

Board Briefs

Board Meeting was held November 8, 2011. Attendees: Gloria Valigura, Keith Austin, Alvin Hodges, Sylvia Teague, Hormoz Vassey and Patricia Ortiz. Also in attendance was Jeff Messock, the HOA lawyer.

Committee Reports

ACC - Nancy Nichols and Paul Behrend – No report

Pool – Maria Aaly – Pool is closed for season

Communication Committee – Vacant

Recreation Committee – Christine Huckels

- Santa in the Park – Saturday, December 3 from 6:00 p.m. to 8:00 p.m.

Welcoming Committee – Lisa Behrend

Web Page – Gloria Valigura

Open Discussion and/or Votes Taken

- Financials were discussed.
 - The board agreed to move our operating and money market accounts to New First Bank by the end of the year.
 - The board spreadsheet shows that only \$2884 of maintenance fees are unpaid; however, the TCM collection report shows @ \$5460.
 - The account of one homeowner who is in arrears for a couple of years has been sent to the HOA lawyer for legal collection.
- **2012 Budget and Maintenance Fees** – The board met on October 20, 2011, and voted to increase the 2012 maintenance fees to \$430 per year. That's a \$10 increase from 2011 and is needed to allow us to begin to replenish the contingency fund due to withdrawals made to pay for much needed capital improvements (i.e., pool resurfacing, replacement of three light poles, electrical repairs, and addition of a few more sprinkler heads at the entrances).
- **Decorate entrances for Christmas** – meet at the pool at 10:00 a.m. on Saturday, November 26, 2011, to help the board decorate the entrances to HBTM for Christmas.
- **Santa In the Park** – Come meet Santa and tell him what you want for Christmas at the pool on Saturday, December 3, from 6:00 p.m. to 8:00 p.m.
- **Volunteers Needed** – the board invites you to volunteer for several of our committees. Specifically, there is a need for a Communications Committee Chair; however, the other committees would very much appreciate having you on their team. This is a great way to get to know your neighbors and to provide a service to our community. If interested, please contact Patricia Ortiz.
- **Maintenance fees** – 4.7% of homeowners have not yet paid their maintenance fees; and 2.4% are on payment plan. Remember that if you don't pay your maintenance fees it results in either reduced services or increases in maintenance fees for your neighbors.
- **Jeff Messock** – our legal representative gave an update on changes in State of Texas and how they will affect HOA's and POA's. A few changes are needed and some of our policy statements will need to be recorded with the County.
 - The board to review Policy Statements and pool rules and determine which of those needs to be adopted and recorded with the County. In addition board to review and possibly adopt the Records Production Policy, the Records Retention Policy, and Payment Plan Policy
 - Also, Jeff and Patricia to send to the board draft documents wrt flag poles, etc., for review, adoption, and possible recording with the County.

- The website is being updated to show time and location of monthly board meetings, including the agenda. If you'd like to be notified of the monthly board meeting via e-mail, send an e-mail to HOABOARD@hbtm.org.
- **Audits** – the board voted to perform financial audits every two years. The 2011 books will be audited as per our contract with the CPA. We will return to financial audits every other year beginning with the 2012 financials. During these audits, the CPA will audit the books for two years at a time; thus, saving us a few dollars a year.
- Patricia lead discussion of HBTM Action Item list
 1. Trespass Affidavit – not applicable in Harris County (dropped from AI list); Liability at pool document – Jeff Messock to review prior to our signing
 2. Camera 5 is out at pool. Will be replaced after new light poles installed
 3. Pool replaster – TCM to ask bidders additional questions.
 4. Change out locks – board voted to move forward with lock change-out at pool.
 5. Light pole repair/replacement – At least three (3) poles need to be replaced soon due to excessive corrosion at their base. TCM getting additional quote based on homeowner input. Also, going back to one company requesting a re-quote on 18' poles rather than 15' poles. Also, for each company to re-quote to reinstall all fixtures and surveillance camera on each pole. Also, to replace the bulbs during this work effort and to put a cap on top of the pole to prevent critters from chewing on the power lines.
 6. 2012 pool tag process – board voted to change process. Everyone will get new tags
 7. Shrubs at monument – trim in Jan 2012 so that HBTM signs are visible
 8. Vacuum pump for pool – waiting on Hou-Rec
 9. Light pole wiring covers - see item 6 above
 10. 911 phone options – Patricia obtaining additional information
 11. Electrical (Jan 2012) Add lights to entrance marquees, repair light in deep end of pool, add outlets at marquee, and check why outlets at entrances “trip” frequently
 12. Sprinkler system (by June 2012) add sprinkler heads at each entrance for more coverage.
 13. New First to demo “Strong Room” – Patricia to organize
- Precinct 4 Crime Statistics for RR MUD #1 were distributed via e-mail to the board.

11/16/11