Units on Heath do not match the rest of the homes in the area: too costly to replace, will keep as is
- Irrigation repair at pool not needed, as the problem of standing water was caused by pool back wash. Drain has been extended farther from building to alleviate standing water issue.

Completed business

2019 Proposed Budget approved and posted
Chaise Lounge Chairs for Pool received and stored

Unfinished business

Budgeted Items:

*Property Owners flower beds-to start in January

Initial clean up estimate: 4 workers/ 12 hours / \$1400.00

Maintenance 8 times a year for \$721.67

*Pergola at pool entrance: waiting for design to move forward ASAP

*Staining of fences prior to common area landscaping in the proposed areas

Sherwin Williams

Super Deck

Color: Hawthorn

\$55 per gallon

*Landscaping Common Area-project in 2018 delayed due to excessive rain, will attempt to complete in February.

*Volleyball court: remove sand and poles and cover with grass due to excessive problems with sand in pools and water fountain along with concerns about sanitation with animals using sand as a litter box, schedule ASAP to be completed prior to pool opening

*Options for improving appearance of mail box clusters

New business

*Request made by resident to have pool gazebo open year round. Cannot do this because at this time due to budget constraints. Pool would have to remain open year round as well.

*Fence repairs: problems occurring more frequently with gates. Motion made to replace gates as needed that are reinforced with steel frame. JR made motion to approve, Laurie 2nd.

*2019 Calendar reviewed: Meeting scheduled for July changed to July 22nd due to conflicts with Board attendance.

Meeting was adjourned at 6:25 pm

Meeting Documents:

- Meeting Agenda

Emailed:

- P&L Report
- Balance Sheet
- 4th Quarterly Comparison Report

